

RESOLUTION 2013-14

A RESOLUTION ENTERING INTO AN AGREEMENT WITH THE OREGON DEPARTMENT OF FORESTRY TO RECEIVE AND EXPEND FUNDS FOR THE PURCHASE OF FIRE DEPARTMENT EQUIPMENT

WHEREAS, The City of Garibaldi (City) has applied to the Oregon Department of Forestry for funding through the Volunteer Fire Assistance Grant (VFA) Program for the purchase of minor equipment for the Garibaldi Fire Department; and

WHEREAS, The City has been awarded 50% matching funds up to \$9,113 for purchasing minor equipment for its Fire Department; and

WHEREAS, The City has budgeted for the receipt and expenditure of these funds in the FY 2013-2014; and

WHEREAS, The City accepts the terms of the agreement with the ODF-VFA Program;

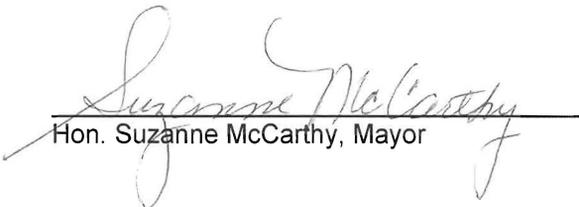
NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF GARIBALDI RESOLVES AS FOLLOWS:

Section 1. The Garibaldi City Manager is hereby authorized to sign the State of Oregon Department of Forestry Grant Agreement identified as Grant No. 449005 which is attached as **Exhibit A** and incorporated by reference into this resolution, on behalf of the City of Garibaldi.

Section 2. The Council directs the Garibaldi City Manager of the City of Garibaldi to be the City's representative to the Oregon Department of Forestry for the purpose of administering this agreement.

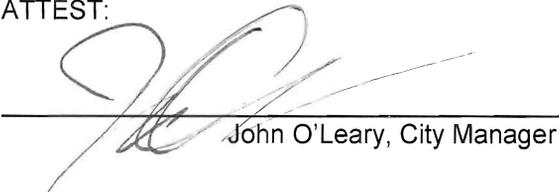
Section 3. This resolution is effective on the date of adoption.

PASSED BY THE COMMON COUNCIL AND APPROVED BY THE MAYOR, this 15th day of July, 2013.



Hon. Suzanne McCarthy, Mayor

ATTEST:



John O'Leary, City Manager

Attachment – **Exhibit A**

Exhibit A -- A RESOLUTION ENTERING INTO AN AGREEMENT WITH THE OREGON DEPARTMENT OF FORESTRY TO RECEIVE AND EXPEND FUNDS FOR THE PURCHASE OF FIRE DEPARTMENT EQUIPMENT

Federal Grant Name:	2013 Volunteer Fire Assistance Grant	
Federal Grant Number:	2013-DG-11062752-xxx	Grant Amount: \$9,113
State Project Number:	449005	Match Amount: \$9,113
Expiration Date:	12/31/2013	Total Project: \$18,227

GRANT AGREEMENT

BETWEEN

OREGON DEPARTMENT OF FORESTRY

AND

GARIBALDI FD

LOCAL FIRE AGENCY



Funds are provided through USDA Forest Service

The purpose of this Agreement between the Oregon Department of Forestry (STATE) and the LOCAL FIRE AGENCY is to clarify and assign project responsibilities. In accordance with the terms and conditions of this agreement, ODF shall grant LOCAL FIRE AGENCY a maximum sum of \$9,113 with the LOCAL FIRE AGENCY providing an additional \$9,113 in Matching funds for a total project cost of \$18,227. Execution of this document, including all exhibits, by authorized officers constitutes the entire agreement between the parties. The LOCAL FIRE AGENCY shall perform the work as set forth in the VFA Grant Application (Exhibit A) in accordance with the terms and conditions of this agreement.

The purpose of the VFA Program is to assist fire departments in rural areas in improving their fire protection capabilities by providing financial, technical, and other assistance to organize, train and equip rural fire departments.

Terms of the Agreement

This Agreement is contingent upon the availability of Federal funds. The parties agree and acknowledge that their relationship is that of independent cooperating parties and that LOCAL FIRE AGENCY is neither an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265 or otherwise.

General Assurances

The LOCAL FIRE AGENCY shall comply with the requirements of all federal, state and local laws, regulations, executive orders and ordinances applicable to the Contract. LOCAL FIRE AGENCY is also subject to the applicable administrative requirements and cost principles in Office of Management and Budget 2 CFR Part 225.

Commencement/Expiration of Agreement

This Agreement will **begin upon signature of all parties** and **terminate on 12/31/2013**. All work and purchases must be concluded within these dates.

All billing and required documentation must be submitted to STATE no later than **15 days** after the termination of the agreement unless amended or terminated.

STATE Contacts

Name: Pam Overhulser

Title: Oregon Department of Forestry Grants Operations Coordinator

Phone: (503)-945-7346

Address: 2600 State St, Salem, OR 97310

Email: poverhulser@odf.state.or.us

FAX: (503) 945-7416

LOCAL FIRE AGENCY Responsibilities

35. LOCAL FIRE AGENCY is responsible for knowledge of information provided in Exhibit C, ODF's annual **2013 VFA Grant Manual (Revised May 21, 2013)**.
36. LOCAL FIRE AGENCY will notify STATE VFA Coordinator of any change in the status of the LOCAL FIRE AGENCY or to the signatory on the Exhibit A - Application.

STATE Responsibilities

69. VFA Coordinator will provide assistance to the LOCAL FIRE AGENCY on questions relating to any aspect of this agreement.
70. STATE staff will notify LOCAL FIRE AGENCY of any pending monitoring visit or impending audit.
71. VFA Coordinator will review the reimbursement requests from LOCAL FIRE AGENCY for proper content, accuracy, and compliance with grant requirements. Discrepancies found will be discussed with LOCAL FIRE AGENCY for clarification and resolution.
72. VFA Coordinator will forward the completed reimbursement request to the Partnership Development Payment Specialist for official processing and approval.

Exhibit C

Oregon State Department of Forestry
2013
VOLUNTEER FIRE ASSISTANCE
GRANT MANUAL

(Revised May 21, 2013)

Federal grant dollars available to improve fire protection capabilities in unprotected or inadequately protected areas.

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CFDA #10.664

Web address for manual and application materials:
<http://www.oregon.gov/odf/pages/fire/grantopps.aspx>

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Eligibility

- Each applicant must meet the 50/50 match requirements. This means that for every VFA grant dollar an equal match (cash or in-kind) dollar must be provided by the fire department. The total "project" value is 100%, 50% from VFA grant dollars and 50% from match.
- To qualify you must be an established fire district (as determined by the Oregon State Fire Marshal's Office), or in the process of being established (also includes rangeland associations). A new box has been added to the application form for recording your FDID number.
- You must have a federal tax identification number (TIN) as well as a data universal numbering system number (DUNS) issued by Dun and Bradstreet by the time the grant reimbursement is requested
- Your district boundaries cannot contain an incorporated city with a population over 10,000. The population of the entire district is not important, just as long as there is no incorporated city over 10,000 within the district boundaries.
- Fire protection districts should protect rural communities and play a substantial cooperative role in the suppression of wildland fires within or in the vicinity of federally managed lands.
- If you are a "subscription" district but will respond to an incident regardless of "payment status" for the location, then you would be eligible to apply for these funds.
- The fire department **must** be a party to an agreement with the Oregon Department of Forestry (as in mutual aid agreement) and/or a cooperative fire agreement with a US Forest Service, Department of Interior Bureau (Bureau of Indian Affairs, Bureau of Land Management, National Parks Service or US Fish and Wildlife Services). **Please be prepared to provide a copy of the agreement if requested.**
- The RFD must be compliant with the NIMS (National Incident Management Systems) certification requirements in order to be eligible to receive these grant dollars. The Department of Homeland Security is requiring this of all grant recipients.
- Projects from agencies that cannot show proof of expenditure will not be eligible.
- Projects that do not indicate improvement of the protection capabilities will not be eligible.

Application Process

Application Forms and Instructions

NEW THIS YEAR! Saving costs has motivated a change to the distribution of application materials. Instead of mailing packets that include this manual, the application form, and cover letter through the mail, **ONLY** the letter will be mailed. The other materials can be found at: <http://www.oregon.gov/odf/pages/fire/grantopps.aspx> (follow the links to 2013 VFA/RFA Grants). The application form can still be completed manually or electronically. The first two pages will provide the selection committee with a “profile” of your organization that will help target the organizations with the greatest need.

- Applications received after the deadline will not be considered.
- Applications not submitted on a current VFA application form will not be eligible.
- For those using the electronic version, the entire form is created in Microsoft WORD “table” format.
- Using the electronic version, the boxes can be expanded by the “wrapping” feature or by pressing “enter”
- The YES and NO boxes on Page 1 and the boxes on Page 3 and Page 4 can be “checked” by double clicking (electronic version) on the box which should pop up a menu box for you to change the Default Value to “checked” instead of “not checked”.
- Page 4 has three “dollar” amount columns.
 - Enter the total cost of the particular item in the first column (Total Cost) such as, 100 Fire Shelters @ \$300 each would show \$3,000 in the Total Cost column.
 - Next, for applying for VFA funding (50% match) then \$1,500 would go in the Grant Dollars column and \$1,500 would go in the Match Dollars column.
 - If you are using “In-Kind” then you would put the full \$3,000 in the “Grant Dollars” column and list below on a separate line a brief description of in-kind contribution (“volunteer hours attending training”, or “preparation time repairing vehicle”) and then enter the dollar value in the “Match Dollars” column. See last section of this Manual for additional information including examples and unallowable items.
 - The columns do NOT automatically (electronic version) total at the bottom, you will need to do this manually.
- If you need to add lines (for additional items you wish to list), you should be able to insert “rows” to accommodate this. However, you are encouraged to group items as much as is reasonably possible yet being specific enough to provide information to the selection committee. For example, if you want to purchase wildland hose you can list on one line: Wildland Hose – 4 100’ 1”, 1 50’ 1 ½”. Same for nozzles, adapters, etc.
- Page 4 has an ODF USE ONLY shaded column that will be completed at the time the selection committee meets and makes decisions on what will be eligible under an awarded grant. Do not fill this column in.
- The application form must be signed by an authorized agent of the fire department (such as Fire Chief, Treasurer, or Board Chairperson). If you are submitting electronically (via email), the email cover sheet will be accepted as the electronic signature. If the application is not submitted

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Once the application is submitted to Washington D.C. you will receive a response back from D.C. with approval and the AAC number (usually takes 4 to 6 weeks.) You will then receive information for accessing the system. As you can see, this is a lengthy process and needs to be started early in the grant process in order to meet the end grant date deadline.

Reimbursement Requests

Reimbursement Form and Instructions

The VFA grant is administered as a reimbursement grant. Proper documentation to support a reimbursement request includes copies of invoices (quotes or receipts are not acceptable), supporting documentation for in-kind match, and an Authorization for Payment request form. When a request for reimbursement is received the following audit is performed before any payment is processed:

- Does the supporting documentation (invoices and in-kind) match the items listed in the application? **If for some reason you need to purchase items other than what is listed in the application, first contact VFA Coordinator for prior approval.** Send an email which describes first that you plan to purchase all of the allowable items in your original application; second, where you see the savings coming from to make this additional purchase; and third, specifically what items you would like to purchase (and why) that were not included on your original application list.
- Are there any unallowable expenditures (either that had been identified by the selection committee or falls within the unallowable category defined by the grant guidelines or had not been preapproved)?
- Is there adequate match? The 50/50 VFA match means that for every grant dollar you want to be reimbursed for you must demonstrate either cash expenditure and/or in-kind match of equal value to the amount of grant dollars you will be reimbursed.
- The proposed projects must be made in good faith and purchasing completed by December 31st, 2013. You must complete your purchasing and expend or obligate your funds by this date. Do the dates on the invoices and in-kind documentation match the grant period (October, 2012 through December 31, 2013)?
- Requests for reimbursements must be **received** by January 15, 2014 – no extensions will be granted and grant dollars cannot be rolled forward. Unspent dollars will be reallocated during the next funding round.

Time Period Covered by the Grant

- April 12th, 2013 applications due
- May, 2013 fire departments receive notice of award
- December 31, 2013 complete purchasing
- January 15, 2014 deadline for reimbursement requests
- In-kind match can come from any or all of this time period: October 1, 2012 through December 31, 2013.

Partial Payment Requests

We encourage one payment if at all possible. We can make partial payments, but ask that you limit your requests to two payments per grant year. If you have other special circumstances, please do not

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disposed of with no further obligation to the awarding agency. You are encouraged to insert documentation into your grant file for any equipment that is under \$5,000 in value for future reference and documentation of how the value was determined.

Equipment with a fair market value per unit of \$5,000 or more may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment (50% if VFA funded and 90% if RFA funded).

For supplies that are unused with a residual inventory exceeding \$5,000 in total aggregate fair market value upon termination or completion of the award, and if the supplies are not needed for any other Federally sponsored programs or projects, you are required to compensate the awarding agency for its share of the fair market value.

If you plan on selling or transferring a piece of equipment, please contact VFA Coordinator before proceeding. Documentation will need to be provided, such as a letter with the proper documentation elements requesting approval to sell or transfer equipment. Any costs associated with the sale can be deducted from the sale price (advertising, repairs to prepare for sale, etc.) in order to identify the actual dollar amount to be returned to the federal agency.

Documentation of Match

Match (In-Kind and Cash) Documentation Guidelines

The VFA/RFA program requires that grant recipients of federal grant monies provide matching dollars or in-kind (non cash) match. At the time you submit a **request for reimbursement**, you will identify whether you are meeting the match with cash (deducted from the total of your invoices) or in-kind (described in the detailed information you provide as noted below).

- **Cash Match:** comes from the dollars you spend to purchase items included in the grant and documented on the invoice.
- **In-Kind Match:** comes from volunteer hours for work done on the project items (like installing a pump or attending a training session), donated space for holding a training session, and donated labor from a vendor who is providing one of the items you are purchasing under the grant. Documentation needs to be provided for this in-kind, such as:

DESCRIPTION	Documentation Examples & Description
VOLUNTEER ADMINISTRATION HRS	Membership, Fire Defense Board or board meeting sign in sheets that shows: purpose of meeting, date of meeting, length of time, list of names & calculation of hrs x \$15/hour
VOLUNTEER TRAINING HOURS	Training roster sheet that shows: type of training, name of instructor, date, length of time, list of names & calculation of hrs x \$15/hour
VOLUNTEER HRS MAINTAINING or INSTALLING EQUIPMENT	Any kind of "log" showing persons name, date and time worked, activities performed , & calculation of hrs x \$15/hour unless individuals occupation is a mechanic (then use normal hourly rate)
DONATED TIME/ SUPPLIES	Any kind of note describing donation, date provided, estimated value and signature of person making the donation