COUNTY OF LOS ANGELES

FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE
LOS ANGELES, CALIFORNIA 90063-3294

(323) 881-2401

P. MICHAEL FREEMAN
FIRE CHIEF
FORESTER & FIRE WARDEN

December 4, 2007

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

ACCEPT GRANT FUNDS FROM THE UNITED STATES DEPARTMENT OF HOMELAND SECURITY ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM AND AUTHORIZE THE PURCHASE OF ONE PORTABLE DRIVER-TRAINING SIMULATOR SYSTEM (ALL DISTRICTS) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD ACTING AS THE GOVERNING BODY OF THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY:

1. Accept a $496,000 Assistance to Firefighters Grant from the United States Department of Homeland Security. This grant will provide funding for the Consolidated Fire Protection District (District) to procure a driver-training simulator system. This grant requires a District match of $124,000 (see attachment).

2. Authorize the Fire Chief to sign any documents required by the United States Department of Homeland Security's Office of Grants and Training that are associated with the administration and management of this grant.

3. Authorize the Purchasing Agent to proceed with the solicitation and purchase of one portable driver-training simulator. This purchase request exceeds the $250,000 fixed asset threshold established by your Board and requires your approval to move forward with the solicitation and acquisition process.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the Assistance to Firefighters Grant program is to award one-year grants directly to fire departments and nonaffiliated emergency medical services organizations in order to enhance their abilities with respect to fire and fire-related hazards.

The District's Training Services Section has designed a program in which a cadre of 63 driver training personnel provides didactic training to department drivers. This grant will enable the District to purchase a driver-training simulator system that will be part of a comprehensive program to improve the driver's ability to operate department vehicles in a safe manner, under both emergency and non-emergency conditions.

The goals of this program, for which the Assistance to Firefighters Grant was awarded, are:

- Decrease the number of accidents each year, thus decreasing the financial liability costs incurred as a result of citizen injury and damage claims filed against the District.
- Decrease the number of firefighter injuries experienced as a result of District vehicle accidents.
- Reduce the cost of repairing apparatus involved in collisions.

Implementation of Strategic Plan Goals

Approval of the recommended action is consistent with the County's Strategic Plan Goal #2, Workforce Excellence, by enhancing the quality and productivity of the District's emergency services.

FISCAL IMPACT/FINANCING

The estimated cost of the driver-training simulator system is approximately $620,000. The District will receive partial reimbursement in the amount of $496,000 from the Fiscal Year 2006 Assistance to Firefighters Grant. Required matching funds in the amount of $124,000 are included in the District's Fiscal Year 2007-08 Final Adopted Budget.

Maintenance costs will be funded within the District's existing budget. There is no impact on net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The United States Department of Homeland Security's Office of Grants and Training have provided the District with guidelines for the administration of the grant agreement. These guidelines detail the activities and expenditures that are allowable for reimbursement.

On October 16, 2001, your Board adopted a policy whereby departments must obtain Board approval to purchase or finance equipment with a unit cost of $250,000 or greater prior to submitting their requisitions to the Purchasing Agent.

CONTRACTING PROCESS

This is a commodity purchase under the statutory authority of the County Purchasing Agent. The purchase will be requisitioned through, and accomplished by, the Purchasing Agent in accordance with the County's purchasing policies and procedures, established by the Internal Services Department.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended action will expand the quality and productivity of the District's emergency services.

CONCLUSION

Upon approval by the Board of Supervisors, please instruct the Executive Officer to return adopted copies of this letter to:

1. Los Angeles County Consolidated Fire Protection District
   Executive Office
   1320 N. Eastern Avenue
   Los Angeles, CA 90063

2. Los Angeles County Consolidated Fire Protection District
   Materials Management Division
   5801 South Eastern Avenue, Suite 100
   Commerce, CA 90040
   Attention: James Ealey, Division Chief

3. Los Angeles County Consolidated Fire Protection District
   Special Operations Bureau
   1320 North Eastern Avenue
   Los Angeles, CA 90063
   Attention: Acting Deputy Chief James W. Powers

4. Internal Services Department
   Purchasing Division
   1100 North Eastern Avenue, Room 102
   Los Angeles, CA 90063
   Attention: Joe Sandoval, Division Manager

Respectfully submitted,

P. MICHAEL FREEMAN

PMF:heo

Attachment

c: Chief Executive Officer
   County Counsel
   Internal Services Department

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

Homeland Security

Ms. Heidi Navarro
County of Los Angeles Fire Department
1320 North Eastern Avenue
Los Angeles, California 90063-3294

Re: Grant No.EMW-2006-FG-18330

Dear Ms. Navarro:

On behalf of the Office of Grants and Training, I am pleased to inform you that your grant application submitted under the FY 2006 Assistance to Firefighters Grant has been approved. Along with the U.S. Fire Administration and the Federal Emergency Management Agency, we carry out the federal responsibilities of administering your grant. The approved project costs total to $620,000.00. The Federal share is $496,000.00 of the approved amount and your share of the costs is $124,000.00.

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 **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: 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 1-866-274-0960.

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

ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Operations and Safety program

GRANTEE: County of Los Angeles Fire Department

PROGRAM: Operations and Safety

AGREEMENT NUMBER: EMW-2006-FG-18330

AMENDMENT NUMBER:

TABLE OF CONTENTS

Article I	Project Description
Article II	Grantee Concurrence
Article III	Period of Performance
Article IV	Amount Awarded
Article V	Requests for Advances or Reimbursements
Article VI	Budget Changes
Article VII	Financial Reporting
Article VIII	Performance Reports
Article IX	DHS Officials
Article X	Other Terms and Conditions
Article XI	General Provisions
Article XII	Audit Requirements
Article XIII	Additional Requirements

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. 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 **03-FEB-07 to 02-FEB-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	$620,000.00
Supplies	$0.00
Contractual	$0.00
Construction	$0.00
Other	$0.00
Indirect Charges	$0.00
Total	$620,000.00

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. 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, grantees may make changes in funding levels between the object classes (as detailed in Article IV above), as long as the grant's project or scope of work is accomplished. The grant's scope of work is outlined in the project narrative and in the request details of the grant application. The only exception to this provision is for grants where the Federal share is in excess of $100,000. In grants where the Federal share exceeds $100,000,

the funding levels of the object classes can be changed, but if the cumulative changes exceed ten (10) percent of the total budget, changes must be pre-approved. The provisions of this article are not applicable to changes in the budgeted line-items listed in the request details section of the application.

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: Ramon Bush 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 703-605-0750.

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.

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.

Article XIII- Additional Requirements (if applicable)

- Vehicle awardees for FY 2006 will be required to include a performance bond as part of the contract with the vehicle manufacturer. The performance bond MUST include a delivery date to be acceptable under this requirement. Extensions to a grant?s period of performance may not be considered if a performance bond is not included in the purchase contract. Note: This is a new requirement for this program year.
- 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.

Additional Requirements if applicable

FEDERAL EMERGENCY MANAGEMENT AGENCY
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT

1a. AGREEMENT NO.	2. AMENDMENT NO.	3. RECIPIENT NO.	4. TYPE OF ACTION	5. CONTROL NO.
EMW-2006-FG-18330	0	95-6000927	AWARD	W437660N

6. RECIPIENT NAME AND ADDRESS
County of Los Angeles Fire Department
1320 North Eastern Avenue
Los Angeles
California, 90063-3294

7. ISSUING OFFICE AND ADDRESS
ODP/Financial and Grants Management Division
500 C Street, S.W., Room 350
Washington DC, 20472
POC: Ramon Bush 703-605-0750

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	PHONE NO.	10. NAME OF PROJECT COORDINATOR	PHONE NO.
Heidi Navarro	3238812340	Tom Harrington	1-866-274-0960

11. EFFECTIVE DATE OF THIS ACTION	12. METHOD OF PAYMENT	13. ASSISTANCE ARRANGEMENT	14. PERFORMANCE PERIOD
03-FEB-07	SF-270	Cost Sharing	From:03-FEB-07 To:02-FEB-08
			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-XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON-FEDERAL COMMITMENT
AFG	97.044	2007-62-0632RE-63000000-4101-R	$0.00	$496,000.00	$496,000.00	$124,000.00
		TOTALS	$0.00	$496,000.00	$496,000.00	$124,000.00

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)	DATE
N/A	N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)	DATE
Christine Torres	01-FEB-07

Go Back