



## **Memo**

To: Honorable Mayor Armitage; City Council  
From: City Manager LaPere, MPAP  
Date: January 13, 2023  
Re: Staff report on approval of interlocal agreement for grant application

### **Background**

City of Charlotte has partnered with five neighboring fire departments to jointly apply for a grant to purchase airpaks for all six departments. These are breathing apparatus which are critical to protect the safety of firefighters and are required to be replaced periodically. As a regional application for grant funding, we feel this is a more competitive application than the city applying alone. This is a 10% matching grant, and each agency will be responsible for their proportional match based on the number of pieces of equipment requested. The grant application requires the City to approve an interlocal agreement outlining the shared responsibilities of the grant and has provided the template. City Attorney Hitch is reviewing the document to ensure the template language provided by the grant application is agreeable.

### **Recommendation**

The City approve the interlocal agreement, with any modifications by City Attorney Hitch.

### **Financial Impacts**

If awarded funding, the city would be responsible for 10% of its portion of the grant. City Council would have to take action at such time to accept the grant.

### **Suggested Motion**

City Council approves the interlocal agreement, subject to modifications by City Attorney Hitch, and authorizes city staff to sign the agreement.

# **Memorandum of Understanding FEMA Assistance to Firefighter's Grant Regional SCBA Application FY 2021**

This Memorandum of Understanding MOU formalizes the commitment of the parties to work together to apply for, and if awarded, carry out all grant requirements as specified in the Notice of Funder Opportunity. The parties involved all share the goal of the improving the health and safety of The Region's firefighters and the communities they serve.

This MOU is being entered into by and between the following listed participants:

1. Charlotte Fire Department (EIN: 38-6004528), located at 111 E. Lawrence Ave Charlotte MI 48813
2. Vermontville Fire Department (EIN: 38-2090522), located at 125 W. First St, Vermontville MI 49096
3. Nashville Fire Department (EIN: 45-2776902), located at N. 324 Main St Nashville MI 49073
4. Windsor Township Fire Department (EIN: 38-6007353), located at 300 W Jefferson St Dimondale MI 48821
5. Olivet Fire Department (EIN: 38-6007236), located at 117 East St Olivet MI 49076
6. Eaton Rapids Township Fire Department (EIN: 38-1738143), located at 2029 S Michigan Rd Eaton Rapids MI 48827

## **Purpose**

This MOU establishes the responsibilities of the participants in the Regional FEMA Assistance to Firefighter's Grant FY 2018 for SCBA.

## **Procedures**

1. Charlotte Fire Department will serve as the host agency to submit the Application and serve as grant administrator for the Parties in the event of approval.
2. Pursuant to the AFG program guidelines, all items approved will be procured and administer through Charlotte Fire Department in the event of approval of the Application.
3. Charlotte Fire Department agrees, as the host agency, to provide accountability for the assets acquired under the regional AFG award and provide reporting requirement deliverables. As such, all participants agree to provide Charlotte Fire Department with this information on a timely basis to remain in compliance with the requirements of the grant.
4. The Parties agree to accept the FY 2022 regional AFG program award and accept their respective equipment as listed in the Application in the event of approval.
5. The Parties agree to provide a required cash match in the amount of 10% of the total cost of their requested items as detailed in the Application as required under the regional AFG program guidelines. The required match shall be paid by the Parties within thirty (30) days after receipt of an invoice from Charlotte Fire Department, in advance of equipment procurement.
6. In the event of a reduced award, the Parties agree to accept this reduced amount and provide a 10% cash match on the total reduced award amount of their approved items.

7. Any expenditure beyond the grand award for a Party's approved item(s) remains the sole responsibility of that Party.

8. The Parties will implement this potential collaboration during the one-year period commencing on the effective date of the potential grant award plus any potential grant extension period and grant close-out period. Unless renewed by the Parties, this MOU will expire at the end of the grant period, including the close-out period.

9. Each Party hereby warrants and represents that it has full power and authority to enter and perform this MOU, and that the person signing on behalf of each has been properly authorized and empowered to enter this MOU.

### **Distribution of Equipment and Matching Funds**

The parties of this MOU support the following distribution of equipment.

- Charlotte Fire Department – 35 SCBA
- Vermontville Fire Department – 5 SCBA
- Nashville Fire Department – 14 SCBA
- Windsor Township Fire Department – 10 SCBA
- Olivet Fire Department – 15 SCBA
- Eaton Rapids Township Fire Department – 3 SCBA

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Charlotte Fire Department, Dan Daly, Captain

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vermontville Fire Department, Jeff Wetzel, Chief

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Nashville Fire Department, Wayne Gould, Chief

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Windsor Township Fire Department, Phil Miller, Chief

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Olivet Fire Department, John Collins, Chief

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Eaton Rapids Township Fire Department, Rob Herig, Chief