COMMITTEE ON WAYS AND MEANS

1. Invocation – Councilmember Shahid

2. Approval of Minutes:
   December 1, 2020
   January 26, 2021

3. Bids and Purchases

4. Parks-Capital Projects: Approval to increase CPD Forensic Services Building P165418 with Patterson Pope in the amount of $2,207 for providing and installing two custom trim pieces for lockers and shelving and additional storage costs due to construction delays. Approval to increase P165418 will increase the PO amount by $2,207 (from $64,877.61 to $67,084.61). Funding sources for this project are: 2015 IPRB ($7,392,186) and 2017 IPRB ($5,000,000).

5. Stormwater Management: Approval of a Memorandum of Agreement with CPW for in-contract utility work on the Low Battery Seawall Repairs Phase II project. Reimbursement will be provided by CPW for 100% of the costs of all construction items associated with water and sewer utility work. The estimated amount to be reimbursed is $1,370,179.41.

6. Fire Department: Approval to submit the 2020 Assistance to Firefighter Grant for $3,000,000 for the complete replacement of the Department’s self-contained breathing apparatus (SCBA) to meet the NFPA standard. There is a 10% match ($200,000) and an additional $1,000,000 beyond the maximum award of $2,000,000 in the FY2022 Budget ($1,200,000).

7. An ordinance authorizing the Mayor to execute on behalf of the City a Quit Claim Deed and elimination of possibility of reverter, such possibility of reverter contained in Deed recorded in Book J-543, at page 031 for the property located at the corner of Meeting and Wolfe Streets bearing TMS # 459-09-01-049 in the City and County of Charleston, State of South Carolina and to ratify and adopt any and all modifications or amendments to Ordinance # 2004-150. (DEFERRED)

8. The Committee on Real Estate (Meeting was held on Monday, February 8, 2021 at 2:00 p.m., Conference Call: 1-929-205-6099; Access Code: 835 678 884)
   a. Approval of a three year lease with MUSC with two one-year options to renew. The property will be used as a parking lot. The property is owned by the City of Charleston. [Southeast corner of

In accordance with the Americans with Disabilities Act, people who need alternative formats, ASL (American Sign Language) Interpretation or other accommodation please contact Janet Schumacher at (643) 577-1389 or email to schumacherj@charleston-sc.gov three business days prior to the meeting.
Fishburne Street and Hagood Avenue and known as the 1,143 parking spaces Fishburne Ballpark Parking Lot; TMS: 4600000008 and 4600000002 (Ordinance)].

b. Request the Mayor and City Council approve an Option to Lease and Ground Lease Agreement for sixty (60) years with Lowline Housing, LP, Inc. for the development of the City of Charleston’s Lowline Affordable housing site. The property is owned by the City of Charleston. [The property is 0.7 acre and is located near the southern terminus of F Street adjacent to the planned Lowcountry Lowline. The site is also adjacent to 670 & 676 King Street, which are properties owned by the Housing Authority of the City of Charleston; TMS: 460-04-04-118; (Ordinance)].

c. Approval of a Resolution authorizing the Mayor to take all necessary action and execute all necessary documents on behalf of the City of Charleston to accept from the South Carolina Department of Transportation that certain real property, containing approximately 0.31 acres, shown on the attached exhibit, and being a portion of the right-of-way for US Route 17, bounded on the north by US Route 17 (King Street Off-Ramp), on the south and east by the Septima P. Clark Parkway (US Route 17) (SB), and on the west by the intersection of Fishburne Street and Coming Street.

d. Consider the following annexation:

   (i) 2182 Parkway Drive (0.20 acre) (TMS# 343-01-00-144), James Island, (District 11). The property is owned by Peter Deen and Leigh Mendelsohn Wey.

e. Executive Session in accordance with Section 30-4-70 (a)(2) of the South Carolina Code to discuss negotiations incident to a proposed contractual relationship and receive legal advice regarding the 99 West Edge Parking Garage.
COMMITTEE / COUNCIL AGENDA

TO: John J. Tecklenburg, Mayor
FROM: Chief Luther Reynolds, Police Department
SUBJECT: 2021 FORD INTERCEPTOR SUV VEHICLES
REQUEST: Approval to purchase thirty (30) 2021 Ford Interceptor SUV vehicles

From Santee Automotive, LLC, 2601 Paxville, Hwy., Manning, SC 29102. SC Contract #4400022502.

COMMITTEE OF COUNCIL: Ways & Means DATE: February 9, 2021

COORDINATION: This request has been coordinated with: (attach all recommendations/reviews)

Corporate Counsel
Cap. Proj. Cmte. Chair
Police Department
Procurement Director

Signature of Individual Contacted: Luther Reynolds

Was funding previously approved? Yes No N/A

If yes, provide the following:
Dept./Div.: 062021 Account #: 58010
Balance in Account
Amount needed for this item $1,021,020.00

Does this document need to be recorded at the RMC’s Office? Yes No

FUNDING:

NEED: Identify any critical time constraint(s).

CFO’s Signature: Amy Wharton

FISCAL IMPACT:

Mayor’s Signature: John J. Tecklenburg, Mayor

ORIGINATING OFFICE PLEASE NOTE: A FULLY STAFFED/APPROVED (except Mayor’s Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL’S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK’S AGENDA MEETING.
# PURCHASE REQUEST FORM

**Requestor:** Scott Newsome  
**Date:** 1/25/21  
**Ship To Location:** Charleston PD

**Department:** Police  
**Division:** OCOP - Fleet

**SUGGESTED SUPPLIER:** Santee Automotive LLC

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santee Automotive LLC</td>
<td>2501 Paxville Highway, Manning SC, 29102</td>
<td>888-853-5338</td>
<td>Scott Watford</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item#</th>
<th>Quantity</th>
<th>Unit</th>
<th>Part Number</th>
<th>Description</th>
<th>Unit Price</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>30</td>
<td>EA</td>
<td></td>
<td>2021 Ford Interceptor SUV, driver's side pillar mounted spot light, privacy glass, 3.3L FFV V-6 engine, 4 keys/FOBS, cruise control, cloth front bucket seats with vinyl rear bench seat, vinyl floor covering, power windows &amp; locks, AM/FM Radio, rear camera, Bluetooth</td>
<td>$32,603.00</td>
<td>$978,090.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
<td>30</td>
<td>EA</td>
<td></td>
<td>Rear Auxiliary Air Conditioning 17A</td>
<td>$616.00</td>
<td>$18,480.00</td>
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<td>4</td>
<td>30</td>
<td>EA</td>
<td></td>
<td>Cargo Storage Vault 63V</td>
<td>$255.00</td>
<td>$7,650.00</td>
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<tr>
<td>5</td>
<td>30</td>
<td>EA</td>
<td></td>
<td>Dome light in Cargo Area 17T</td>
<td>$60.00</td>
<td>$1,800.00</td>
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<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td>Note: Vehicles to have factory installed privacy glass B-Pillar to Rear</td>
<td></td>
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<tr>
<td>7</td>
<td></td>
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<td>Note: Vehicles to have pre-drilled headlight housing for police lighting</td>
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<td>12</td>
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<td></td>
<td></td>
<td>Exterior Color-Black, Interior Color- Dark Gray</td>
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<tr>
<td>13</td>
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<td>14</td>
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<td></td>
<td></td>
<td>Note: Vehicle will be drop shipped to Global Public Safety in</td>
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<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td>130 Old Airport Rd, Roebuck, SC, 29376</td>
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</tbody>
</table>

**State Tax:** $15,000.00  
**Total:** $1,021,020.00
**LE-9: Police Utility Intermediate - All Wheel Drive, Pursuit-Rated, Hybrid or FFV**

- **Contract Number:** 4400022502
- **Contractor:** Santee Automotive LLC
- **Initial Contract Term:** 11/1/2019 - 10/31/2020
- **Address:** PO Box 5391
  West Columbia, SC 29171
- **Vendor #:** 7000214142
- **Contract Rollover Dates:** 11/1/2020 - 10/1/2021
- **Order Cut Off Date:** TBD
- **Contact:** Scott Watford
- **Model:** Ford Police Interceptor Utility K8A
- **Commodity Code:** 07105
- **Telephone:** 1-888-853-5338
- **Delivery Days: ARO:** 120
- **Fax:** 1-888-853-5338

**BASE PRICE** $32,603.00

*Click on the link above for an itemized listing of items included in the base price.

**Optional Additions**

- **Anti-Theft Device (i.e. TREMCO or Computer Controlled Shift from Park Prevention)** $150.00
- **Drivetrain from Flex Fuel Engine to Hybrid** $3,247.00
- **Full Wheel Covers** $159.00
- **Interior Upgrade from Police Interior Package (center console added, full-vehicle cloth seating, carpet flooring)** $472.00

**Optional Deductions**

- **Driver Side-Mounted Spotlight** $371.00
- **Header-Mounted Switch Controlled High Intensity Map Light (Law Enforcement Dome Light)** Standard
- **Delivery Fee (Per Vehicle)** $15.00

**Delivery Information**

- **Delivery Fee (Per Vehicle)** 15
- **Delivery Distance Included in Delivery Fee** 10
- **Price Per Mile Contractor May Charge Beyond the Delivery Distance** $1.50

[Return to Index]
2020 Ford Police Interceptor Utility
Contract Number: 4400022502
Contract Price: $32,603.00

Standard Features
AWD 3.3L V6 Direct-Injection FFV
Instrument cluster and center
12V powerpoint
Audio — AM/FM stereo
USB port (1), clock and 4 speakers
Built-in steel Intrusion plates in both front seat backs
Column shifter
Cruise control
DC/DC converter — 120-amp
Easy Fuel® capless fuel filler
Engine-hour idle meter
Exterior key locks — Driver, front passenger and liftgate
Flooring — Heavy-duty vinyl
Front console mounting plate
TPMS (requires programming)
Headliner — Easy-to-service
Independent front and rear suspensions
Liftgate release switch —
Lithium-ion battery pack
Locking glove box
Power door locks
Powertrain mounts — Heavy-duty Rear spoiler
Red/white dome light — 3rd-row
Seat — Front heavy-duty cloth passenger
Taillamps — LED
Supplemental front-door tethers
Tires — 255/60R18 all-season RSW
Wheels — Heavy-duty 18" steel
Window — Rear defroster
Driver's Side Unity Spotlight
4.2" color LCD screen in police stack "smart display"
75-mph rear-impact-tested
MP3 capability, Bluetooth® interface,
Battery — H7 AGM (80-amp-hr/100-CCA)
Class III trailer hitch receiver — 5,000-lb. capacity
Cooling system — Heavy-duty
Dash pass-through for aftermarket wiring
Dual-zone electronic automatic temperature control (DEATC)
Electric power-assisted steering (heavy-duty)
Engine-hour meter
Fleet ignition keys (4)
Ford Telematics™ with Ford modem and complimentary 2-year trial subscription
Full-size spare wheel and the with
Full-time intelligent all-wheel drive (AWD)
Glass — Solar-tinted 1st-row, privacy glass 2nd-row and rear cargo area
Headlamps — Autolamp automatic on/off with LED low and high beams
Headlamps — Wag-wag functionality
Overhead console
Mirrors — Power sideview, manual foldaway with integrated blind spot mirrors
Power windows with front one-touch-up/down with disable feature
Recovery hooks — 2 in front and trailer bar in rear
Scuff plates — Front and rear door-sill
Seat — Front heavy-duty cloth driver's with 6-way power and manual lumbar
Seat — Rear vinyl 35/30/35 split bench
Steering wheel — Unique with 4 remappable latching switches
Tilt/telescoping steering column
Transmission — 10-speed automatic (police-calibrated)
Two (2) 50-amp battery ground circuits — Power distribution junction block
Universal equipment tray on top of instrument panel

Available Upgrades

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>65U</td>
<td>Interior Upgrade Package</td>
<td>$472.00</td>
</tr>
<tr>
<td>66A</td>
<td>Front Headlamp Lighting Solution</td>
<td>$895.00</td>
</tr>
<tr>
<td>68T</td>
<td>Tail Lamp / Police Interceptor Housing Only</td>
<td>$65.00</td>
</tr>
<tr>
<td>66B</td>
<td>Tail Lamp Lighting Solution</td>
<td>$430.00</td>
</tr>
<tr>
<td>66C</td>
<td>Rear Lighting Solution</td>
<td>$455.00</td>
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<tr>
<td>67H</td>
<td>Ready For the Road Package</td>
<td>$3,595.00</td>
</tr>
<tr>
<td>99W</td>
<td>3.3L V6 Direct-Injection Hybrid Engine System</td>
<td>$3,247.00</td>
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<tr>
<td>99C</td>
<td>3.0L V6 EcoBoost Engine</td>
<td>$4,129.00</td>
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<tr>
<td>65L</td>
<td>Wheel Covers (18 in. Full Face Wheel Cover</td>
<td>$159.00</td>
</tr>
<tr>
<td>64E</td>
<td>18 in. Painted Aluminum Wheels</td>
<td>$480.00</td>
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<tr>
<td>67U</td>
<td>Ultimate Wiring Package</td>
<td>$565.00</td>
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<tr>
<td>67V</td>
<td>Police Wire Harness Connector Kit — Front/Rear</td>
<td>$185.00</td>
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<tr>
<td>41H</td>
<td>Engine Block Heater</td>
<td>$90.00</td>
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</tbody>
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### Santee Automotive LLC
700214142
2601 Paxville Highway
Manning SC 29102

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Price</th>
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<tr>
<td>153</td>
<td>Front License Plate Bracket</td>
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<tr>
<td>43D</td>
<td>Dark Car Feature – Courtesy lamp disable when any door is opened</td>
<td>$30.00</td>
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<tr>
<td>942</td>
<td>Daytime Running Lamps</td>
<td>$49.00</td>
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<tr>
<td>94W</td>
<td>Front Interior Windshield Warning Lights</td>
<td>$60.00</td>
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<tr>
<td>6OA</td>
<td>Pre-Wiring for grille LED lights, siren and speaker 48</td>
<td>$550.00</td>
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<tr>
<td>43A</td>
<td>Rear Auxiliary Liftgate Lights</td>
<td>$1,145.00</td>
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<tr>
<td>63L</td>
<td>Rear Quarter Glass Side Marker Lights</td>
<td>$10.00</td>
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<tr>
<td>60T</td>
<td>Rear Spoiler Traffic Warning Lights</td>
<td>$395.00</td>
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<tr>
<td>63B</td>
<td>Side Marker LED - Sideview Mirrors</td>
<td>$575.00</td>
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<tr>
<td>92G</td>
<td>Glass - Solar Tint 2nd Row, Rear Quarter and Liftgate Window</td>
<td>$1,495.00</td>
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<tr>
<td>92R</td>
<td>Glass - Solar Tint 2nd Row Only, Privacy Glass on Rear Quarter and Liftgate Window</td>
<td>$575.00</td>
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<tr>
<td>76D</td>
<td>Deflector Plate</td>
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<td>54E</td>
<td>12.1 In. Integrated Computer Screen</td>
<td>$2,479.00</td>
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<tr>
<td>87R</td>
<td>Rear View Camera (mirror display)</td>
<td>N/C</td>
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<tr>
<td>19V</td>
<td>Rear Camera On-Demand</td>
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<td>52P</td>
<td>Hidden Door Lock Plunger w/Rear-door controls inoperable</td>
<td>$169.00</td>
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<tr>
<td>52G</td>
<td>Rear-Door Handles Controls inoperable / Locks Inoperable</td>
<td>$80.00</td>
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<td>88F</td>
<td>2nd Row Cloth Seats</td>
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<td>87P</td>
<td>Power Passenger Seat</td>
<td>N/C</td>
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<tr>
<td>85D</td>
<td>Front Console Plate - Delete</td>
<td>N/C</td>
</tr>
<tr>
<td>85S</td>
<td>Rear Center Seat Delete</td>
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<td>85R</td>
<td>Rear Console Plate</td>
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<tr>
<td>90D</td>
<td>Ballistic Door Panels (LVL III+) – Driver: Front Door Only</td>
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<tr>
<td>90E</td>
<td>Ballistic Door Panels (LVL III+) – Driver &amp; Pass Front Doors</td>
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<td>90F</td>
<td>Ballistic Door Panels (LVL IV+) – Driver Front Door Only</td>
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<td>Ballistic Door Panels (LVL IV+) – Driver &amp; Pass Front Doors</td>
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<td>55S</td>
<td>BLIS - Blind Spot Monitoring with Cross Traffic Alert</td>
<td>$4,830.00</td>
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<td>66B</td>
<td>Police Perimeter Alert</td>
<td>$559.00</td>
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<td>75F</td>
<td>Pre-Collision Assist with Pedestrian Detection</td>
<td>$705.00</td>
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<tr>
<td>54B</td>
<td>Mirrors - Heated Sideview</td>
<td>$152.00</td>
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<td>593</td>
<td>Perimeter Anti-Theft Alarm – Activated by Hood, Door, or Liftgate (req 55S)</td>
<td>$67.00</td>
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<td>47A</td>
<td>Police Engine Idle Feature</td>
<td>N/C</td>
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<td>76R</td>
<td>Reverse Sensing System</td>
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<td>88A</td>
<td>Aux Air Conditioning</td>
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<td>160</td>
<td>Badge Delete</td>
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<tr>
<td>89V</td>
<td>Cargo Storage Vault</td>
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<tr>
<td>52T</td>
<td>Class III Trailer Tow Lighting Package</td>
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<td>19K</td>
<td>H8 AGM Battery</td>
<td>$110.00</td>
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<td>60R</td>
<td>Noise Suppression Bumps (Ground Straps)</td>
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<tr>
<td>16P</td>
<td>Rear Bumper Step Pad</td>
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<td>18X</td>
<td>100 Watt Siren/ φ /Speaker (Includes bracket and pigtail)</td>
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<td>61B</td>
<td>OBD - II Split Connector</td>
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<tr>
<td>16N</td>
<td>All-Weather Floor Mats</td>
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<tr>
<td>85W</td>
<td>Cargo Mat</td>
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* Ford Parts order
**Interior Color** Charcoal Black

vinyl or carpet upgrade

**Available Exterior Colors**

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<thead>
<tr>
<th>Code</th>
<th>Color</th>
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</thead>
<tbody>
<tr>
<td>BU</td>
<td>Medium Brown Metallic</td>
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<tr>
<td>E3</td>
<td>Arizona Beige Metallic Clearcoat</td>
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<tr>
<td>E4</td>
<td>Vermillion Red</td>
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<tr>
<td>FT</td>
<td>Blue Metallic</td>
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<td>HG</td>
<td>Smokestone Metallic</td>
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<td>J1</td>
<td>Kodiak Brown Metallic</td>
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<tr>
<td>JL</td>
<td>Dark Toreador Red Metallic</td>
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<tr>
<td>JS</td>
<td>Iconic Silver Metallic</td>
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<tr>
<td>KR</td>
<td>Norsea Blue Metallic</td>
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<tr>
<td>LK</td>
<td>Dark Blue</td>
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<tr>
<td>LM</td>
<td>Royal Blue</td>
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<tr>
<td>LN</td>
<td>Light Blue Metallic</td>
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<tr>
<td>TN</td>
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<td>UJ</td>
<td>Sterling Grey Metallic</td>
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<tr>
<td>UM</td>
<td>Agate Black</td>
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<tr>
<td>YG</td>
<td>Medium Titanium Metallic</td>
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<tr>
<td>YZ</td>
<td>Oxford White</td>
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</table>

**Deduct Spotlight** $371.00

**Contract Price includes 4 Key Fobs**
COMMITTEE / COUNCIL AGENDA

TO: John J. Tecklenburg, Mayor
FROM: Chief Luther Reynolds
DEPT. Police Department
SUBJECT: 2021 FORD INTERCEPTOR SUV VEHICLES
REQUEST: Approval to purchase two (2) 2021 Ford Interceptor SUV vehicles
From Santee Automotive, LLC, 2601 Paxville, Hwy., Manning, SC 29102. SC Contract #4400022502.

COMMITTEE OF COUNCIL: Ways & Means DATE: February 9, 2021

COORDINATION: This request has been coordinated with: (attach all recommendations/reviews)

Corporate Counsel [ ] [ ] [ ] Signature of individual Contacted [ ] [ ] [ ]
Cap. Proj. Cmtte. Chair [ ] [ ] [ ] Attachment [ ] [ ] [ ]
Police Department [X] [ ] [ ]
Procurement Director [X] [ ] [ ]

FUNDING: Was funding previously approved? Yes [ ] No [ ] N/A [ ]
If yes, provide the following: Dept./Div.: 062021 Account #: 58010
Balance in Account [ ] Amount needed for this item $66,412.00

Does this document need to be recorded at the RMC's Office? Yes [ ] No [ ]

NEED: Identify any critical time constraint(s).

CFO's Signature: ________

FISCAL IMPACT:

Mayor's Signature: ________ John J. Tecklenburg, Mayor

ORIGINATING OFFICE PLEASE NOTE: A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:30AM THE DAY OF THE CLERK'S AGENDA MEETING.
**PURCHASE REQUEST FORM**

**Requestor:** Scott Newsome  
**Date:** 1/25/21  
**Ship To Location:** Charleston PD

**Department:** Police  
**Division:** Fleet

**SUGGESTED SUPPLIER:** Santee Automotive LLC  
**Address:** 2601 Faxville Highway, Manning SC, 29102  
**Phone Number:** 888-853-5338  
**Contact Name:** Scott Watford

---

**PURCHASE REQUESTS:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit</th>
<th>Part Number</th>
<th>Description</th>
<th>Unit Price</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>EA</td>
<td></td>
<td>2021 Ford Interceptor SUV, privacy glass, 3.3L V-6 engine, 4 keys/FOBS, auto control, cloth front bucket seats with vinyl rear bench seat, vinyl floor covering, power windows &amp; locks, AM/FM Radio, rear camera, Bluetooth</td>
<td>$32,603.00</td>
<td>$65,206.00</td>
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<tr>
<td>2</td>
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<td>3</td>
<td>2</td>
<td>EA</td>
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<td>Cargo Storage Vault 63V</td>
<td>$255.00</td>
<td>$510.00</td>
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<td>Dome light in Cargo Area 777</td>
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<td>Full Wheel Covers 63L</td>
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<td>Delete Driver's Side Pillar Mounted Spot Light</td>
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<td>Note: Vehicles to have factory installed privacy glass B-Pillar to keep</td>
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<td>Note: Vehicles to have pre-drilled headlight housings for police lighting</td>
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**State Tax:** $1,001  
**Total:** $66,441
LE-9: Police Utility Intermediate - All Wheel Drive, Pursuit-Rated, Hybrid or FFV

**Contract Number:** 4400022502

**Initial Contract Term:** 11/1/2019 - 10/31/2020

**Contract Renewal Dates:** 11/1/2020 - 10/1/2021

**Order Cut Off Date:** TBD

**Model:** Ford Police Interceptor Utility K8A

**Commodity Code:** 07105

**Contractor:** Santee Automotive LLC

**Address:** PO Box 5391
West Columbia, SC 29171
7000214142

**Vendor #:**

**Contact:** Scott Watford

**Email:** info@santefleet.com

**Telephone:** 1-888-853-5338

**Fax:** 1-888-853-5338

**BASE PRICE** $32,603.00

*Click on the link above for an itemized listing of items included in the base price.

**Optional Additions**

- **Anti-Theft Device (i.e. TREMCO or Computer Controlled Shift from Park Prevention)** $150.00
- **Drivetrain from Flex Fuel Engine to Hybrid** $3,247.00
- **Full Wheel Covers** $159.00
- **Interior Upgrade from Police Interior Package (center console added, full-vehicle cloth seating, carpet flooring)** $472.00

**Optional Deductions**

- **Driver Side-Mounted Spotlight** $371.00
- **Header-Mounted Switch Controlled High Intensity Map Light (Law Enforcement Dome Light)** Standard $15.00

**Delivery Information**

- **Delivery Fee (Per Vehicle)** 15
- **Delivery Distance Included in Delivery Fee** 10
- **Price Per Mile Contractor May Charge Beyond the Delivery Distance** $1.50

[Return to index]
2020 Ford Police Interceptor Utility
Contract Number: 4400022502
Contract Price: $32,603.00

Standard Features

AWD 3.3L V6 Direct-Injection FFV
Instrument cluster and center
12V powerpoint
Audio—AM/FM stereo
USB port (1), clock and 4 speakers
Built-in steel intrusion plates in both front seat backs
Column shifter
Cruise control
DC/DC converter — 220-amp
Easy Fuel® capless fuel filler
Engine-hour idle meter
Exterior key locks — Driver, front passenger and liftgate
Flooring — Heavy-duty vinyl
Front console mounting plate
TPMS (requires programming)
Headliner — Easy-to-service
Independent front and rear suspensions
Liftgate release switch — Lithium-ion battery pack
Locking glove box
Power door locks
Powertrain mounts — Heavy-duty
Rear spoiler
Red/white dome light — 1st-row
Seat — Front heavy-duty cloth passenger
Talllamps — LED
Supplemental front-door tethers
Tires — 255/60R18 all-season BSW
Wheels — Heavy-duty 18” steel
Window — Rear defroster
Driver’s Side Unity Spotlight
4.2” color LCD screen in police stack “smart display”
75-mpg rear-impact-tested1
MP3 capability, Bluetooth® interface
Battery — H7 AGM (80-amp-yr/800-CCA)
Class III trailer hitch receiver — 5,000-lb. capacity
Cooling system — Heavy-duty
Dash pass-through for aftermarket wiring
Dual-zone electronic automatic temperature control (DEATC)
Electric power-assisted steering (heavy-duty)
Engine-hour meter
Fleet ignition keys (4)
Ford Telematics™ with Ford modem and complimentary 2-year trial subscription
Full-size spare wheel and tire with
Full-time intelligent all-wheel drive (AWD)
Glass — Solar-tinted 1st-row; privacy glass 2nd-row and rear cargo area
Headlamps — Autolamp automatic on/off with LED low and high beams
Headlamps — Piggyback functionality
Overhead console
Mirrors — Power sideview, manual foldaway with integrated blind spot mirrors
Power windows with front one-touch-up/down with automatic feature
Recovery hooks — 2 in front and trailer bar in rear
Scuff plates — Front and rear door-sill
Seat — Front heavy-duty cloth driver’s with 6-way power and manual lumbar
Seat — Rear vinyl 35/30/35 split bench
Steering wheel — Unique with 4 remappable latching switches
TM/telescoping steering column
Transmission — 10-speed automatic (police-calibrated)
Two (2) 50-amp battery ground circuits — Power distribution junction block
Universal equipment tray on top of Instrument panel

Available Upgrades

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>65U Interior Upgrade Package</td>
<td>$472.00</td>
</tr>
<tr>
<td>66A Front Headlamp Lighting Solution</td>
<td>$855.00</td>
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<tr>
<td>81T Tail Lamp / Police Interceptor Housing Only</td>
<td>$45.00</td>
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<tr>
<td>66B Tail Lamp Lighting Solution</td>
<td>$430.00</td>
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<tr>
<td>66C Rear Lighting Solution</td>
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<tr>
<td>8TH Ready For the Road Package</td>
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<tr>
<td>99W 3.3L V6 Direct-Injection Hybrid Engine System</td>
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<tr>
<td>99C 3.0L V6 EcoBoost Engine</td>
<td>$4,329.00</td>
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<tr>
<td>65L Wheel Covers (18 in. Full Face Wheel Cover)</td>
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<tr>
<td>64E 18 in. Painted Aluminum Wheels</td>
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<td>67U Ultimate Wiring Package</td>
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<td>67V Police Wire Harness Connector Kit - Front/Rear</td>
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<tr>
<td>153</td>
<td>Front License Plate Bracket</td>
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<tr>
<td>43D</td>
<td>Dark Car Feature – Courtesy lamp disable when any door is opened</td>
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<tr>
<td>942</td>
<td>Daytime Running Lamps</td>
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<tr>
<td>39F</td>
<td>Dome Lamp - Red/White in Cargo Area 48</td>
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<tr>
<td>21L</td>
<td>Front Warning Auxiliary Light</td>
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<tr>
<td>96W</td>
<td>Front Interior Windshield Warning Lights</td>
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<td>60A</td>
<td>Pre-Wiring for grille LED Lights, siren and speaker 48</td>
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<td>43A</td>
<td>Rear Auxiliary Liftgate Lights</td>
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<tr>
<td>63L</td>
<td>Rear Quarter Glass Side Marker Lights</td>
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<td>96T</td>
<td>Rear Spoiler Traffic Warning Lights</td>
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<tr>
<td>63B</td>
<td>Side Marker LED - Sideview Mirrors</td>
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<tr>
<td>92G</td>
<td>Glass - Solar Tint 2nd Row, Rear Quarter and Liftgate Window</td>
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<tr>
<td>92R</td>
<td>Glass - Solar Tint 2nd Row Only, Privacy Glass on Rear Quarter and Liftgate Window</td>
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<tr>
<td>76D</td>
<td>Deflector Plate</td>
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<tr>
<td>54E</td>
<td>12.1 in. Integrated Computer Screen</td>
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<tr>
<td>87R</td>
<td>Rear View Camera (mirror display)</td>
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<td>19V</td>
<td>Rear Camera On-Demand</td>
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<td>52P</td>
<td>Hidden Door-Lock Plunger w/Rear-door controls inoperable</td>
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<tr>
<td>68G</td>
<td>Rear-Door Handles Controls Inoperable / Locks Inoperable</td>
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<td>19D</td>
<td>Global Lock / Unlock feature</td>
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<td>55F</td>
<td>Remote Keyless-Entry Key FOB</td>
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<tr>
<td>1SC</td>
<td>1st and 2nd row carpet floor covering (incl. floor mats, front and rear)</td>
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<td>88F</td>
<td>2nd Row Cloth Seats</td>
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<td>87P</td>
<td>Power Passenger Seat</td>
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<tr>
<td>85D</td>
<td>Front Console Plate - Delete</td>
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<td>85S</td>
<td>Rear Center Seat Delete</td>
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<td>85R</td>
<td>Rear Console Plate</td>
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<td>90D</td>
<td>Ballistic Door Panels (LVII III+) – Driver Front Door Only</td>
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<tr>
<td>90E</td>
<td>Ballistic Door Panels (LVII III+) – Driver &amp; Pass Front Doors</td>
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<td>90F</td>
<td>Ballistic Door Panels (LVII IV+) – Driver Front Door Only</td>
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<td>90G</td>
<td>Ballistic Door Panels (LVII IV+) – Driver &amp; Pass Front Doors</td>
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<tr>
<td>55B</td>
<td>BUS - Blind Spot Monitoring with Cross Traffic Alert</td>
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<td>BUS - Blind Spot Monitoring with Cross Traffic Alert</td>
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<td>68B</td>
<td>Police Perimeter Alert</td>
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<td>76P</td>
<td>Pre-Collision Assist with Pedestrian Detection</td>
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<td>Mirrors - Heated Sideview</td>
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<td>Perimeter Anti-Theft Alarm - Activated by Hood, Door, or Liftgate (req 55F)</td>
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<td>Police Engine Idle Feature</td>
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<td>Reverse Sensing System</td>
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<td>Aux Air Conditioning</td>
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<td>Badge Delete</td>
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<td>69V</td>
<td>Cargo Storage Vault</td>
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<td>Class III Tether Tow Lighting Package</td>
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<td>H8 AGM Battery</td>
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<td>Noise Suppression Bonded (Ground Straps)</td>
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<td>16P</td>
<td>Rear Bumper Step Pad</td>
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<td>18X</td>
<td>100 Watt Siren/Speaker (Includes bracket and pigtail)</td>
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<tr>
<td>61B</td>
<td>OBD - II Split Connector</td>
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<td>15N</td>
<td>All-Weather Floor Mats</td>
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* Ford Parts order

Now Standard
**Interior Color Charcoal Black**

vinyl or carpet upgrade

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<th>E3</th>
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<th>J1</th>
<th>JL</th>
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<th>KR</th>
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<td>UJ</td>
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<td>Arizona Beige Metallic Clearcoat</td>
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<td>Dark Toreador Red Metallic</td>
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**Deduct Spotlight**

-$371.00

**Contract Price Includes 4 Key Fobs**
COMMITTEE / COUNCIL AGENDA

TO: John J. Tecklenburg, Mayor
FROM: Chief Luther Reynolds
DEPT. Police Department
SUBJECT: 2021 DODGE DURANGO AWD VEHICLES
REQUEST: Approval to purchase two (2) 2021 Dodge Durango AWD vehicles
From Performance CDJR, 605 Warsaw Hwy., Clinton, NC 28338
SC Contract #4400024877

COMMITTEE OF COUNCIL: Ways & Means DATE: February 9, 2021

COORDINATION: This request has been coordinated with: (attach all recommendations/reviews)

Corporate Counsel Y N/A Signature of Individual Contacted Attachment
Cap. Proj. Cmte. Chair □ □ □
Police Department X □ □ Luther Reynolds
Procurement Director X □ □

FUNDING: Was funding previously approved? Yes □ No □ N/A □
If yes, provide the following: Dept./Div.: 062021 Account #: 58010
Balance in Account □ ¥ Amount needed for this item $62,080.00

Does this document need to be recorded at the RMC’s Office? Yes □ No □

NEED: Identify any critical time constraint(s).

CFO's Signature: Ethel Shearon
FISCAL IMPACT: 2021 Lease Purchase

Mayor's Signature: John J. Tecklenburg, Mayor

ORIGINATING OFFICE PLEASE NOTE: A FULLY STAFFED/APPROVED (except Mayor’s Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL’S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK’S AGENDA MEETING.
# City of Charleston
## PURCHASE REQUEST FORM

**Requestor:** Scott Newsome  
**Date:** 1/27/21  
**Ship To Location:** Charleston PD

**Department:** Police  
**Division:** Fleet

### SUGGESTED SUPPLIER:
**Performance CDJR**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Contact Name</th>
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</thead>
<tbody>
<tr>
<td>Performance CDJR</td>
<td>605 Warsaw Hwy, Clinton NC, 28338</td>
<td>336-687-7964</td>
<td>Amy Hill</td>
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</table>

| State Contract 4400024877 |

### PURCHASE REQUESTS:

<table>
<thead>
<tr>
<th>Item#</th>
<th>Quantity</th>
<th>Unit</th>
<th>Part Number</th>
<th>Description</th>
<th>Unit Price</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>EA</td>
<td></td>
<td>2021 Dodge Durango AWD V6 Engine, WDEE75, privacy glass, automatic transmission, 4 keys, cruise control, power windows &amp; locks, AM/FM Radio, rear backup camera, Bluetooth hands-free, 220 amp alternator, dome light, floor mats</td>
<td>$30,540.00</td>
<td>$61,080.00</td>
</tr>
<tr>
<td>2</td>
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<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td>Exterior Color-Black, Interior Color-Dark Grey</td>
<td></td>
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<tr>
<td>6</td>
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<td></td>
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<td>8</td>
<td></td>
<td></td>
<td></td>
<td>Note: Vehicle will be delivered to Global Public Safety in 130 Old Airport Rd, Roebuck, SC, 29376</td>
<td></td>
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<td>9</td>
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<td>28</td>
<td></td>
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</tr>
</tbody>
</table>

**State Tax:** $1,000.00  
**Total:** $62,080.00

---

Scott G. Newsome / Director, Fleet  
Mark W. Romello / CHIEF
**LE-7 - Law Enforcement, Pursuit Rated, Mid-Size Utility Vehicle, V6 AWD with Add Option to V8 AWD, Gas**

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>4400024877</th>
<th>Contractor:</th>
<th>Performance CDJR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Contract Term</td>
<td>11/1/2020 - 10/31/2021</td>
<td>Address:</td>
<td>605 Warsaw HWY  Clinton NC 28338</td>
</tr>
<tr>
<td>Contract Rollover Dates</td>
<td>TBD TBD</td>
<td>Vendor #:</td>
<td>7000241847</td>
</tr>
<tr>
<td>Order Cut Off Date</td>
<td>TBD</td>
<td>Contact:</td>
<td>Amy Hill</td>
</tr>
<tr>
<td><strong>Model:</strong></td>
<td>2021 Dodge Durango AWD V6 Pursuit WDEE75</td>
<td>Email:</td>
<td><a href="mailto:ahill@ramclinton.com">ahill@ramclinton.com</a></td>
</tr>
<tr>
<td>Commodity Code</td>
<td>07105</td>
<td>Telephone:</td>
<td>336-687-7964</td>
</tr>
<tr>
<td>Delivery Days ARO</td>
<td>90-120</td>
<td>Fax:</td>
<td></td>
</tr>
</tbody>
</table>

**BASE PRICE** $30,540.00

*Click on the link above for an itemized listing of items included in the base price.*

**Optional Additions**

- **Anti-Theft Device (i.e. TREMCO or Computer Controlled Shift from Park Prevention)** No Charge
- **Engine Upgrade from V6 to V8** $2,632.00
- **Full Wheel Covers** $306.00
- **Interior Upgrade from Police Interior Package (center console added, full-vehicle cloth seating, carpet flooring)-Not street appearance-still has spotlight and standard wheels** $264.00

**Optional Deductions**

- **Driver Side-Mounted Spotlight** $478.00
- **Distance from Dealership to SFM Delivery Point** $12.00

**Delivery Information**

- **Header-Mounted Switch Controlled High Intensity Map Light (Law Enforcement Dome Light)** Standard Equipment
- **Distance from Dealership to SFM Delivery Point** 12
- **Amount of Base Price Allocated to Delivery to SFM** $18.00
- **Price Per Mile Contractor May Charge** $1.50
## 2021 Durango Pursuit Powertrain Options

<table>
<thead>
<tr>
<th>Powertrain</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>V-6 3.6L AWD #126</td>
<td>WDEE75- 2021 Durango Pursuit, 3.6L Pentastar V-6, All Wheel Drive</td>
<td>$30,540</td>
</tr>
<tr>
<td>V-8 HEMI AWD #127</td>
<td>WDEE75- 2021 Durango Pursuit, 5.7L V-8 Hemi, All Wheel Drive</td>
<td>$33,172</td>
</tr>
</tbody>
</table>

## Base S.C. Vehicle Includes the Following

- Keys: 4 Factory Programmed FOBS and Valet Keys
- LNF: Black Driver Side LED Spot Lamp
- LNX: LED Spot Lamps (LNX required with either spotlight option)
- CKJ: Black Vinyl Floor Covering
- A7/X9: Cloth Front Seats / Vinyl Rear Seats
- AVF: Police Group - Required Option
- WMH: Chrome Center Caps, Black Steel Wheels (STD Configuration)

## Contract Options ADD / DELETE

- WP1: 18 x 8.0 Painted Aluminum Wheels | $305.00
- CKD / CUF: Interior Upgrade from Police Interior: (Retail Style Center Console, Cloth Seats, Carpet Flooring) | $264.00
- LNF-D: DELETE DRIVER SIDE SPOTLIGHT | ($478.00)

## 2021 Dodge Durango Pursuit Factory Options

### Interior Seating Options

- C5/X9: Cloth Front Bucket Seats / Cloth Rear Seats (Std Configuration) | N/C

### Functional Packages

- ADG: Technology Package | $2,471.00
- ADL: Skid Plate Package | $283.00
- AHX: Trailer Tow Group IV | $836.00
- XAN: Blind Spot & Cross Path Protection | $491.00

### Additional Police Equipment

- CUG: Police Floor Console | $831.00
- XDG: Passenger Side Ballistic Door Panel | $2,303.00
- XDV: Driver Side Ballistic Door Panel | $2,402.00
- XPW: Front & Rear Wire Harness | $1,416.00

### Additional Options

- CKD: Floor Carpet | $125.00
- CUF: Full Length Floor Console | $293.00
- CW8: Deactivate Rear Doors/Windows | $75.00
- CW7: Door/Window Activation Kit | $99.00
- JRC: Power Liftgate | $392.00
- LNA: Black Passenger Side LED Spot Lamp | $510.00
- LNX: LED Spot Lamps (LNX required with either spotlight option) | N/C
- LSA: Security Alarm | $150.00
- MTB: Delete Liftgate Badge | N/C
- NHK: Engine Block Heater | $95.00
- UBN: Uconnect 5 Nav with 10.1" Display | $866.00
### Key Options

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Price ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GXF</td>
<td>Entire Fleet Alike Key- FREQ 1</td>
<td>138.00</td>
</tr>
<tr>
<td>GXA</td>
<td>Entire Fleet Alike Key- FREQ 2</td>
<td>138.00</td>
</tr>
<tr>
<td>GXE</td>
<td>Entire Fleet Alike Key- FREQ 3</td>
<td>138.00</td>
</tr>
<tr>
<td>GXG</td>
<td>Entire Fleet Alike Key- FREQ 4</td>
<td>138.00</td>
</tr>
<tr>
<td>XCS</td>
<td>4 Additional Key Fobs (8 total programmed Fobs w/ Valet Key)</td>
<td>99.00</td>
</tr>
</tbody>
</table>

### Standard Colors:

- PSC - Billet Silver Metallic Clear Coat
- PXJ - Black Clear Coat
- PDN - Destroyer Grey Clear Coat
- PAU - Granite Clear Coat
- PRM - Reactor Blue Pearl Coat
- PRM - Redline 2 Coat Pearl
- PW7 - White Knuckle Clear Coat
- PWD - VICE WHITE $560 EXTRA

### Emergency Equipment/Lighting Upfit

- [ ]
- [ ]
- [ ]

### Emergency Equipment Options

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>ADD</th>
</tr>
</thead>
<tbody>
<tr>
<td>PWD</td>
<td>VICE WHITE - Low Volume Paint Extra Cost</td>
<td>$ 560</td>
</tr>
</tbody>
</table>

### Total Price Per Vehicle:

- $ ___________

### Number Units This Spec:

- ________

### Total this Order:

- $ ___________

### Warranty Information

I. 2021 Durango Pursuit
   - 5 Year / 100,000 Mile Powertrain Warranty
   - 3 Year / 36,000 Mile Bumper to Bumper Warranty

### Notes & Instructions:

- ________________________________________
- ________________________________________
- ________________________________________
- ________________________________________
COMMITTEE / COUNCIL AGENDA

TO: John J. Tecklenburg, Mayor
FROM: Chief Luther Reynolds
DEPT. Police Department

SUBJECT: 2021 CHEVROLET TAHOE PPV VEHICLES
REQUEST: Approval to purchase two (2) 2021 Chevrolet Tahoe PPV vehicles
From Love Chevrolet, PO Box 8387, Columbia, SC 29202
SC Contract #4400024875

COMMITTEE OF COUNCIL: Ways & Means DATE: February 9, 2021

COORDINATION: This request has been coordinated with: (attach all recommendations/reviews)

Corporate Counsel Yes N/A Signature of Individual Contacted Attachment
Cap. Proj. Cmte. Chair
Police Department
Procurement Director

FUNDING: Was funding previously approved? Yes ☐ No ☐ N/A ☐
If yes, provide the following: Dept./Div.: 062021 Account #: 58010
Balance in Account ☑ Amount needed for this item $69,953.00

Does this document need to be recorded at the RIMC’s Office? Yes ☐ No ☐

NEED: Identify any critical time constraint(s).

CFO’s Signature: Amy Wharton

FISCAL IMPACT: 2021 Lean Purchas

Mayor’s Signature: John J. Tecklenburg, Mayor

ORIGINATING OFFICE PLEASE NOTE: A FULLY STAFFED/APPROVED (except Mayor’s Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK’S AGENDA MEETING.
## City of Charleston

### PURCHASE REQUEST FORM

**Requestor:** Scott Newsome  
**Date:** 1/27/21  
**Ship To Location:** Charleston PD  
**Department:** Police  
**Division:** Fleet  
**SUGGESTED SUPPLIER:** Love Chevrolet Columbia SC  
**Approval:** 

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Love Chevrolet Company</td>
<td>P.O. Box 8387, Columbia, S.C.29202</td>
<td>803-407-2275</td>
<td>Donna Casey</td>
</tr>
</tbody>
</table>

### PURCHASE REQUESTS:

<table>
<thead>
<tr>
<th>Item#</th>
<th>Quantity</th>
<th>Unit</th>
<th>Part Number</th>
<th>Description</th>
<th>Unit Price</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>EA</td>
<td></td>
<td>2021 Chevrolet Tahoe PPV, 3.3L gasoline engine, 6-speed automatic transmission, power locks, windows, and mirrors, AM/FM/CD Radio with Bluetooth, rear vision camera, 17&quot; black steel wheels, 2nd row 60/40 split bench, skid plates, tilt, cruise, keyless remote.</td>
<td>$34,478.00</td>
<td>$68,956.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>Deduct pillar-mounted driver's side spotlight</td>
<td>($635.00)</td>
<td>($635.00)</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>EA</td>
<td></td>
<td>Wiring for horn and siren circuit</td>
<td>$53.00</td>
<td>$106.00</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>EA</td>
<td></td>
<td>Wiring for grill lights and speaker</td>
<td>$89.00</td>
<td>$178.00</td>
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<tr>
<td>5</td>
<td>2</td>
<td>EA</td>
<td></td>
<td>Rear Window Inop</td>
<td>$56.00</td>
<td>$112.00</td>
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<tr>
<td>6</td>
<td>2</td>
<td>EA</td>
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<td>Rear Door Inop</td>
<td>$60.00</td>
<td>$120.00</td>
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<tr>
<td>7</td>
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<td>EA</td>
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<td>Auxiliary speaker wiring</td>
<td>$58.00</td>
<td>$116.00</td>
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<td></td>
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<td></td>
<td>Exterior Color: Black</td>
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<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td>Interior Color: Ebony</td>
<td></td>
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<tr>
<td>10</td>
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<td>Note: One Tahoe with pillar mounted spotlight, one without spotlight.</td>
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</tr>
<tr>
<td>11</td>
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<td></td>
<td>Vehicle to be delivered to Global Public Safety</td>
<td></td>
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<tr>
<td>12</td>
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<td>130 Old Airport Rd, Roebuck SC, 29376</td>
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</tr>
</tbody>
</table>

**State Tax:** $1,000.00  
**Total:** $69,953.00
LE-8 - Law Enforcement, Pursuit Rated, Full Size Utility Vehicle, RWD
w/4x4 Add Option, Gas

Contract Number: 4490024675  Contractor: Love Chevrolet Co.
Initial Contract Term: 11/1/2020 - 10/31/2021  Address: P.O. Box 8387 Columbia SC 29202
Contract Rollover Dates: TBD  TBD  Vendor #: 7000044599
Order Cut Off Date: 1/25/2021  Contact: Donna Casey
Model: Chevrolet Tahoe CC10706 9C3  Email: dcrossley@lovecarlton.com
Commodity Code: 07305  Telephone: 803-407-2275
Delivery Days ARO: 150  Fax:

BASE PRICE  $34,478.00
*Click on the link above for an itemized listing of items included in the base price.

Optional Additions
4x2 to 4x4 (State Std. Spec)  $3,075.00
Interior Upgrade from Police (carpet, cloth front bucket seats, cloth rear seat)  $265.00
Center Console-Includes Safety & Alert Package  $720.00

Optional Deductions
Driver-Side Mounted Spotlight  $635.00
Header-Mounted Switch Controlled High Intensity Mop Light (Law Enforcement Dome Light)  $135.00

Delivery Information
Distance from Dealership to SFM Delivery Point  $9.00
Amount of Base Price Allocated to Delivery to SFM  15
Price Per Mile Contractor May Charge  $1.57

Return to Index
2021 CHEVROLET TAHOE PPV 2WD
STATE CONTRACT #4400024875
BASE PRICE $34,478.00

INCLUDES:
PPV PURSUIT PACKAGE
DUAL BATTERIES
SKID PLATE
HD ALTERNATOR
HD COOLING SYSTEM
HD BRAKE SYSTEM
5.3L V8 ENGINE
10 SPEED AUTOMATIC TRANSMISSION
CLIMATE CONTROL A/C
POWER WINDOWS,LOCKS AND MIRRORS
KEYLESS REMOTE(2)
KEYLESS ENTRY
KEYLESS START-PUSH BUTTON
TILT WHEEL AND CRUISE CONTROL
8” AM/FM STEREO TOUCHSCREEN
BLUETOOTH CAPABLE
REAR VISION CAMERA
FRONT 40/20/40 BENCH SEAT - CLOTH
REAR SEAT 60/40 SPLIT- VINYL
VINYL FLOOR COVERING
NO THIRD ROW SEATING
ASSIST STEPS BLACK
NO LUGGAGE RACK
20” STEEL WHEELS
275/55R20SL FIREHAWK PURSUIT RATED TIRES
TRAILER HITCH AND WIRING
ADDS:
WIRING FOR HORN AND SIREN CIRCUIT $ 53.00
WIRING FOR GRILLEPS AND SPEAKER $ 89.00
REAR WINDOW INOP $ 56.00
REAR DOOR S INOP $ 60.00
AUXILLARY SPEAKER WIRING $ 58.00
TOTAL $34794.00

DEDUCT FOR NO SPOT LIGHT -$ 635.00

TOTAL PER UNIT $34159.00
SC IMF FEE $ 500.00
SC DMV TEMP TAG INC
TOTAL $34659.00

BLACK EXTERIOR
EBONY INTERIOR
AS LONG AS GM PRODUCES THESE ORDERS
COMMITTEE / COUNCIL AGENDA

TO: John J. Tecklenburg, Mayor

FROM: Tom O'Brien/Ben Dellucci

DEPT. Public Service

SUBJECT: 2021 FLEX FUEL ¾ TON PICKUP

REQUEST: Approval to purchase two (2) each 2021 Flex Fuel ¾ ton pickup trucks
SC Contract #4400022491

COMMITTEE OF COUNCIL: Ways & Means DATE: February 9, 2021

COORDINATION: This request has been coordinated with: (attach all recommendations/reviews)

<table>
<thead>
<tr>
<th>Corporate Counsel</th>
<th>Yes</th>
<th>N/A</th>
<th>Signature of Individual Contacted</th>
<th>Attachment</th>
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<tbody>
<tr>
<td>Cap. Proj. Cmte. Chair</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Public Service/Fleet</td>
<td>X</td>
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<td></td>
</tr>
<tr>
<td>Procurement Director</td>
<td>X</td>
<td></td>
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</tr>
</tbody>
</table>

FUNDING: Was funding previously approved? Yes [ ] No [ ] N/A [ ]

If yes, provide the following:

Dept./Div.: 062021 Account #: 58010

Balance in Account [X] Amount needed for this item $69,336.00

Does this document need to be recorded at the RMC’s Office? Yes [ ] No [ ]

NEED: Identify any critical time constraint(s).

For Parks

CFO’s Signature: [Signature]

FISCAL IMPACT: 2021 Lease Purchase

Mayor’s Signature: John J. Tecklenburg, Mayor

ORIGINATING OFFICE PLEASE NOTE: A FULLY STAFFED/APPROVED (except Mayor’s Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL’S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK’S AGENDA MEETING.
<table>
<thead>
<tr>
<th>Account Codes:</th>
<th>062021-05810</th>
<th>Contract #:</th>
<th>440002291</th>
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<tbody>
<tr>
<td>Item # Quantity Unit</td>
<td>Description</td>
<td>Unit Price</td>
<td>Ext. Price</td>
</tr>
<tr>
<td>2</td>
<td>F/F, Reg Cab(Ext Cab)3/4 Ton Pickup</td>
<td>$24,170.00</td>
<td>$48,340.00</td>
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<tr>
<td>2</td>
<td>Body Installation/Coordination Fee</td>
<td>$400.00</td>
<td>$800.00</td>
</tr>
<tr>
<td>2</td>
<td>Includes Rearview Camera Prep Kit</td>
<td>$100.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>2</td>
<td>696LPJ 8' Low Profile Utility Body</td>
<td>$5,251.00</td>
<td>$10,502.00</td>
</tr>
<tr>
<td>2</td>
<td>MasterLock System</td>
<td>$425.00</td>
<td>$850.00</td>
</tr>
<tr>
<td>2</td>
<td>From Regular to Extended Cab w/ long bed</td>
<td>$1,847.00</td>
<td>$3,694.00</td>
</tr>
<tr>
<td>2</td>
<td>4-Corner Flashing Strobe System (LED)</td>
<td>$595.00</td>
<td>$1,190.00</td>
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<tr>
<td>2</td>
<td>FMVSS Safety Kit</td>
<td>$95.00</td>
<td>$190.00</td>
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<tr>
<td>2</td>
<td>Cab over deluxe ladder/pipe/material rack</td>
<td>$1,285.00</td>
<td>$2,570.00</td>
</tr>
</tbody>
</table>

FOR

Parks-Fac Maintenance
Construction

Contract #: 4400022491

Exterior-White
Interior-dark Gray

$500.00 $1,000.00

STATE TAX $34,668.00 $69,336.00

TOTAL

\[Signature\]

Requestor/B. Dellucci
Title/Fleet manager

Authorized Approval
<table>
<thead>
<tr>
<th>Standard Equipment Included:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.2L V-8 Engine</td>
<td>Power Steering</td>
</tr>
<tr>
<td>Automatic Transmission</td>
<td>Power Brakes</td>
</tr>
<tr>
<td>A/C</td>
<td>Power Windows and Door Locks</td>
</tr>
<tr>
<td>AM/FM Radio</td>
<td>Vinyl 40/20/40 Bench Seat</td>
</tr>
<tr>
<td>142&quot; Wheel Base</td>
<td>Heavy Duty Vinyl Floor</td>
</tr>
<tr>
<td>Cruise Control</td>
<td></td>
</tr>
</tbody>
</table>

| 2 SC STATE CONTRACT PRICE:                                                                  |       |
| Body Installation/Coordination Fee                                                         | $400.00 | $800.00 |
| Chassis Model - Includes Rearview Camera Prep Kit                                          | $100.00 | $200.00 |
| Knappke Model 69LPJ-8' Low Profile Utility Body (Installed)                               | $5,251.00 | $10,502.00 |
| Masterlock System                                                                          | $425.00 | $850.00 |
| From Regular to Extended Cab w/long bed                                                   | $1,847.00 | $3,694.00 |
| 24-Corner Flashing Strobe System (LED Lights)                                             | $595.00 | $1,190.00 |
| FMVSS Safety Kit (Fire Ext., Triangle and First Aid Kit)                                  | $35.00 | $190.00 |
| Cab over deluxe ladder/pipe/material rack                                                 | $1,235.00 | $2,570.00 |
| Sales Tax                                                                                  | $500.00 | $1,000.00 |

| 2 TOTAL SC STATE CONTRACT PRICE:                                                            |       |
|                                                                                           | $34,668.00 | $69,336.00 |
PU-6: Flex Fuel, Regular Cab (Ext Cab Opt), 3/4 Ton Pickup, 8ft. Body/Box, Single Rear Wheel, 4x2/4x4

Contract Number: 4400022491  
Contractor: Vic Bailey Ford, Inc.

Initial Contract Term: 11/1/2019 - 10/31/2020  
Address: PO Box 3568 Spartanburg, SC 29304

Contract Rollout Dates: 11/1/2020 - 10/31/2021  
Vendor #: 7000079092

Order Cutoff Date: TBD  
Contact: David Vetter

Model: Ford F250 F2A  
Email: dvetter@vicbaileyauto.com

Commodity Code: 07202  
Telephone: 864-585-3600

Delivery Days ARO: 90  
Fax: 864-594-6802

BASE PRICE $24,170.00

Optional Additions

- 4x4 (State Standard Spec) $3,305.00
- Auxiliary Power Connection (State Standard Spec) $160.00
- Auxiliary Power Outlet Standard
- Bluetooth/Hands Free Calling Standard
- From Regular to Extended (Quad/Super/Extended) Cab w/Short Bed $1,654.00
- From Regular to Extended (Quad/Super/Extended) Cab w/Long Bed $1,847.00
- Positive Traction/Limited Slip Rear End $391.00
- Privacy Glass (State Standard Spec) $62.00
- Winch (Standard State Spec) $2,162.00

Optional Deductions

- Power Locks & Windows to Manual $800.00

Delivery Information

- Vehicle Delivery Fee $20.00
- Distance from Dealership to SFM Delivery Point 10
- Delivery price per mile in excess of the miles above $2.00

Return to Index
COMMITTEE / COUNCIL AGENDA

TO: John J. Tecklenburg, Mayor  
FROM: Tom O'Brien/Ben D'Uccle  
DEPT. Public Service  
SUBJECT: 2021 DODGE DURANGO SXT  
REQUEST: Approval to purchase two (2) each 2021 Dodge Durango SXT vehicles  
From Santee Automotive, 2601 Paxville Highway, Manning, SC 29102.  
SC Contract #4400024885

COMMITTEE OF COUNCIL: Ways & Means  
DATE: February 9, 2021

COORDINATION: This request has been coordinated with: (attach all recommendations/reviews)

Corporate Counsel  
Cap. Proj. Cmte. Chair  
Public Service/Fleet  
Procurement Director

Signature of Individual Contacted:  
Attachment:

FUNDING: Was funding previously approved? Yes  
No  N/A

If yes, provide the following:  
Dept./Div.: 062021  
Account #: 58010

Balance in Account $  
Amount needed for this item $65,790.00

Does this document need to be recorded at the RMC's Office? Yes  
No

 NEED: Identify any critical time constraint(s).

CFO's Signature:  
FISCAL IMPACT: 2021 Lease Purchase

Mayor's Signature: John J. Tecklenburg, Mayor

ORIGINATING OFFICE PLEASE NOTE: A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK'S AGENDA MEETING.
<table>
<thead>
<tr>
<th>Account Codes</th>
<th>Contract #:</th>
<th>Total</th>
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<tbody>
<tr>
<td>062021-5810</td>
<td>4400024885</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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</tr>
<tr>
<td><strong>2021 Dodge Durango SXT</strong></td>
<td><strong>$25,627.00</strong></td>
<td><strong>$51,254.00</strong></td>
</tr>
<tr>
<td>3.6L V6 24V VVT Engine</td>
<td></td>
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<td>2 Dodge Durango SXT UConnect 10.1 Display</td>
<td><strong>$995.00</strong></td>
<td><strong>$1,990.00</strong></td>
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<td>2 Four Corner Flashing LED/Iss KIT</td>
<td><strong>$790.00</strong></td>
<td><strong>$1,580.00</strong></td>
</tr>
<tr>
<td>2 Dodge Durango SXT Privacy Glass</td>
<td><strong>$119.00</strong></td>
<td><strong>$238.00</strong></td>
</tr>
<tr>
<td>2 Delete Dodge Durango SXT 3rd Row Seating</td>
<td><strong>($986.00)</strong></td>
<td><strong>($1,972.00)</strong></td>
</tr>
<tr>
<td>2 Dodge Durango SXT Tubular Side Steps</td>
<td><strong>$725.00</strong></td>
<td><strong>$1,450.00</strong></td>
</tr>
<tr>
<td>2 Vehicle Delivery</td>
<td><strong>$125.00</strong></td>
<td><strong>$250.00</strong></td>
</tr>
</tbody>
</table>

FOR

PS-Admin

PS-ES Admin

STATE CONTRACT # 4400024885

Exterior-Black

Interior-Dark Gray

2 STATE TAX | **$500.00** | **$1,000.00** |

2 TOTAL | **$27,895.00** | **$55,790.00** |

Requestor/B. Dellucci
Title/Fleet manager

Authorized Approval
**SUV 3 - Inter. Utility Standard Wheelbase, 4x2 to 4x4/AWD GAS**

<table>
<thead>
<tr>
<th>Contract Number:</th>
<th>4400024885</th>
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<tbody>
<tr>
<td>Contractor:</td>
<td>Santee Automotive LLC</td>
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<td>Initial Contract Term:</td>
<td>11/1/2020 - 10/31/2021</td>
</tr>
<tr>
<td>Address:</td>
<td>PO Box 5391 West Columbia, SC 29171</td>
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<tr>
<td>Vendor #:</td>
<td>7000214142</td>
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<tr>
<td>Contact:</td>
<td>Scott Watford</td>
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<tr>
<td>Model:</td>
<td>Durango SXT/WDD175</td>
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<tr>
<td>Commodity Code:</td>
<td>07180</td>
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<tr>
<td>Delivery Days ARO:</td>
<td>90 - 120</td>
</tr>
</tbody>
</table>

**BASE PRICE**

$25,627.00

*Click on the link above for an itemized listing of items included in the base price*

**Optional Additions**

- Option to 4x4/AWD (All Wheel Drive) $2,604.00
- Privacy Glass $119.00
- Tow Package $1,207.00

**Optional Deductions**

- Delivery Fee (Per Vehicle) $15.00

**Delivery Information**

- Delivery Distance Included in Delivery Fee 10
- Price Per Mile Contractor May Charge Beyond the Delivery Distance $1.50

[Return to Index]
**QUOTE**

**Santee Automotive LLC**
2601 Paxville Highway
Manning, South Carolina 29102
United States

Phone: 1-888-853-5338
Fax: 1-888-853-5338
info@santeefleet.com

**Estimate Number:** 19514
**Estimate Date:** November 1, 2020
**Expires On:** October 31, 2021
**Grand Total (USD):** $30,866.00

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<th>Items</th>
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<tr>
<td>State Contract Number: 4400024885</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2021 Dodge Durango SXT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.6L V6 24V VVT Engine</td>
<td></td>
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</tr>
<tr>
<td>8 Speed Auto Transmission</td>
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<td>Cloth Seats/Carpet Interior</td>
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<tr>
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<td></td>
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</tr>
<tr>
<td>18 Inch Painted Aluminum Wheels</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Power Equipment</td>
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<td>Cruise Control</td>
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<td>Rear Back Up Camera</td>
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<td></td>
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</tr>
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<td>Third Row Seating</td>
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<tr>
<td>Exterior Colors:</td>
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<tr>
<td>White</td>
<td></td>
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</tr>
<tr>
<td>Destroyer Gray</td>
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<tr>
<td>Granite</td>
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<td></td>
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<tr>
<td>Billet Silver</td>
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<tr>
<td>Black</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Red</td>
<td></td>
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<tr>
<td><strong>Dodge Durango SXT AWD</strong></td>
<td>1</td>
<td>$2,604.00</td>
<td>$2,604.00</td>
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<tr>
<td>Option to change Dodge Durango SXT to All Wheel Drive</td>
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<td></td>
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<tr>
<td><strong>Dodge Durango SXT Privacy Glass</strong></td>
<td>1</td>
<td>$119.00</td>
<td>$119.00</td>
</tr>
<tr>
<td>Add privacy glass to Dodge Durango SXT</td>
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<tr>
<td><strong>Dodge Durango SXT Towing Package</strong></td>
<td>1</td>
<td>$1,207.00</td>
<td>$1,207.00</td>
</tr>
<tr>
<td>Towing Package for Dodge Durango SXT included hitch, wiring, ball, and pin.</td>
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<tr>
<td><strong>Dodge Durango SXT Cargo Compartment Cover</strong></td>
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<td>Cargo Area Cover</td>
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<td>Items</td>
<td>Quantity</td>
<td>Price</td>
<td>Amount</td>
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<tr>
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<tr>
<td><strong>Dodge Durango SXT Tubular Side Steps</strong></td>
<td>1</td>
<td>$725.00</td>
<td>$725.00</td>
</tr>
<tr>
<td>MOPAR Chrome Tubular Side Steps</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dodge Durango SXT UConnect 10.1 Display</strong></td>
<td>1</td>
<td>$995.00</td>
<td>$995.00</td>
</tr>
<tr>
<td>UConnect 5 Navigation with 10.1 Display</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dodge Durango SXT 3rd Row Seating Group</strong></td>
<td>1</td>
<td>($986.00)</td>
<td>($986.00)</td>
</tr>
<tr>
<td>Delete 3rd Row Seating</td>
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<td></td>
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</tr>
<tr>
<td><strong>Vehicle Sales Tax</strong></td>
<td>1</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>South Carolina Vehicle Sales Tax/Infrastructure Maintenance Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** $30,866.00

**Grand Total (USD):** $30,866.00
COMMITTEE / COUNCIL AGENDA

TO: John J. Tecklenburg, Mayor
FROM: Tom O'Brien/Ben Dellucci
DEPT. Public Service

SUBJECT: 2021 DODGE DURANGO SXT
REQUEST: Approval to purchase two (2) each 2021 Dodge Durango SXT vehicles
From Santee Automotive, 2601 Paxville Highway, Manning, SC 29102.
SC Contract #4400024885

COMMITTEE OF COUNCIL: Ways & Means
DATE: February 9, 2021

COORDINATION: This request has been coordinated with: (attach all recommendations/reviews)

Corporate Counsel
Cap. Proj. Cmte. Chair
Public Service/Fleet
Procurement Director

Signature of Individual Contacted
Attachment

FUNDING: Was funding previously approved? Yes □ No □ N/A □
If yes, provide the following:
Dept./Div.: 062021 Account #: 58010
Balance in Account □ Amount needed for this item $58,204.00

Does this document need to be recorded at the AMC's Office? Yes □ No □

NEED: Identify any critical time constraint(s).

CFO's Signature: [Signature]
FISCAL IMPACT: 2021 Lease Purchase

Mayor's Signature: [Signature]

ORIGINATING OFFICE PLEASE NOTE: A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK'S AGENDA MEETING.
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<td>4400024885</td>
<td></td>
</tr>
<tr>
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<td>$25,627.00</td>
<td>$51,254.00</td>
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<tr>
<td>3.6L V6 24V VVT Engine</td>
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<tr>
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<td></td>
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</tr>
<tr>
<td>2 Dodge Durango SXT Towing Package</td>
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<td>$2,414.00</td>
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<td>2 Dodge Durango SXT UConnect 10.1 Dispay</td>
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</table>

AS PER QUOTE

FOR

T&T

PS-FLEET

STATE CONTRACT # 4400024885

Exterior-Black

Interior-Dark Gray

STATE TAX

$500.00

$1,000.00

TOTAL

$29,102.00

$58,204.00

Requestor/B. Dellucci

Title/Fleet manager

Authorized Approval
SUV 3 - Inter. Utility Standard Wheelbase, 4x2 to 4x4/AWD GAS

Contract Number: 4400024885  Contractor: Santee Automotive LLC

Initial Contract Term: 11/1/2020 - 10/31/2021  Address: PO Box 5391 West Columbia, SC 29171

Contract Rollover Dates: TBD TBD  Vendor #: 7000214142

Order Cuttoff Date: TBD  Contact: Scott Watford

Model: Durango SXT/WDDL175  Email: scott@tracconsult.com

Commodity Code: 07180  Telephone: 803-386-9651

Delivery Days ARO: 90-120  Fax: 803-678-4297

BASE PRICE  $25,627.00

*Click on the link above for a detailed listing of items included in the base price.

Optional Additions

Option to 4x4/AWD (All Wheel Drive) $2,604.00
Privacy Glass $119.00
Tow Package $1,207.00

Optional Deductions

Delivery Fee (Per Vehicle) $15.00

Delivery Information

Delivery Distance Included in Delivery Fee 10
Price Per Mile Contractor May Charge Beyond the Delivery Distance $1.50

Return to Index
**QUOT**

Santee Automotive LLC  
2601 Paxville Highway  
Manning, South Carolina 29102  
United States

Phone: 1-888-853-5338  
Fax: 1-888-853-5338  
info@santeefleet.com

---

**BILL TO**  
State Contract

---

**Estimate Number:** 19514  
**Estimate Date:** November 1, 2020  
**Expires On:** October 31, 2021  
**Grand Total (USD):** $30,866.00

<table>
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<tr>
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<td>$25,627</td>
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2021 Dodge Durango SXT  
3.6L V6 24V VVT Engine  
8 Speed Auto Transmission  
Cloth Seats/Carpet Interior  
Floor Mats  
18 inch Painted Aluminum Wheels  
Power Equipment  
Cruise Control  
Bluetooth  
Rear Back Up Camera  
Third Row Seating |

Exterior Colors:  
White  
Destroyer Gray  
Granite  
Billet Silver  
Black  
Red

| **Dodge Durango SXT AWD**    | 1        | $2,604   | $2,604  |
| Option to change Dodge Durango SXT to All Wheel Drive |

| **Dodge Durango SXT Privacy Glass** | 1 | $119.00 | $119.00 |
| Add privacy glass to Dodge Durango SXT |

| **Dodge Durango SXT Towing Package** | 1 | $1,207.00 | $1,207.00 |
| Towing Package for Dodge Durango SXT included hitch, wiring, ball, and pin. |

| **Dodge Durango SXT Cargo Compartment Cover** | 1 | $75.00 | $75.00 |
| Cargo Area Cover |
**QUOTE**

Santee Automotive LLC  
2601 Paxville Highway  
Manning, South Carolina 29102  
United States  

Phone: 1-866-853-5336  
Fax: 1-866-853-5338  
info@santeefleet.com

<table>
<thead>
<tr>
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</table>

**Total:** $30,866.00

**Grand Total (USD):** $30,866.00
COMMITTEE / COUNCIL AGENDA

TO: John J. Tecklenburg, Mayor
FROM: Tom O'Brien/Ben Dellucci
DEPT. Public Service
SUBJECT: 2021 Freightliner M2 Dual Steer Chassis with Elgin Crosswind Regenerative Air Street Sweeper
REQUEST: Approval to purchase a 2021 Freightliner M2 Dual Steer Chassis w/Elgin Crosswind Regenerative Air Street Sweeper from Public Equipment Supply, 4519 Old Charlotte Hwy., Monroe, NC 28110. Sourcewell Contract #122017-FSC.

COMMITTEE OF COUNCIL: Ways & Means DATE: February 9, 2021

COORDINATION: This request has been coordinated with: (attach all recommendations/reviews)

Corporate Counsel Yes N/A Signature of Individual Contacted Attachment
Cap. Proj. Cmte. Chair
Public Service/Fleet X
Procurement Director

FUNDING: Was funding previously approved? Yes ☐ No ☐ N/A ☐ If yes, provide the following: Dept./Div.: 062021 Account #: 58010
Balance in Account ☒ Amount needed for this item $256,240.15

Does this document need to be recorded at the RMC’s Office? Yes ☐ No ☐

NEED: Identify any critical time constraint(s).

CFO’s Signature: _____________________
FISCAL IMPACT: 2021 Lease Purchase

Mayor’s Signature: _____________________

ORIGINATING OFFICE PLEASE NOTE: A FULLY STAFFED/APPROVED (except Mayor’s Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL’S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK’S AGENDA MEETING.
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Requestor/B. Dellucci
Title/Fleet manager

Authorized Approval
January 13, 2021
Quote #: 0421001

City of Charleston
2150 Milford St
Charleston, SC 29405

Attention: Ben Dellucci

RE: Elgin Crosswind Single-Engine Regenerative Air Street Sweeper Quotation

Dear Ben,

We would like to take this opportunity to thank you for your continued interest in Public Works Equipment (PWE) and Elgin’s industry-leading line of innovative street sweeping products.

PWE is pleased to present the following quotation to provide one (1) new Elgin Crosswind Single-Engine Regenerative Air Sweeper, mounted on a new Dual Steer Freightliner M2-106, per Sourcewell Contract # 122017-FSC

We appreciate the opportunity to assist with this equipment requirement and ask that you not hesitate to contact us should you require additional information.

Respectfully Submitted,

Stuart Hasty
Area Sales Manager
Public Works Equipment
Cell: (704)318-3190
shasty@pweasl.com
Spray Water System:

- 240-gallon polyethylene tank with 16' 8" fill hose
- Pump Type: Diaphragm with run-dry capability with HI or LO selectable pump speeds
- 8 GPM pump capacity & 40 PSI pump pressure
- 16 Spray Nozzles, quick release brass for ease of cleaning or service, 7 in pickup head, 3 in suction tube, 6 (3 each) on side brooms
- On-Off switches in-cab controls, manually adjust valves
- 100 mesh, cleanable filter
- Prestomatic Push-To-Lok type fittings with thermoplastic tubing

Additional Enhancements Included:

- MEMORY SWEEP
- VACUUM ENHANCER IN-CAB CONTROL WITH IN-CAB DISPLAY
- RIGHT HAND GUTTER BROOM TILT WITH IN-CAB DISPLAY
- LEFT HAND GUTTER BROOM TILT WITH IN-CAB DISPLAY
- INDIVIDUAL SWITCHES FOR DUAL SIDEROOM LIGHTS-LED
- INDIVIDUAL SWITCHES FOR WATER SYSTEM CONTROL
- RIGHT HAND INSPECTION DOOR & STEP
- STAINLESS STEEL HOPPER DOOR WITH HOPPER DELUGE
- LIFELINER HOPPER SYSTEM W/WARRANTY
- AIR PURGE FOR WATER SYSTEM
- CAB / REAR LED STROBE / LED ARROWSTICK
- AY-JS AUX PUMP M2
- AUTOMATIC FLOW BLOCKER
- A+ 42 IN PIRANHA BRISTLE DUAL
- 3 CAMERA SYSTEM
- PIC-UP HEAD DELUGE SYSTEM
- LOW STEP & HANDLE
- REMOTE LUBE MANIFOLDS FOR SWEEPER
- (2) REAR BUMPER MOUNTED STROBES

Purchase Price $255,740.15

Terms & Conditions

Pricing in USD, taxes and fees to be paid at time of tag & title if applicable
Price Includes PDI, delivery and training
FOB: Charleston, SC
Payment Terms: Due upon receipt
Purchase order required
Delivery: To be confirmed at time of order
Quotation valid for 30 days
Quotation

To provide one (1) new Elgin Crosswind Four Wheel Regenerative Air Sweeper mounted on a new Freightliner M2-106 chassis, standard equipped as described below:

General Specs:
- Pick up Head & two side brooms – 144” Sweep Path
- Up to highway travel speed
- One (1) year parts & labor warranty on sweeper body

Variable Speed Device (VSD):
- Replaces auxiliary engine; installed between the chassis engine and the Allison transmission
- In “Road Mode” VSD produces 1:1 speed ratio between chassis and transmission
- In “Work Mode” VSD allows chassis accelerator pedal to control input to transmission and engine speed remains constant - fan speed is adjustable
- Singular in-cab push button control
- No parking brake requirement
- No complex EPA off-highway after treatment system

Single-engine System:
- Planetary Gearbox Design
- Horsepower: 260 (194 kW) input rating
- Torque: 660 ft-lb input rating
- Dual safety element dry type Air Cleaner
- Alarm for Low Hydraulic Oil / High Hydraulic Temp

Blower:
- Drive: direct Jaw-type coupling with hydraulic 2.87 cu-in (47 cc) displacement bent axis motor
- Hardox steel Blower Construction
- 10 gauge (3.4 mm) Steel Blower Housing with rubber-lined for extended wear

Pickup Head:
- 90” length & approximately 2,700 in² head area
- 14” pressure hose diameter
- 12 ¾” suction hose diameter
- Hydraulic raising and lowering controls
- External, manually controlled vacuum enhancer
- Quick disconnect type connection near pickup head at lower area of suction hose
- Flexible rubber steel reinforced hose construction

Side Brooms:
- 42” diameter, steel plate disc construction
- Constant speed
- Hydraulic motor drive, protected by relief valve
- Free floating trailing arm mounting
- Pneumatically inward/outward, raised/lowered
**Public Works Equipment**

- Inward/outward, forward/backward adjustment
- Pressure/wear control pneumatic in cab digging
- Fully extended or in front of pickup head sweep position
- Segment set disposable type

**Debris Hopper:**

- 8 yd³ volumetric capacity
- 50° effective dump angle
- Self-cleaning, centrifugal dust separator
- Hydraulic, two-stage telescoping lifting cylinder
- Hydraulic open/close and lock/unlock hopper dump door
- Hopper dumping control: Push button valve on right side of unit, in-cab dump
- Hinged, quick release, steel hopper screens

**Instrumentation/Controls:**

- Rocker switches in central console gauges: blower tachometer, hour meter, fuel, voltmeter, coolant temperature, spray water level gauge, hopper up, hopper rear door open, full load indicator
- VSD mounted Oil Level Sight Gauge

**Electrical System:**

- Chassis battery rating: 12 Volt
- 1000 CCA Sweeper Battery rating
- 160 Amperes chassis engine alternator

**Hydraulic System:**

- Powers hydraulic motors on side brooms, blower fan, and activates hopper dump cycle
- Hydraulic Blower Pump variable - piston type with 4.2 cu-in (68.8 cc)/rev rating
- Hydraulic Sweeper Pump gear driven with capacity of 22.5 GPM (85.2 LPM) @ 3400 RPM; sweeper brooms, hopper dump, and pickup head raise/lower
- 23 gallon (87L) reservoir capacity
- 10-micron spin-on Cooler hydraulic system accessible without raising hopper; operates below 200° F. Type filter twin suction strainers 100 mesh
- Filter Blower System 6-micron canister type
- Filter reservoir vent 10-micron spin-on type breather
COMMITTEE / COUNCIL AGENDA

TO: John J. Tecklenburg, Mayor
FROM: Jason Kronsberg/Wes Chappell  DEPT. Parks Department
SUBJECT: PLANNED SERVICE PROPOSAL FOR THE GAILLARD MANAGEMENT CENTER
REQUEST: Approval to establish agreement for a Planned Service Agreement for The Gaillard Management Center with Johnson Controls, 4415 Sea Ray Dr., Charleston, SC 29405-8401.

Sourcewell Contract #030817-JHN

COMMITTEE OF COUNCIL: Ways & Means DATE: February 9, 2021

COORDINATION: This request has been coordinated with: (attach all recommendations/reviews)

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<th>Corporate Counsel</th>
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<th>Signature of Individual Contacted</th>
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<td>Procurement Director</td>
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FUNDING: Was funding previously approved? Yes □ No □ N/A □
If yes, provide the following:
Dept./Div.: Parks/Facilities
Account #: 58015-52204
Balance in Account $92,368
Amount needed for this item $92,368.00

Does this document need to be recorded at the RMC's Office? Yes □ No □

NEED: Identify any critical time constraint(s).

CFO's Signature: [Signature]

FISCAL IMPACT:

Mayor's Signature: [Signature] John J. Tecklenburg, Mayor

ORIGINATING OFFICE PLEASE NOTE: A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK'S AGENDA MEETING.
Partnering with you to deliver value-driven solutions

A Planned Service Agreement with Johnson Controls provides you with a customized service strategy designed around the needs of your facility. Our approach features a combination of scheduled, predictive and preventative maintenance services that focus on your goals.

As your building technology services partner, Johnson Controls delivers an unmatched service experience delivered by factory-trained, highly skilled technicians who optimize operations of the buildings we work with, creating productive and safe environments for the people within.

By integrating our service expertise with innovative processes and technologies, our value-driven planned service solutions deliver sustainable results, minimize equipment downtime and maximize occupant comfort.
Executive Summary

PLANNED SERVICE PROPOSAL FOR GAILLARD MANAGEMENT CENTER

Dear Frank,

We value and appreciate your interest in Johnson Controls as a service provider for your building systems and are pleased to provide a value-driven maintenance solution for your facility. The enclosed proposal outlines the Planned Service Agreement we have developed on your facility.

Details are included in the Planned Service Agreement summary (Schedule A), but highlights are as follows:

- In this proposal we are offering a service agreement for 1 Year starting 01/01/2021 and ending 12/31/2021.
- The agreement price for first year is $92,368.00; see Schedule A, Supplemental Price and Payment Terms, for pricing in subsequent years.
- The equipment options and number of visits being provided for each piece of equipment are described in Schedule A, Equipment list.

As a manufacturer of both mechanical and controls systems, Johnson Controls has the expertise and resources to provide proper maintenance and repair services for your facility.

Again, thank you for your interest in Johnson Controls and we look forward to becoming your building technology services partner.

Please contact me if you have any questions.

Sincerely,

David Mullen
Service Manager
(866) 818-5463
Benefits of Planned Service

A Planned Service Agreement with Johnson Controls will allow you to optimize your building’s facility performance, providing dependability, sustainability and energy efficiency. You’ll get a value-driven solution that fits your specific goals, delivered with the attention of a local service company backed by the resources of a global organization.

With this Planned Service Agreement, Johnson Controls can help you achieve the following five objectives:

1. Identify Energy Savings Opportunities
   Since HVAC equipment accounts for a major portion of a building’s energy usage, keeping your system performing at optimum levels may lead to a significant reduction in energy costs.

2. Reduce Future Repair Costs
   Routine maintenance may maximize the life of your equipment and may reduce equipment breakdowns.

3. Extend Asset Life
   Through proactive, factory-recommended maintenance, the life of your HVAC assets may be extended, maximizing the return on your investment.

4. Ensure Productive Environments
   Whether creating a comfortable place where employees can be productive or controlling a space to meet specialized needs, maintenance can help you achieve an optimal environment for the work that is being accomplished.

5. Promote Environmental Health and Safety
   When proper indoor conditions and plant requirements are maintained, business outcomes may be improved by minimizing sick leave, reducing accidents, minimizing greenhouse gas emissions and managing refrigerant requirements.

All of the services we perform on your equipment are aligned with “The 5 Values of Planned Maintenance” and our technicians understand how the work they perform can help you accomplish your business objectives.
PLANNED SERVICE PROPOSAL
GAILLARD MANAGEMENT CENTER

Personalized Account Management
A Planned Service Agreement also provides you with the support of an entire team that knows your site and can closely work with you on budget planning and asset management. Your local Johnson Controls account management team can help guide planned replacement, energy retrofits and other building improvement projects. You'll have peace of mind that an entire team of skilled professionals will be looking out for what is best for your facility and budget.

A Culture of Safety
Johnson Controls technicians take safety seriously and personally, and integrate it into everything they do. All of our technicians participate in regular and thorough safety training. Because of their personal commitment, we are a leader in the HVAC service industry for workplace safety performance. This means that you do not have to worry about us when we are on your site.

Commitment to Customer Satisfaction
Throughout the term of your Planned Service Agreement, we will periodically survey you and use your feedback to continue to make improvements to our service processes and products. Our goal is to deliver the most consistent and complete service experience possible. To meet this goal, we've developed and implemented standards and procedures to ensure you receive the ultimate service experience—every time.

Energy & Sustainability
A more sustainable world one building at a time—Johnson Controls is a company that started more than 125 years ago with a product that reduced energy use in buildings. We've been saving energy for customers ever since. Today, Johnson Controls is a global leader in creating smart environments where people live, work and play, helping to create a more comfortable, safe and sustainable world.

The Value of Integrity
Johnson Controls has a long, proud history of integrity. We do what we say we will do and stand behind our commitments. Our good reputation builds trust and loyalty. In recognition for our commitment to ethics across our global operations, we are honored to be named one of the World's Most Ethical Companies by Ethisphere Institute, a leading think tank dedicated to business ethics and corporate social responsibility. In addition, Corporate Responsibility Magazine recognizes Johnson Controls as one of the top companies in its annual "100 Best Corporate Citizens" list.
PLANNED SERVICE PROPOSAL
GAILLARD MANAGEMENT CENTER

Service Plan Methodology
As part of the delivery of this Planned Service Agreement, Johnson Controls will dedicate a local customer service agent responsible for having a clear understanding of the agreement scope, and your facility procedures and protocols.

A high-level overview around our service delivery process is outlined below including scheduling, emergency service, on-site paperwork, communication and performing repairs outside of the agreement scope.

Scheduling
Preventative maintenance service will be scheduled using our automated service management system. In advance of the scheduled service visit, our technician is sent a notice of service to a smartphone. Once the technician acknowledges the request, your customer service agent will call or e-mail your on-site contact to let you know the start date and type of service scheduled.

The technician checks in, wears personal protective equipment, performs the task(s) as assigned, checks out with you and asks for a screen capture signature on the smartphone device. A work order is then e-mailed, faxed or printed for your records.

Emergency Services
Emergency service can be provided 7 days a week, 24 hours a day, 365 days a year. During normal business hours, emergency service will be coordinated by the customer service agent. After hours, weekends and holidays, the emergency service number transfers to the Johnson Controls after-hours call center and on-call technicians are dispatched as needed.

Johnson Controls is committed to dispatching a technician within hours of receiving your call through the service line. A work order is e-mailed, faxed or printed for your records. Depending on the terms of your agreement, you may incur charges for after hour services.

Communication
A detailed communication plan will be provided to you so you know how often we will provide information to you regarding your Planned Service Agreement. The communication plan will also provide you with your main contacts at Johnson Controls.

Approval Process for Non-Covered Items
Johnson Controls will adhere to your procurement process. No work will be performed outside of the agreement scope without prior approval. Johnson Controls will work with you closely to ensure your procurement process is followed before any non-covered item work is started.
Summary of Services and Options

Comprehensive and Operational Inspections
During comprehensive and operational inspections, Johnson Controls will perform routine checks of the equipment for common issues caused by normal wear and tear on the equipment. Additional tests can be run to confirm the equipment’s performance.

Routine maintenance, such as lubrication, cleaning and tightening connections, can be performed depending on the type of equipment being serviced. Routine maintenance is one of the keys to the five values of maintenance – it can help identify energy saving opportunities, reduce future repair costs, extend asset life, ensure productive environments, and promote health and safety.

Evaporator Coil Cleaning
Dirty evaporator coils impair heat transfer from the circulated air to the cooling medium. This reduces the efficiency of the unit. Extremely dirty coils may impede the airflow across the coil and out into the building, which can cause occupant discomfort and complaints. Johnson Controls technicians will clean these coils, improving efficiency and occupant comfort.

Filter Replacement
Clean air filters help maintain proper airflow throughout your building. Decreased airflow can impair the performance of the cooling coil and may lead to occupant discomfort and inefficient operation of the HVAC system. Johnson Controls will replace the filters on a regular basis to maintain airflow and maximize air quality.

Install Updates supplied with Software Subscription
Our expert technicians will install software upgrades (supplied separately) to keep your system up-to-date. This helps minimize disruptions to your daily operations and staff during the upgrade process. Keeping your software up-to-date allows you to take advantage of the latest features and enhancements, and helps maintain compatibility with the latest technology on the market. Updating the system software is also a best practice to minimize cybersecurity vulnerabilities.

Oil Analysis
By examining the oil, we can determine what part of the chiller is experiencing the most significant and harmful wear. Johnson Controls has been collecting data to statistically derive acceptable limits. We can also determine if there is a breakdown in the oil or if contaminants are affecting chiller operation.

Operational Visit/Controls System Verification
Based on our expertise and factory recommendations, we will execute routine preventative maintenance and calibrations on the equipment controller for your mechanical equipment. The inspection includes the following tasks:
- Visual inspection of the control panel.
- Review of alarms, points which are offline, out of service and overridden points.
- Local backup of controller program.

Advantages: Provides proactive identification of problems, which helps maintain productive environments, identify energy efficiency opportunities, reduce future repairs and extend the life of your equipment.

Operational Visit/Supervisory Controls System Verification
Based on our expertise and factory recommendations, we will execute routine preventative maintenance on the supervisory controllers and servers in your Metasys system. The inspection includes the following tasks:

- Visual inspection of the control panel and cleaning as needed.
- Review of alarms, points which are offline, out of service and overridden points.
- Local backups of controllers, objects, and server repositories.
- Review security database and ensure default passwords are changed.

**Advantages:** Provides proactive identification of problems, which helps maintain productive environments, identify energy efficiency opportunities, reduce future repairs and extend the life of your equipment.

**VAV Box Comprehensive/Controls System Verification and Calibration By Exception**

Based on our expertise and factory recommendations, we will execute routine preventative maintenance and calibrations on the equipment controllers for your VAV boxes. This will include:

- Review of alarms, points which are offline, out of service and overridden points.
- Local backup of controller program.

We will also perform a box flow test, then perform the following inspections on suspect boxes that do not meet the test:

- Visually inspection of the control panel, clean and tighten connections as needed.
- Verification and field calibration of sensors used in control loops and alarm functions.
- Verification of control signals and sequences.

**Advantages:** Provides a cost-efficient way to proactively identify problems, which helps maintain productive environments, identify energy efficiency opportunities, reduce future repairs and extend the life of your equipment.

**Vibration Analysis - Chiller**

Johnson Controls maintains the world's largest database of vibration signatures based on more than 50,000 chiller analyses. Data from your chiller is collected by Johnson Controls personnel and uploaded to our predictive diagnostics team for analysis. It is then compared with vibration standards which have been statistically derived from 20 years of compiled data using patented formulas. This allows you to identify and correct potential issues before they cause unscheduled downtime.
PLANNED SERVICE PROPOSAL
GAillard Management Center

Summary
Thank you for considering Johnson Controls as your building technology services partner. The following agreement document includes all the details surrounding your Planned Service Agreement.

With planned service from Johnson Controls, you'll get a value-driven solution that can help optimize your building controls and equipment performance, providing dependability, sustainability and energy efficiency. You'll get a solution that fits your specific goals, delivered with the attention of a local service company backed by the resources of a global organization.

We'll be your building technology services partner.
PLANNED SERVICE PROPOSAL
GAILLARD MANAGEMENT CENTER

Planned Service Agreement

Customer Name: GAILLARD MANAGEMENT CENTER
Address: 95 CALHOUN ST CHARLESTON, SC 29401-3506
Proposal Date: 12/09/2020
Estimate #: 1-18SFGJBEQ

Scope of Service

Johnson Controls, Inc. ("JCI") and the Customer (collectively the "Parties") agree Preventative Maintenance Services, as defined in Schedule A ("Services"), will be provided by JCI at the Customer's facility. This Planned Service Agreement, the Equipment List, Supplemental Price and Payment Terms, and Schedules attached hereto and incorporated by this reference as if set forth fully herein (collectively the "Agreement"), cover the rights and obligations of both the Customer and JCI.

Extended Service Options for Premium Coverage

If Premium Coverage is selected, on-site repair services to the equipment will be provided as specified in this Agreement for the equipment listed in the attached Equipment List.

Equipment List

Only the equipment listed in the Equipment List will be covered as part of this Agreement. Any changes to the Equipment List must be agreed upon in writing by both Parties.

Term / Automatic Renewal

This Agreement takes effect on 01/01/2021 and will continue until 12/31/2021 ("Original Term").

Refrigerant Charges

Refrigerant is not included under this Agreement and will be billed separately to the Customer by JCI.
PLANNED SERVICE PROPOSAL
GAILLARD MANAGEMENT CENTER

Price and Payment Terms

The total Contract Price for JCI’s Services during the 1st year of the Original Term is $92,368.00. This amount will be paid to JCI in Monthly installments. Pricing for each subsequent year of a multiyear original term is set forth in the Supplemental Price and Payment Terms. All payments will be due and payable within 30 days of the invoice date and such timely payment by Customer shall be a condition precedent to JCI’s obligation to perform its Services. A penalty of one and a half percent (1.5%) of the amount due per month shall accrue for payments received after the payment due date. Renewal price adjustments are set forth in the Terms and Conditions.

Invoices will be sent to the following location:

CITY OF CHARLESTON
ATTN: ACCOUNTS PAYABLE
PO BOX 853
CHARLESTON, SC 29402

☐ In lieu of paper invoices sent to the location above, invoices should be emailed to the following email address: ________________________________

This proposal is valid for thirty days from the proposal date.

JOHNSON CONTROLS Inc.

By: David Mullen
Signature: ___________________________ Date: ___________________________
Title: Service Manager

By: ___________________________
Signature: ___________________________
Title: ___________________________
Date: ___________________________

JCI Branch: JOHNSON CONTROLS CHARLESTON SC CB - 0N94
Address: 2415 SEA RAY DR
CHARLESTON, SC 29405-8401
Branch Phone: 866-848-5463
Branch Email: ________________________________
# PLANNED SERVICE PROPOSAL
**GAILLARD MANAGEMENT CENTER**

## Schedule A - Equipment List

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</tr>
</tbody>
</table>

**Services Provided**
1. Operational
2. Heating Comprehensive
3. Cooling Comprehensive
4. Condenser Coil Cleaning

**Services Provided**
1. Operational (Mid Season)
2. Return Air Filter Change
3. Heating Comprehensive
4. Cooling Comprehensive
5. Condenser Coil Cleaning

**Services Provided**
1. Operational
2. Comprehensive
3. Belt Change
4. Standard Pleated Filter Change
# PLANNED SERVICE PROPOSAL

**GAILLARD MANAGEMENT CENTER**

<table>
<thead>
<tr>
<th>Customer Tag</th>
<th>Manufacturer</th>
<th>Model #</th>
<th>Serial #</th>
</tr>
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<tbody>
<tr>
<td>AHU 1</td>
<td>Temtrol Inc</td>
<td>ITF-DHRES4</td>
<td>T012363-001-00</td>
</tr>
<tr>
<td>AHU 2</td>
<td>Temtrol Inc</td>
<td>ITF-DHRES5</td>
<td>T012363-002-00</td>
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<tr>
<td>AHU 6</td>
<td>Temtrol Inc</td>
<td>ITF-DHRES45</td>
<td>T012363-006-00</td>
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</table>

## Air Handling Unit (AHU), Mixed Air, <15 HP

- **Quantity:** 2
- **Coverage Level:** Basic

## Services Provided
- 1 Operational
- 1 Comprehensive
- 4 Standard Pleated Filter Change

<table>
<thead>
<tr>
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<th>Manufacturer</th>
<th>Model #</th>
<th>Serial #</th>
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<tbody>
<tr>
<td>AHU 3</td>
<td>Temtrol Inc</td>
<td>ITF-DHRE21</td>
<td>T012363-003-00</td>
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<tr>
<td>AHU 7</td>
<td>Temtrol Inc</td>
<td>ITF-DHRE13</td>
<td>T012363-007-00</td>
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## Air Handling Unit (AHU), Mixed Air, >60 HP

- **Quantity:** 2
- **Coverage Level:** Basic

## Services Provided
- 1 Operational
- 4 Standard Pleated Filter Change
- 1 Comprehensive

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<thead>
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<th>Model #</th>
<th>Serial #</th>
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<td>AHU 4</td>
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<td>AHU 5</td>
<td>Temtrol Inc</td>
<td>ITF-DHRE124</td>
<td>T012363-005-00</td>
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</table>

## Chiller, Air Cooled, VSD Screw, 251-400 Tons

- **Quantity:** 2
- **Coverage Level:** Basic

## Services Provided
- 3 Operational
- 2 Condenser Coil Cleaning (with louvers)
- 1 Comprehensive
- 1 Vibration Analysis
- 1 VSD Coolant Change
- 1 Oil Analysis (2 Circuits)

<table>
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<th>Manufacturer</th>
<th>Model #</th>
<th>Serial #</th>
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<tr>
<td>CHILLER 1</td>
<td>JCI_YORK</td>
<td>YVAA013GGL468A</td>
<td>2BBM023541</td>
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<tr>
<td>CHILLER 2</td>
<td>JCI_YORK</td>
<td>YVAA013GGL468A</td>
<td>2BBM023542</td>
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## Cooling Tower, Spray Distribution, <300 Tons

- **Quantity:** 1
- **Coverage Level:** Basic

## Services Provided
- 1 Operational
- 1 Comprehensive

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<tr>
<td>COOLING TOWER</td>
<td>BAC</td>
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<td>3254209</td>
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## Controls (Controller/End Devices), Central Cooling Plant, Johnson Controls, 0-50 points
# PLANNED SERVICE PROPOSAL

## GAILLARD MANAGEMENT CENTER

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<th>Quantity</th>
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<th>Services Provided</th>
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<tr>
<td></td>
<td></td>
<td>1 Comprehensive</td>
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### Customer Tag | Manufacturer | Model # | Serial #
---|---|---|---
Controller - CCP #1 | JCI_YORK | 1-C68MFLT4 |
Controller - CCP #2 | JCI_YORK | 1-C60477A |

---

## Controls (Controller/End Devices), Heat Pump, Johnson Controls, 0-50 points

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<td></td>
<td></td>
<td>1 Comprehensive</td>
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### Customer Tag | Manufacturer | Model # | Serial #
---|---|---|---
Controller AC#1 | JCI_YORK | 1-C4C4TDW |
Controller AC#2 | JCI_YORK | 1-C4C4TE5 |
Controller AC#3 | JCI_YORK | 1-C4C4TEG |

---

## Controls (Controller/End Devices), Roof Top Unit (RTU), 3rd Party, 0-20 points

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<th>Coverage Level</th>
<th>Services Provided</th>
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<td>1 Operational</td>
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<tr>
<td></td>
<td></td>
<td>1 Comprehensive</td>
</tr>
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### Customer Tag | Manufacturer | Model # | Serial #
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Controller MAU #3 | AEDT | 1-C4C4TM |

---

## Controls (Controller/End Devices), Generic Input/Output, Johnson Controls, 0-20 points

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<th>Quantity</th>
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<td></td>
<td></td>
<td>1 Comprehensive</td>
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### Customer Tag | Manufacturer | Model # | Serial #
---|---|---|---
Controllers - Exh Fans | JCI_YORK | 1-C2UOUXW |

---

## Controls (Controller/End Devices), Air Handling Unit (AHU), Johnson Controls, 21-60 points

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<td></td>
<td></td>
<td>1 Comprehensive</td>
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### Customer Tag | Manufacturer | Model # | Serial #
---|---|---|---
Controllers AHU JCI | JCI_YORK | 1-C2UOUY7 |
# PLANNED SERVICE PROPOSAL

**GAILLARD MANAGEMENT CENTER**

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<thead>
<tr>
<th>Block Hours - Controls</th>
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<thead>
<tr>
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<th><strong>Model #</strong></th>
<th><strong>Serial #</strong></th>
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<tr>
<td>Controls Blk</td>
<td>JCI_YORK</td>
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<td>1-C501AFH</td>
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**Fan, Exhaust Fan, Ceiling Mounted, 0 - 5HP**

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<td></td>
<td>1 Belt Change</td>
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<table>
<thead>
<tr>
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<th><strong>Serial #</strong></th>
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<tbody>
<tr>
<td>DEF-1</td>
<td>Cook Fans</td>
<td>1-C4CHTP0</td>
<td>1-C4CHTPA</td>
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<td>EFS-1</td>
<td>Cook Fans</td>
<td>1-C4CHTIC</td>
<td>1-C4CHTDG</td>
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<tr>
<td>EFS-2</td>
<td>Cook Fans</td>
<td>1-C4CHTDQ</td>
<td>1-C4CHTPK</td>
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<td>EFS-3</td>
<td>Cook Fans</td>
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<td>EFS-4</td>
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<td>VF-1</td>
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<td>VF-2</td>
<td>Cook Fans</td>
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**Pump, Chilled Water, 11-50 HP**

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<tr>
<td></td>
<td>1 Comprehensive</td>
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</table>

<table>
<thead>
<tr>
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<th><strong>Serial #</strong></th>
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<tbody>
<tr>
<td>EPP-1</td>
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<tr>
<td>EPP-1</td>
<td>Baldor Electric</td>
<td>3254221</td>
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<tr>
<td>EPP-2</td>
<td>Baldor Electric</td>
<td>3254224</td>
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<td>EPP-2</td>
<td>Baldor Electric</td>
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**Terminal Product, Fan Coll Unit (FCU), Horizontal Air Flow, 300-1200 CFM**

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<tr>
<td></td>
<td>1 Comprehensive</td>
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<tr>
<td></td>
<td>4 Air Filter Change</td>
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<table>
<thead>
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<th><strong>Model #</strong></th>
<th><strong>Serial #</strong></th>
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</thead>
<tbody>
<tr>
<td>FCU-1</td>
<td>JCI_YORK</td>
<td>1-C4CHTEQ</td>
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<tr>
<td>FCU-2</td>
<td>JCI_YORK</td>
<td>1-C4CHTF0</td>
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</table>

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**Fan, Exhaust Fan, Roof Mounted, 6-15 HP**

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<th><strong>SERVICES PROVIDED</strong></th>
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<tr>
<td><strong>Coverage Level:</strong> Basic</td>
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<tr>
<td></td>
<td>1 Belt Change</td>
</tr>
<tr>
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<td>1 Comprehensive</td>
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</tbody>
</table>

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PLANNED SERVICE PROPOSAL
GAillard MANAGEMENT CENTER

<table>
<thead>
<tr>
<th>Customer Tag</th>
<th>Manufacturer</th>
<th>Model #</th>
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<tr>
<td>KEF-1</td>
<td>Cook Fans</td>
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**Air Handling Unit (AHU), Make-Up Air Unit (MAU), <15 HP**

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</tr>
<tr>
<td></td>
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<td>4 Standard Pleated Filter Change</td>
</tr>
<tr>
<td></td>
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<td>1 Comprehensive</td>
</tr>
</tbody>
</table>

<table>
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<th>Model #</th>
<th>Serial #</th>
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<tr>
<td>MAU 3</td>
<td>Aon Inc</td>
<td>RN-030-3-06009-17A</td>
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**Block Hours - Mechanical Heavy**

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<td>Mech Bld Hrs</td>
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**Controls (Controller/End Devices), Supervisory/Server/UI, Johnson Controls, 0-25000 points**

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<th>Serial #</th>
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<td>NAE #1</td>
<td>JCI_YORK</td>
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<td>JCI_YORK</td>
<td>1-CZU0UYP</td>
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**Controls (Controller/End Devices), Variable Air Volume (VAV), Johnson Controls, 0-25 points**

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<td></td>
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<td>1 Comprehensive - Full Inspection</td>
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<th>Model #</th>
<th>Serial #</th>
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<tbody>
<tr>
<td>VMA Controllers</td>
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Controls Software, Supervisory/Server/UI, Johnson Controls, ADS

<table>
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<th>Manufacturer</th>
<th>Model #</th>
<th>Serial #</th>
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<tbody>
<tr>
<td>ADS SERVER</td>
<td>JCI, YORK</td>
<td>1-CYI9712</td>
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Packaged, Commercial, Self Contained, <40 Tons

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<tr>
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<th>Manufacturer</th>
<th>Model #</th>
<th>Serial #</th>
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<tbody>
<tr>
<td>AHU 10</td>
<td>Daikin</td>
<td>SWP039HLS</td>
<td>FB01U131100711</td>
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<tr>
<td>AHU 11</td>
<td>Daikin</td>
<td>SWP039HLS</td>
<td>FB01U131100704</td>
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<td>AHU 12</td>
<td>Daikin</td>
<td>SWP028HLS</td>
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<td>AHU 13</td>
<td>Daikin</td>
<td>SWP033HLS</td>
<td>FB01U131100992</td>
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<td>AHU 9</td>
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<td>SWP028HLS</td>
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Roof Top Unit (RTU), Cooling/Electric Heating, with Economizer, 25.5-60 Tons

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<th>Customer Tag</th>
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<tr>
<td>Aon MEDC</td>
<td>McQuay International</td>
<td>RN-659-3-0-BB02-000</td>
<td>20141-BNCW07715</td>
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Computer Room Unit, with Remote Condenser, 5-12.5 Tons

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<th>Serial #</th>
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<tbody>
<tr>
<td>CRU 1</td>
<td>Stultz Air Technology Systems</td>
<td>VFS-120-DAR-D-EC</td>
<td>10020765</td>
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</table>
# PLANNED SERVICE PROPOSAL

## GAILLARD MANAGEMENT CENTER

### GAILLARD MOB

#### 2 GEORGE ST

#### CHARLESTON, SC 29401-3582

---

## Controls (Controller/End Devices), Roof Top Unit (RTU), 3rd Party, 0-20 points

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Coverage Level</th>
<th>Services Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Basic</td>
<td>1 Operational</td>
</tr>
<tr>
<td></td>
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<td>1 Comprehensive</td>
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<th>Manufacturer</th>
<th>Model #</th>
<th>Serial #</th>
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</thead>
<tbody>
<tr>
<td>Controller MAU #1</td>
<td>Aaon</td>
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<td>Controller MAU #2</td>
<td>Aaon</td>
<td>1-CICHTD2</td>
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## Controls (Controller/End Devices), Air Handling Unit (AHU), 3rd Party, 0-20 points

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<td>1 Comprehensive</td>
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<tr>
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## Pump, Circulating, 11-50 HP

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<tr>
<td></td>
<td></td>
<td>1 Comprehensive</td>
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<tr>
<td>EPP-3</td>
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<tr>
<td>EPP-3</td>
<td>Baldor Electric</td>
<td>1-CX2YE6</td>
<td></td>
</tr>
</tbody>
</table>

---

## Roof Top Unit (RTU), Cooling/Electric Heating, with Economizer, 25.5-60 Tons

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Coverage Level</th>
<th>Services Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic</td>
<td>1 Evaporator Coil Cleaning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Electric Heating Comprehensive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(with Economizer)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Cooling Comprehensive (with Economizer)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 Standard Filter Change</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 Operational (Mid Season Cooling/Heating with Economizer)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Customer Tag</th>
<th>Manufacturer</th>
<th>Model #</th>
<th>Serial #</th>
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<tbody>
<tr>
<td>MAU 1</td>
<td>Aaon Inc</td>
<td>RN-030-3-0-R609-16A</td>
<td>201403-BNET0996B</td>
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</tbody>
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## Roof Top Unit (RTU), Cooling/Electric Heating, with Economizer, 25.5-60 Tons

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Coverage Level</th>
<th>Services Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Basic</td>
<td>1 Evaporator Coil Cleaning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Electric Heating Comprehensive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(with Economizer)</td>
</tr>
<tr>
<td>GAILLARD MOB</td>
<td>2 GEORGE ST CHARLESTON, SC 29401-3582</td>
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<td>Customer Tag: MAU 2</td>
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<td>Model #: RN-0303-3-0-6609-16A</td>
<td>Serial #: 201403-MNET09968</td>
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### Controls (Controller/End Devices), Variable Air Volume (VAV), Johnson Controls, 0-25 points

<table>
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<tr>
<th>Quantity: 114</th>
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<th>Services Provided</th>
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</thead>
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<tr>
<td></td>
<td></td>
<td>1 Operational</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Comprehensive - Full Inspection</td>
</tr>
</tbody>
</table>

| Customer Tag: VMA Controllers | Manufacturer: JCI_YORK | Model #: 1-C2XZPMQ |
Equipment Tasking

Air Handling Unit (AHU), Make-Up Air Unit (MAU), <15 HP

Comprehensive

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts

All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Visually inspect damper(s)
Check condition of pulleys and belts
Check for proper fan operation
Check condition of coils
Check condition of filters
Record temperatures and pressures (if applicable)
Check for unusual noise and vibration
Check for deterioration of gaskets and seals
Check overall condition of unit
Visually inspect for fluid leaks of coils and connecting piping
Check starter/contactor
Check and tighten electrical connections
Check damper operation and lubricate as required
Visually check control valve(s)
Lubricate blower and motor bearings
Clean condensate pan and clear drain line
Check condition of blower assembly
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Operational

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts

All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Inspect motor mounting isolators
Check for integrity of cabinet hardware
Visually inspect damper(s)
Verify damper operation
Check condition of pulleys and belts
Check for proper fan operation
Check condition of coils
Check condition of filters
Record temperatures and pressures (if applicable)
Check condensate drain
Visually inspect electrical connections
Check for unusual noise and vibration
Check overall condition of unit
Visually inspect for fluid leaks of coils and connecting piping
Document tasks performed during visit and report any observations to appropriate customer representative

Standard Pleated Filter Change
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Turn equipment off
Remove dirty filters
Install new filters
Turn equipment on
Dispose of dirty filter appropriately
Document tasks performed during visit and report any observations to appropriate customer representative

Air Handling Unit (AHU), Mixed Air, 15-30 HP

Comprehensive
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Visually inspect damper(s)
Check condition of pulleys and belts
Check for proper fan operation
Check condition of coils
Check condition of filters
Record temperatures and pressures (if applicable)
Check for unusual noise and vibration
Check for deterioration of gaskets and seals
Check overall condition of unit
Visually inspect for fluid leaks of coils and connecting piping
Check starter/contactor
Check and tighten electrical connections
Check damper operation and lubricate as required
Visually check control valve(s)
Lubricate blower and motor bearings
Clean condensate pan and clear drain line
Check condition of blower assembly
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Operation
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
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GAILLARD MANAGEMENT CENTER

Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Inspect motor mounting isolators
Check for integrity of cabinet hardware
Visually inspect damper(s)
Verify damper operation
Check condition of pulleys and belts
Check for proper fan operation
Check condition of coils
Check condition of filters
Record temperatures and pressures (if applicable)
Check condensate drain
Visually inspect electrical connections
Check for unusual noise and vibration
Check overall condition of unit
Visually inspect for fluid leaks of coils and connecting piping
Document tasks performed during visit and report any observations to appropriate customer representative

Standard Pleated Filter Change

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Turn equipment off
Remove dirty filters
Install new filters
Turn equipment on
Dispose of dirty filter appropriately
Document tasks performed during visit and report any observations to appropriate customer representative

Air Handling Unit (AHU), Mixed Air, <15 HP

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Visually inspect damper(s)
Check condition of pulleys and belts
Check for proper fan operation
Check condition of coils
Check condition of filters
PLANNED SERVICE PROPOSAL
GAILLARD MANAGEMENT CENTER

Record temperatures and pressures (if applicable)
Check for unusual noise and vibration
Check for deterioration of gaskets and seals
Check overall condition of unit
Visually inspect for fluid leaks of coils and connecting piping
Check starter/contactor
Check and tighten electrical connections
Check damper operation and lubricate as required
Visually check control valve(s)
Lubricate blower and motor bearings
Clean condensate pan and clear drain line
Check condition of blower assembly
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Operational

Use appropriate eye protection in work environment
Use appropriate head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Inspect motor mounting isolators
Check for integrity of cabinet hardware
Visually inspect damper(s)
Verify damper operation
Check condition of pulleys and belts
Check for proper fan operation
Check condition of coils
Check condition of filters
Record temperatures and pressures (if applicable)
Check condensate drain
Visually inspect electrical connections
Check for unusual noise and vibration
Check overall condition of unit
Visually inspect for fluid leaks of coils and connecting piping
Document tasks performed during visit and report any observations to appropriate customer representative

Standard Pleated Filter Change

Use appropriate eye protection in work environment
Use appropriate head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Turn equipment off
Remove dirty filters
Install new filters
Turn equipment on
Dispose of dirty filter appropriately
Document tasks performed during visit and report any observations to appropriate customer representative
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Air Handling Unit (AHU), Mixed Air, >60 HP

Comprehensive
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Visually inspect damper(s)
Check condition of pulleys and belts
Check for proper fan operation
Check condition of coils
Check condition of filters
Record temperatures and pressures (if applicable)
Check for unusual noise and vibration
Check for deterioration of gaskets and seals
Check overall condition of unit
Visually inspect for fluid leaks of coils and connecting piping
Check starter/contactor
Check and tighten electrical connections
Check damper operation and lubricate as required
Visually check control valve(s)
Lubricate blower and motor bearings
Clean condensate pan and clear drain line
Check condition of blower assembly
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Operational
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Inspect motor mounting isolators
Check for integrity of cabinet hardware
Visually inspect damper(s)
Verify damper operation
Check condition of pulleys and belts
Check for proper fan operation
Check condition of coils
Check condition of filters
Record temperatures and pressures (if applicable)
Check condensate drain
Visually inspect electrical connections
Check for unusual noise and vibration
Check overall condition of unit
Visually inspect for fluid leaks of coils and connecting piping
Document tasks performed during visit and report any observations to
PLANNED SERVICE PROPOSAL
GAILLARD MANAGEMENT CENTER

appropriate customer representative

Standard Pleated Filter Change
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Turn equipment off
Remove dirty filters
Install new filters
Turn equipment on
Dispose of dirty filter appropriately
Document tasks performed during visit and report any observations to appropriate customer representative

Block Hours - Controls

Preventive Maintenance
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Check with appropriate customer representative for operational deficiencies
Perform scheduled block hour tasks
Complete any required maintenance checklists, report observations to appropriate customer representative

Block Hours - Mechanical Heavy

Preventive Maintenance
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Check with appropriate customer representative for operational deficiencies
Perform scheduled block hour tasks
Complete any required maintenance checklists, report observations to appropriate customer representative

Chiller, Air Cooled, VSD Screw, 251-400 Tons

Comprehensive
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
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Use and follow the JCI safety policy for working with CFC, HCFC and HRC refrigerants
Use and follow the JCI process for handling and working with Used Oil
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Review control panel for proper operation and recorded fault histories
Check for visual signs of refrigerant/oil leak(s)
Conduct refrigerant leak check
Check oil separator level
Verify oil heater operation
Perform lock-out and tag-out procedure
Inspect condenser fan contactors for wear
Check for proper VSD coolant level and pump operation
Check and tighten electrical connections
Perform preventative procedures to flow proving devices
Check for unusual noise and vibration
Check overall condition of unit
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Condenser Coil Cleaning (with louvers)
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
Use and follow the JCI safety policy for working with CFC, HCFC and HRC refrigerants
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Spray coil(s) with chemical solution
Rinse coil(s) thoroughly with water
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Oil Analysis (2 Circuits)
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use and follow the JCI safety policy for working with CFC, HCFC and HRC refrigerants
Use and follow the JCI process for handling and working with Used Oil
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Remove sample in approved container
Drop off for analysis
Label and complete paperwork indicating present operating conditions
Document tasks performed during visit and report any observations to appropriate customer representative

Operational
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
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Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
Use and follow the JCI safety policy for working with CFC, HCFC and HRC refrigerants
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Review control panel for proper operation and recorded fault histories
Check for proper chilled water flow
Check system pressures and temperatures
Check refrigerant charge (sight glass)
Check oil separator level
Check for proper VSD operation
Check for proper oil temperature and pressure
Check for visual signs of refrigerant/oil leak(s)
Check for unusual noise and vibration
Check for proper condenser fan operation
Check overall condition of unit
Record and log all operating parameters
Document tasks performed during visit and report any observations to appropriate customer representative

VSD Coolant Change
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Perform VSD coolant change procedures
Document tasks performed during visit and report any observations to appropriate customer representative

Vibration Analysis
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Record equipment specific information for reference
Install pads and labels (if applicable)
Install sensors in proper location.
Start equipment and run at normal operating conditions.
Record readings and remove sensors.
Submit readings for report generation and deliver to customer with recommendations.
Document tasks performed during visit and report any observations to appropriate customer representative
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Computer Room Unit, with Remote Condenser, 5-12.5 Tons

Comprehensive
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arcflash personal protective equipment on voltages over 240 volts
Use and follow the JCI safety policy for working with CFC, HCFC and HRC refrigerants
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check for proper humidifier operation
Check humidifier pan for signs of debris
Clean humidifier pan (if applicable)
Replace humidifier canister or quartz bulbs (customer provided)
Conduct refrigerant leak check
Lubricate blower and motor bearings
Check and tighten electrical connections
Check contactor(s)
Check operating controls
Check water make-up valve for leaks
Check blower motor operation
Check condition and alignment of pulley and belts
Check condition of evaporator coil
Check condition of dry cooler or condenser coil
Check condition of filters
Clean condensate pan and clear drain line
Check operation of reheat function
Visually check for glycol leaks (if applicable)
Check for unusual noise and vibration
Check overall condition of unit
Record and log all operating parameters
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Condenser Coil Cleaning
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arcflash personal protective equipment on voltages over 240 volts
Use and follow the JCI safety policy for working with CFC, HCFC and HRC refrigerants
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Rinse coil(s) thoroughly with water
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Operational
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
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GAillard MANAGEMENT CENTER

Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arcflash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Review control panel for proper operation and recorded fault histories
Check for proper humidifier operation
Check humidifier pan for signs of debris
Check water make-up valve for leaks
Check blower motor operation
Check condition of pulley and belts
Check condenser fan motors and blades
Check the dry cooler or condenser coil for debris
Visually check for glycol leaks (if applicable)
Check condition of evaporator coil
Check condition of filters
Check condensate drain
Check for visual signs of refrigerant/oil leak(s)
Visually inspect electrical components for signs of over heating
Check for unusual noise and vibration
Check overall condition of unit
Document tasks performed during visit and report any observations to appropriate customer representative

Standard Pleated Filter Change

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Turn equipment off
Remove dirty filters
Install new filters
Turn equipment on
Dispose of dirty filter appropriately
Document tasks performed during visit and report any observations to appropriate customer representative

Controls (Controller/End Devices), Air Handling Unit (AHU), 3rd Party, 0-20 points

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Create local back up of existing program and store on on-site computer and on-site media
Verify unit is controlling to set points by checking sequences of operations and PID loops
Identify and notify customer of abnormal point communications

Comprehensive

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Create local back up of existing program and store on on-site computer and on-site media
Verify unit is controlling to set points by checking sequences of operations and PID loops
Identify and notify customer of abnormal point communications

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Identify and notify customer of current overrides (e.g. out of service) and negative impacts
Identify and notify customer of all current alarms and negative impacts
Visually validate system outputs from the field controller
Validate controls safety circuit and alarm verification (coordinate with customer)
Tighten electrical connections
Check overall condition of panel and perform visual inspection of unit and surrounding area
Document tasks performed during visit and report any observations to appropriate customer representative

Operational

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Verify unit is controlling to set points by checking sequences of operations and PID loops
Identify and notify customer of abnormal point communications
Identify and notify customer of current overrides (e.g. out of service) and negative impacts
Identify and notify customer of all current alarms and negative impacts
Check overall condition of panel and perform visual inspection of unit and surrounding area
Document tasks performed during visit and report any observations to appropriate customer representative

Controls (Controller/End Devices), Air Handling Unit (AHU), Johnson Controls, 21-50 points

Comprehensive

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Create local back up of existing program and store on on-site computer and on-site media
Verify unit is controlling to set points by checking sequences of operations and PID loops
Check that the damper actuators, valve actuators, variable speed drives, and protections (as applicable) are responding appropriately to control signals. Notify customer of any issues with those devices
Identify and notify customer of abnormal point communications
Identify and notify customer of current overrides (e.g. out of service) and negative impacts
Identify and notify customer of all current alarms and negative impacts
Verify sensor readings and field calibrate critical sensors used in control loops and alarming functions (as sensor type and controller options allow)
Visually validate system outputs from the field controller
Validate controls safety circuit and alarm verification (coordinate with customer)
Tighten electrical connections
Check overall condition of panel and perform visual inspection of unit and surrounding area.
PLANNED SERVICE PROPOSAL
GAILLARD MANAGEMENT CENTER

surrounding area
Document tasks performed during visit and report any observations to
appropriate customer representative

Operational

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Verify unit is controlling to set points by checking sequences of operations and
PID loops
Identify and notify customer of abnormal point communications
Identify and notify customer of current overrides (e.g. out of service) and
negative impacts
Identify and notify customer of all current alarms and negative impacts
Check overall condition of panel and perform visual inspection of unit and
surrounding area
Document tasks performed during visit and report any observations to
appropriate customer representative

Comprehensive

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Create local back up of existing program and store on on-site computer and
on-site media
Verify unit is controlling to set points by checking sequences of operations and
PID loops
Check that the damper actuators, valve actuators, variable speed drives, and
protections (as applicable) are responding appropriately to control signals. Notify
customer of any issues with those devices
Identify and notify customer of abnormal point communications
Identify and notify customer of current overrides (e.g. out of service) and
negative impacts
Identify and notify customer of all current alarms and negative impacts
Verify sensor readings and field calibrate critical sensors used in control loops
and alarming functions (as sensor type and controller options allow)
Visually validate system outputs from the field controller
Tighten electrical connections
Check overall condition of panel and perform visual inspection of unit and
surrounding area
Document tasks performed during visit and report any observations to
appropriate customer representative

Operational

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
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Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Verify unit is controlling to set points by checking sequences of operations and
PID loops
Identify and notify customer of abnormal point communications
Identify and notify customer of current overrides (e.g. out of service) and
negative impacts
Identify and notify customer of all current alarms and negative impacts
Check overall condition of panel and perform visual inspection of unit and
surrounding area
Document tasks performed during visit and report any observations to
appropriate customer representative

Controls (Controller/End Devices), Generic Input/Output, Johnson Controls, 0-20 points

Comprehensive

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Create local back up of existing program and store on on-site computer and
on-site media
Verify unit is controlling to set points by checking sequences of operations and
PID loops
Check that the damper actuators, valve actuators, variable speed drives, and
protections (as applicable) are responding appropriately to control signals. Notify
customer of any issues with those devices
Identify and notify customer of abnormal point communications
Identify and notify customer of current overrides (e.g. out of service) and
negative impacts
Identify and notify customer of all current alarms and negative impacts
Verify sensor readings and field calibrate critical sensors used in control loops
and alarming functions (as sensor type and controller options allow)
Visually validate system outputs from the field controller
Validate controls safety circuit and alarm verification (coordinate with customer)
Tighten electrical connections
Check overall condition of panel and perform visual inspection of unit and
surrounding area
Document tasks performed during visit and report any observations to
appropriate customer representative

Operational

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Identify and notify customer of abnormal point communications
Identify and notify customer of current overrides (e.g. out of service) and
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negative impacts
Identify and notify customer of all current alarms and negative impacts
Check overall condition of panel and perform visual inspection of unit and
surrounding area
Document tasks performed during visit and report any observations to
appropriate customer representative

Controls (Controller/End Devices), Heat Pump, Johnson Controls, 0-50
points

Comprehensive
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Create local back up of existing program and store on on-site computer and
on-site media
Verify unit is controlling to set points by checking sequences of operations and
PID loops
Check that the damper actuators, valve actuators, variable speed drives, and
protections (as applicable) are responding appropriately to control signals. Notify
customer of any issues with those devices
Identify and notify customer of abnormal point communications
Identify and notify customer of current overrides (e.g. out of service) and
negative impacts
Identify and notify customer of all current alarms and negative impacts
Verify sensor readings and field calibrate critical sensors used in control loops
and alarming functions (as sensor type and controller options allow)
Visually validate system outputs from the field controller
Validate controls safety circuit and alarm verification (coordinate with customer)
Tighten electrical connections
Check overall condition of panel and perform visual inspection of unit and
surrounding area
Document tasks performed during visit and report any observations to
appropriate customer representative

Operational
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Verify unit is controlling to set points by checking sequences of operations and
PID loops
Identify and notify customer of abnormal point communications
Identify and notify customer of current overrides (e.g. out of service) and
negative impacts
Identify and notify customer of all current alarms and negative impacts
Check overall condition of panel and perform visual inspection of unit and
surrounding area
Document tasks performed during visit and report any observations to
appropriate customer representative
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Controls (Controller/End Devices), Roof Top Unit (RTU), 3rd Party, 0-20 points

Comprehensive
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Create local back up of existing program and store on on-site computer and on-site media
Verify unit is controlling to set points by checking sequences of operations and PID loops
Identify and notify customer of abnormal point communications
Identify and notify customer of current overrides (e.g. out of service) and negative impacts
Identify and notify customer of all current alarms and negative impacts
Visually validate system outputs from the field controller
Validate controls safety circuit and alarm verification (coordinate with customer)
Tighten electrical connections
Check overall condition of panel and perform visual inspection of unit and surrounding area
Document tasks performed during visit and report any observations to appropriate customer representative

Operational
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Verify unit is controlling to set points by checking sequences of operations and PID loops
Identify and notify customer of abnormal point communications
Identify and notify customer of current overrides (e.g. out of service) and negative impacts
Identify and notify customer of all current alarms and negative impacts
Check overall condition of panel and perform visual inspection of unit and surrounding area
Document tasks performed during visit and report any observations to appropriate customer representative

Controls (Controller/End Devices), Supervisory/Server/UI, Johnson Controls, 0-25000 points

Operational
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
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Check with appropriate customer representative for operational deficiencies
Use compressed air to remove dust from computer case openings and verify
operation of CPU and case fans
Execute Performance Verification to identify abnormal supervisory device
communications.
Execute Performance Verification to identify abnormal diagnostic results (e.g.,
unbound references, object count).
Back up all supervisory controllers and OWS/server devices
Archive object database for Metasys system
Ensure security database is consistent across devices and that default
passwords have been changed
Back up all server repository databases (e.g. trends, alarms, etc.)
Document tasks performed during visit and report any observations to
appropriate customer representative

Controls (Controller/End Devices), Variable Air Volume (VAV), Johnson
Controls, 0-25 points

Comprehensive - Full Inspection
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Create local back up of existing program and store on on-site computer and
on-site media
Run VAV box flow test
Verify unit is controlling to set points by checking sequences of operations and
PID loops
Check that the damper actuators, valve actuators, variable speed drives, and
protections (as applicable) are responding appropriately to control signals. Notify
customer of any issues with those devices
Identify and notify customer of abnormal point communications
Identify and notify customer of current overrides (e.g. out of service) and
negative impacts
Identify and notify customer of all current alarms and negative impacts
Field calibrate critical sensors
Visually validate system outputs from the field controller
Validate controls safety circuit and alarm verification (coordinate with customer)
Tighten electrical connections
Check overall condition of panel and perform visual inspection of unit and
surrounding area
Document tasks performed during visit and report any observations to
appropriate customer representative

Operational
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Run VAV box flow test
Verify unit is controlling to set points by checking sequences of operations and
PID loops
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Identify and notify customer of abnormal point communications
Identify and notify customer of current overrides (e.g. out of service) and negative impacts
Identify and notify customer of all current alarms and negative impacts
Document tasks performed during visit and report any observations to appropriate customer representative

Controls Software, Supervisory/Server/UI, Johnson Controls, ADS

<table>
<thead>
<tr>
<th>ADS Site Dir Software</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscription 1-year (up to 4 engines) - Subscription Only</td>
</tr>
</tbody>
</table>
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Upgrade ADS software to latest Metasys release
Document tasks performed during visit and report any observations to appropriate customer representative

<table>
<thead>
<tr>
<th>Install ADS &amp; NxE software (supplied with Software)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upgrade/Subscription) - 1 to 5 NxE's</td>
</tr>
</tbody>
</table>
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Upgrade ADS software to latest Metasys release
Upgrade NxE software to latest Metasys release
Document tasks performed during visit and report any observations to appropriate customer representative

Cooling Tower, Spray Distribution, <300 Tons

<table>
<thead>
<tr>
<th>Comprehensive</th>
</tr>
</thead>
</table>
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check condition of sump and basin
Check for proper operation of make up water controller and adjust as needed
Disassemble and clean sump level sensor (if applicable)
Check for proper condenser water temperature control (if applicable)
Check operation of bypass valve (if applicable)
Check condition of tower fill
Check for spray nozzle blockage
Check fan mechanical drive system and lubricate per manufacturer's recommendation
Check belt(s) (if applicable)
Check and tighten electrical connections
Check operation of basin heater (if applicable)
PLANNED SERVICE PROPOSAL
GAILLARD MANAGEMENT CENTER

Check tower sump screens
Check for unusual noise and vibration
Check overall condition of unit
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Operational

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check condition of sump and basin
Check for proper operation of make up water controller
Check for proper condenser water temperature control (if applicable)
Check operation of bypass valve (if applicable)
Check condition of tower fill
Check for spray nozzle blockage
Check fan mechanical drive system
Check belt(s) (if applicable)
Check operation of basin heater (if applicable)
Check for unusual noise and vibration
Check overall condition of unit
Document tasks performed during visit and report any observations to appropriate customer representative

Fan, Exhaust Fan, Ceiling Mounted, 0 - 5HP

Belt Change

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Perform belt change procedures
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Comprehensive

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Check with appropriate customer representative for operational deficiencies
Check rain guard
Check and tighten electrical connections
Clean area around equipment
Inspect starter
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Lubricate as required
Motor operating amps
Check bearing wear
Check belt guard
Check belt(s) (if applicable)
Check drive condition
Check electrical contacts
Check fan blades
Check for proper rotation
Complete any required maintenance checklists, report observations to appropriate customer representative

Operational
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Check with appropriate customer representative for operational deficiencies
Check rain guard
Check and tighten electrical connections
Clean area around equipment
Inspect starter
Lubricate as required
Motor operating amps
Check belt guard
Check belt(s) (if applicable)
Check drive condition
Check electrical contacts
Check fan blades
Check for proper rotation
Complete any required maintenance checklists, report observations to appropriate customer representative

Fan, Exhaust Fan, Roof Mounted, 0-5 HP
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Perform belt change procedures
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Belt Change

Comprehensive
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Check with appropriate customer representative for operational deficiencies
Check rain guard
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Check and tighten electrical connections
Clean area around equipment
Inspect starter
Lubricate as required
Motor operating amps
Check bearing wear
Check belt guard
Check belt(s) (if applicable)
Check drive condition
Check electrical contacts
Check fan blades
Check for proper rotation
Complete any required maintenance checklists, report observations to appropriate customer representative

Operational

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Check with appropriate customer representative for operational deficiencies
Check rain guard
Check and tighten electrical connections
Clean area around equipment
Inspect starter
Lubricate as required
Motor operating amps
Check belt guard
Check belt(s) (if applicable)
Check drive condition
Check electrical contacts
Check fan blades
Check for proper rotation
Complete any required maintenance checklists, report observations to appropriate customer representative

Fan, Exhaust Fan, Roof Mounted, 6-15 HP

Belt Change

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Perform belt change procedures
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Comprehensive

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
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Use and follow the JCI Lock-out Tag-out on all electrical machinery
Check with appropriate customer representative for operational deficiencies
Check rain guard
Check and tighten electrical connections
Clean area around equipment
Inspect starter
Lubricate as required
Motor operating amps
Check bearing wear
Check belt guard
Check belt(s) (if applicable)
Check drive condition
Check electrical contacts
Check fan blades
Check for proper rotation
Complete any required maintenance checklists, report observations to
appropriate customer representative

Operational

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Check with appropriate customer representative for operational deficiencies
Check rain guard
Check and tighten electrical connections
Clean area around equipment
Inspect starter
Lubricate as required
Motor operating amps
Check belt guard
Check belt(s) (if applicable)
Check drive condition
Check electrical contacts
Check fan blades
Check for proper rotation
Complete any required maintenance checklists, report observations to
appropriate customer representative

Heat Pump, Air Cooled, 0-5 Tons

Condenser Coil Cleaning

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
Use and follow the JCI safety policy for working with CFC, HCFC and HRC refrigerants
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Spray coil(s) with chemical solution
Rinse coil(s) thoroughly with water
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to
Cooling Comprehensive

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arcflash personal protective equipment on voltages over 240 volts
Use and follow the JCI safety policy for working with CFC, HCFC and HRC refrigerants
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Review control panel for proper operation and recorded fault histories (if applicable)
Check and tighten electrical connections
Check contactor(s)
Check condition of condenser coil
Check condition of evaporator coil
Check condenser fan motors and blades
Check blower motor operation
Lubricate blower and motor bearings
Check condition and alignment of pulley and belts
Check condition of filters
Clean condensate pan and clear drain line
Check for visual signs of refrigerant/oil leak(s)
Check for unusual noise and vibration
Record and log all operating parameters
Check overall condition of unit
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Heating Comprehensive

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arcflash personal protective equipment on voltages over 240 volts
Use and follow the JCI safety policy for working with CFC, HCFC and HRC refrigerants
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Review control panel for proper operation and recorded fault histories (if applicable)
Check operation of heating mode
Check and tighten electrical connections
Check contactor(s)
Check condition of condenser coil
Check condition of evaporator coil
Check condenser fan motors and blades
Check blower motor operation
Lubricate blower and motor bearings
Check condition and alignment of pulley and belts
Check condition of filters
Check for visual signs of refrigerant/oil leak(s)
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Check for unusual noise and vibration
 Record and log all operating parameters
 Check overall condition of unit
 Remove and dispose any debris from any maintenance activity
 Document tasks performed during visit and report any observations to appropriate customer representative

Operational (Mid Season)

Use appropriate eye protection in work environment
 Use appropriate Head protection on worksite
 Use appropriate hand gloves on worksite
 Use and follow the JCI safety policy for Fall Protection while performing work
 Use and follow the JCI Ladder Safety processes while performing work
 Use and follow the JCI Lock-out Tag-out on all electrical machinery
 Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
 All work must be performed in accordance with Johnson Controls safety policies
 Check with appropriate customer representative for operational deficiencies
 Review control panel for proper operation and recorded fault histories (if applicable)
 Check condition of condenser coil
 Check condition of evaporator coil
 Check condenser fan motors and blades
 Check blower motor operation
 Check condition of pulley and belts
 Check heating operation (when applicable)
 Check condition of filters
 Check condensate drain
 Check for visual signs of refrigerant/oil leak(s)
 Visually inspect electrical connections
 Check for unusual noise and vibration
 Check overall condition of unit
 Document tasks performed during visit and report any observations to appropriate customer representative

Return Air Filter Change

Use appropriate eye protection in work environment
 Use appropriate Head protection on worksite
 Use appropriate hand gloves on worksite
 Use and follow the JCI safety policy for Fall Protection while performing work
 Use and follow the JCI Ladder Safety processes while performing work
 Use and follow the JCI Lock-out Tag-out on all electrical machinery
 All work must be performed in accordance with Johnson Controls safety policies
 Check with appropriate customer representative for operational deficiencies
 Turn equipment off
 Remove dirty filters
 Install new filters
 Turn equipment on
 Dispose of dirty filter appropriately
 Document tasks performed during visit and report any observations to appropriate customer representative

Heat Pump, Air Cooled, 5.5-10 Tons

Condenser Coil Cleaning

Use appropriate eye protection in work environment
 Use appropriate Head protection on worksite
 Use appropriate hand gloves on worksite
 Use and follow the JCI safety policy for Fall Protection while performing work
 Use and follow the JCI Ladder Safety processes while performing work

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Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arcflash personal protective equipment on voltages over 240 volts
Use and follow the JCI safety policy for working with CFC, HCFC and HRC refrigerants
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Spray coil(s) with chemical solution
Rinse coil(s) thoroughly with water
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Cooling Comprehensive
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arcflash personal protective equipment on voltages over 240 volts
Use and follow the JCI safety policy for working with CFC, HCFC and HRC refrigerants
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Review control panel for proper operation and recorded fault histories (if applicable)
Check and tighten electrical connections
Check contactor(s)
Check condition of condenser coil
Check condition of evaporator coil
Check condenser fan motors and blades
Check blower motor operation
Lubricate blower and motor bearings
Check condition and alignment of pulley and belts
Check condition of filters
Clean condensate pan and clear drain line
Check for visual signs of refrigerant/oil leak(s)
Check for unusual noise and vibration
Record and log all operating parameters
Check overall condition of unit
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Heating Comprehensive
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arcflash personal protective equipment on voltages over 240 volts
Use and follow the JCI safety policy for working with CFC, HCFC and HRC refrigerants
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Review control panel for proper operation and recorded fault histories (if applicable)
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- Check operation of heating mode
- Check and tighten electrical connections
- Check contactor(s)
- Check condition of condenser coil
- Check condition of evaporator coil
- Check condenser fan motors and blades
- Check blower motor operation
- lubricate blower and motor bearings
- Check condition and alignment of pulley and belts
- Check condition of filters
- Check for visual signs of refrigerant/oil leak(s)
- Check for unusual noise and vibration
- Record and log all operating parameters
- Check overall condition of unit
- Remove and dispose of any debris from any maintenance activity
- Document tasks performed during visit and report any observations to appropriate customer representative

Operational (Mid Season)

- Use appropriate eye protection in work environment
- Use appropriate head protection on worksite
- Use appropriate hand gloves on worksite
- Use and follow the JCI safety policy for Fall Protection while performing work
- Use and follow the JCI Ladder Safety processes while performing work
- Use and follow the JCI Lock-out Tag-out on all electrical machinery
- Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
- All work must be performed in accordance with Johnson Controls safety policies
- Check with appropriate customer representative for operational deficiencies
- Review control panel for proper operation and recorded fault histories (if applicable)
- Check condition of condenser coil
- Check condition of evaporator coil
- Check condenser fan motors and blades
- Check blower motor operation
- Check condition of pulley and belts
- Check heating operation (when applicable)
- Check condition of filters
- Check condensate drain
- Check for visual signs of refrigerant/oil leak(s)
- Visually inspect electrical connections
- Check for unusual noise and vibration
- Check overall condition of unit
- Document tasks performed during visit and report any observations to appropriate customer representative

Return Air Filter Change

- Use appropriate eye protection in work environment
- Use appropriate head protection on worksite
- Use appropriate hand gloves on worksite
- Use and follow the JCI safety policy for Fall Protection while performing work
- Use and follow the JCI Ladder Safety processes while performing work
- Use and follow the JCI Lock-out Tag-out on all electrical machinery
- All work must be performed in accordance with Johnson Controls safety policies
- Check with appropriate customer representative for operational deficiencies
- Turn equipment off
- remove dirty filters
- Install new filters
- Turn equipment on
- Dispose of dirty filter appropriately
- Document tasks performed during visit and report any observations to
PLANNED SERVICE PROPOSAL
GAILLARD MANAGEMENT CENTER

appropriate customer representative

Packaged, Commercial, Self Contained, <40 Tons

Belt Change

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Perform belt change procedures
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to
appropriate customer representative

Comprehensive

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240
volts
Use and follow the JCI safety policy for working with CFC, HCFC and HRC
refrigerants
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check and tighten electrical connections
Check VFD operation and clean cooling fan intake (if applicable)
Check contactor(s)
Check for proper condenser water flow
Check condition of evaporator coil
Check blower motor operation
Lubricate blower and motor bearings
Check condition and alignment of pulley and belts
Check condition of filters
Clean condensate pan and clear drain line
Check for visual signs of refrigerant/oil leak(s)
Check for unusual noise and vibration
Record and log all operating parameters
Check overall condition of unit
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to
appropriate customer representative

Evaporator Coil Cleaning

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240
volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
PLANNED SERVICE PROPOSAL
GAILLARD MANAGEMENT CENTER

Clean condensate drain (if necessary)
Spray coil(s) with chemical solution
Rinse coil(s) thoroughly with water
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Operational
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check for proper condenser water flow
Check condition of evaporator coil
Check blower motor operation
Check condition of pulley and belts
Check condition of filters
Check condensate drain
Check for visual signs of refrigerant/oil leak(s)
Visually inspect electrical connections
Check for unusual noise and vibration
Check overall condition of unit
Document tasks performed during visit and report any observations to appropriate customer representative

Return Air Filter Change
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Turn equipment off
Remove dirty filters
Install new filters
Turn equipment on
Dispose of dirty filter appropriately
Document tasks performed during visit and report any observations to appropriate customer representative

Pump, Chilled Water, 11-50 HP
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
PLANNED SERVICE PROPOSAL
GAILLARD MANAGEMENT CENTER

Check with appropriate customer representative for operational deficiencies
Check for leaks
Check coupling
Lubricate pump and motor bearing(s) per manufacturer's recommendation
Record and log all operating parameters
Check for unusual noise and vibration
Check overall condition of unit
Document tasks performed during visit and report any observations to appropriate customer representative

Operational

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check for leaks
Check pressures
Visually inspect coupling
Check for unusual noise and vibration
Check overall condition of unit
Document tasks performed during visit and report any observations to appropriate customer representative

Pump, Circulating, 11-50 HP

Comprehensive

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check for leaks
Check coupling
Lubricate pump and motor bearing(s) per manufacturer's recommendation
Record and log all operating parameters
Check for unusual noise and vibration
Check overall condition of unit
Document tasks performed during visit and report any observations to appropriate customer representative

Operational

Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
PLANNED SERVICE PROPOSAL
GAILLARD MANAGEMENT CENTER

All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check for leaks
Check pressures
Visually inspect coupling
Check for unusual noise and vibration
Check overall condition of unit
Document tasks performed during visit and report any observations to
appropriate customer representative

Roof Top Unit (RTU), Cooling/Electric Heating, with Economizer, 25.5-60 Tons

Belt Change
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Perform belt change procedures
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to
appropriate customer representative

Condenser Coil Cleaning
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arcflash personal protective equipment on voltages over 240 volts
Use and follow the JCI safety policy for working with CFC, HCFC and HRC refrigerants
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Rinse coil(s) thoroughly with water
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to
appropriate customer representative

Cooling Comprehensive (with Economizer)
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
Use appropriate Arcflash personal protective equipment on voltages over 240 volts
Use and follow the JCI safety policy for working with CFC, HCFC and HRC refrigerants
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Review control panel for proper operation and recorded fault histories (if applicable)
PLANNED SERVICE PROPOSAL
GAillard Management CONSTR.

- Check and tighten electrical connections
- Check VFD operation and clean cooling fan intake (if applicable)
- Check contactor(s)
- Check condition of condenser coil
- Check condition of evaporator coil
- Check condenser fan motors and blades
- Check blower motor operation
- Lubricate blower and motor bearings
- Check economizer operation
- Lubricate and adjust economizer damper linkages
- Verify proper operation of exhaust motor (if applicable)
- Check condition and alignment of pulley and belts
- Check condition of filters
- Clean condensate pan and clear drain line
- Check for visual signs of refrigerant/oil leak(s)
- Check for unusual noise and vibration
- Record and log all operating parameters
- Check overall condition of unit
- Remove and dispose any debris from any maintenance activity
- Document tasks performed during visit and report any observations to appropriate customer representative

**Electric Heating**

**Comprehensive (with**

**Economizer)**

- Use appropriate eye protection in work environment
- Use appropriate Head protection on worksite
- Use appropriate hand gloves on worksite
- Use and follow the JCI safety policy for Fall Protection while performing work
- Use and follow the JCI Ladder Safety processes while performing work
- Use and follow the JCI Lock-out Tag-out on all electrical machinery
- Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
- Use and follow the JCI safety policy for working with CFC, HCFC and HRC refrigerants
- All work must be performed in accordance with Johnson Controls safety policies
- Check with appropriate customer representative for operational deficiencies
- Check and tighten electrical connections
- Check contactor(s)
- Check blower motor operation
- Check condition of pulley and belts
- Check economizer operation
- Lubricate and adjust economizer damper linkages
- Verify proper operation of exhaust motor (if applicable)
- Check heat strip operation (coordinate with customer)
- Check condition of filters
- Check for unusual noise and vibration
- Check overall condition of unit
- Remove and dispose any debris from any maintenance activity
- Document tasks performed during visit and report any observations to appropriate customer representative

**Evaporator Coil**

**Cleaning**

- Use appropriate eye protection in work environment
- Use appropriate Head protection on worksite
- Use appropriate hand gloves on worksite
- Use and follow the JCI safety policy for Fall Protection while performing work
- Use and follow the JCI Ladder Safety processes while performing work
- Use and follow the JCI Lock-out Tag-out on all electrical machinery
- Use appropriate Arc/flash personal protective equipment on voltages over 240 volts
- All work must be performed in accordance with Johnson Controls safety policies
- Check with appropriate customer representative for operational deficiencies
PLANNED SERVICE PROPOSAL
GAILLARD MANAGEMENT CENTER

Operational (Mid Season - Cooling/Heating with Economizer)

- Use appropriate eye protection in work environment
- Use appropriate head protection on worksite
- Use appropriate hand gloves on worksite
- Use and follow the JCI safety policy for Fall Protection while performing work
- Use and follow the JCI Ladder Safety processes while performing work
- Use and follow the JCI Lock-out Tag-out on all electrical machinery
- Use appropriate Arcflash personal protective equipment on voltages over 240 volts
- Use and follow the JCI safety policy for working with CFC, HCFC and HRC refrigerants
- All work must be performed in accordance with Johnson Controls safety policies
- Check with appropriate customer representative for operational deficiencies
- Review control panel for proper operation and recorded fault histories (if applicable)
- Check condition of condenser coil
- Check condition of evaporator coil
- Check condenser fan motors and blades
- Check blower motor operation
- Check economizer operation
- Check heating operation (when applicable)
- Check condition of pulley and belts
- Check condition of filters
- Check condensate drain
- Check for visual signs of refrigerant/oil leak(s)
- Visually inspect electrical connections
- Check for unusual noise and vibration
- Check overall condition of unit
- Document tasks performed during visit and report any observations to appropriate customer representative

Return Air Filter Change

- Use appropriate eye protection in work environment
- Use appropriate head protection on worksite
- Use appropriate hand gloves on worksite
- Use and follow the JCI safety policy for Fall Protection while performing work
- Use and follow the JCI Ladder Safety processes while performing work
- Use and follow the JCI Lock-out Tag-out on all electrical machinery
- All work must be performed in accordance with Johnson Controls safety policies
- Check with appropriate customer representative for operational deficiencies
- Turn equipment off
- Remove dirty filters
- Install new filters
- Turn equipment on
- Dispose of dirty filter appropriately
- Document tasks performed during visit and report any observations to appropriate customer representative

Standard Filter Change

- Use appropriate eye protection in work environment
- Use appropriate head protection on worksite
- Use appropriate hand gloves on worksite
- Use and follow the JCI safety policy for Fall Protection while performing work
- Use and follow the JCI Ladder Safety processes while performing work
PLANNED SERVICE PROPOSAL
GAILLARD MANAGEMENT CENTER

Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Turn equipment off
Remove dirty filters
Install new filters
Turn equipment on
Dispose of dirty filter appropriately
Document tasks performed during visit and report any observations to
appropriate customer representative

Terminal Product, Fan Coil Unit (FCU), Horizontal Air Flow, 300-1200 CFM

Air Filter Change
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Turn equipment off
Remove dirty filters
Install new filters
Turn equipment on
Dispose of dirty filter appropriately
Document tasks performed during visit and report any observations to
appropriate customer representative

Comprehensive
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check for proper fan operation
Check condition of coils
Check condition of filters
Record temperatures
Check fan contactor/relay
Check and tighten electrical connections
Clean condensate pan and clear drain line
Check condition of pulley and belts (if applicable)
Visually check control valve(s)
Lubricate blower and motor bearings (if applicable)
Check condition of blower assembly
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to
appropriate customer representative

Operational
Use appropriate eye protection in work environment
Use appropriate Head protection on worksite
Use appropriate hand gloves on worksite
Use and follow the JCI safety policy for Fall Protection while performing work
Use and follow the JCI Ladder Safety processes while performing work
PLANNED SERVICE PROPOSAL
GAILLARD MANAGEMENT CENTER

Use and follow the JCI Lock-out Tag-out on all electrical machinery
All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check condition of pulley and belts (if applicable)
Check condition of coils
Check condition of filters
Check condensate drain
Check for unusual noise and vibration
Check unit for proper operation
Check overall condition of unit
Document tasks performed during visit and report any observations to appropriate customer representative
REQUEST: Approval to Increase P165418 with Patterson Pope in the amount of $2,207.00 for providing and installing two custom trim pieces for lockers and shelving and additional storage costs due to construction delays.

COORDINATION: This request has been coordinated with:

- CPR Committee Chair
- Corporate Counsel
- Capital Projects Director
- MBE Manager

FUNDING: Was funding previously approved? Yes [x] No [ ] N/A [ ]

If yes, provide the following:

- Dept/Div: Parks-Capital Projects
- Acct #: 051448-58238
- Balance in Account: $2,207.00
- Amount needed for this item: $2,207.00
- Project Number: CP1617

NEED: Identify any critical time constraint(s).

FISCAL IMPACT: Approval to Increase P165418 will increase the PO amount by $2,207.00 (from $64,877.61 to $67,084.61). Funding sources for this project are: 2015 IPRB ($7,392,186.00) and 2017 IPRB ($5,000,000.00)

ORIGINATING OFFICE PLEASE NOTE: A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00 A.M. THE DAY OF THE CLERK'S AGENDA MEETING.
**Patterson Pope**

**Proposition**

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Description</th>
<th>Net Total</th>
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<tbody>
<tr>
<td>Group1</td>
<td>Cost Overruns:</td>
<td>$2,207.00</td>
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<tr>
<td></td>
<td>(2) Vertical powder coat steel metal trim units and freight for Staff Locker area</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16 hours of Overtime due to Construction delays</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2) months of additional storage of 20 pallets due to Construction delay</td>
<td></td>
</tr>
</tbody>
</table>

| Sub Total: | $2,207.00 |
| Estimated Total Tax: |
| Grand Total: | $2,207.00 |

**Important Proposal Notes**

Applicable sales tax and final shipping charges will be added to the invoices if not indicated above.

Patterson Pope requires a purchase order (or signed quote) for each individual accepted quote.

Please provide sign off on final drawing(s). Indicate color choices on your PO.

Patterson Pope offers custom manufactured solutions to fit your unique space. For this reason no product can be ordered until a representative from Patterson Pope is able to field verify all dimensions.

Signature below indicates acceptance of this proposal and of the attached terms and conditions.

Signature: ____________________________________________  Effective Date: __/__/____

Name (Print): __________________________________________  Title: __________________________

Please sign and email to Kristin Ormand at kormand@pattersonpope.com.

THANK YOU FOR YOUR BUSINESS!
January 21, 2021

City Council Members of the City of Charleston
80 Broad Street
Charleston, SC 29401

Re: PO Increase for Patterson-Pope at CP 1617 Forensics Services Building

Honorable Council Members:

Due to a compressed schedule, Patterson-Pope was authorized by Capital Projects to work one day of overtime to complete their items of work. This was critical to subsequent work needed to be performed immediately upon their completion. The cost of 2 additional months of material storage was also required to comply with the schedule. Finally, 2 pieces of trim were ordered for the staff lockers as they were not specified to be furnished and installed. These are on the way and will be completed prior to final building completion.

I hope that all is in order and please let me know if you need any additional specific information in these regards.

Respectfully,

[Signature]

Edward H. Boinest, III
SCPM

Cc: Edmund Most
Patterson Pope

Remit To:
10321 S. Medallion Dr.
Cincinnati, OH 45241
Phone: (704) 523-4400
Fax: (704) 523-4498

Install To
City of Charleston -Forensics Lab
29203

Bill To

<table>
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<tr>
<th>SALESPERSON</th>
<th>EMAIL</th>
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<th>PAYMENT METHOD</th>
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</thead>
<tbody>
<tr>
<td>Kristin Ormand</td>
<td><a href="mailto:kormand@pattersonpope.com">kormand@pattersonpope.com</a></td>
<td></td>
<td>Net 10</td>
</tr>
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<tr>
<th>Group Name</th>
<th>Description</th>
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</table>
| Group1     | Cost Overruns: (2) Vertical powder coat steel metal trim units and freight for Staff Locker area  
             | 16 hours of Overtime due to Construction delays 
             | (2) months of additional storage of 20 pallets due to Construction delay | $2,207.00 |

Sub Total: $2,207.00
Estimated Total Tax: 
Grand Total: $2,207.00

Important Proposal Notes
Applicable sales tax and final shipping charges will be added to the invoice if not indicated above.
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Name (Print): ___________________________ Title: ___________________________

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80 Broad Street
Charleston, SC  29401

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Honorable Council Members:

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Respectfully,

Edward H. Boinest, III
SCPBM

Cc: Edmund Most
Proposal

Patterson Pope

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10321 S. Medallion Dr.
Cincinnati, OH 45241
Phone: (704) 523-4400
Fax: (704) 523-4499

Install To
City of Charleston - Forensics Lab
29203

Bill To

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<td>Group 1</td>
<td>Cost Overruns: (2) Vertical powder coat steel metal trim units and freight for Staff Locker area 16 hours of Overtime due to Construction delays (2) months of additional storage of 20 pallets due to Construction delay</td>
<td>$2,207.00</td>
</tr>
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</table>

Sub Total: $2,207.00
Estimated Total Tax:
Grand Total: $2,207.00

Important Proposal Notes
Applicable sales tax and final shipping charges will be added to the invoice if not indicated above.

Patterson Pope requires a purchase order (or signed quote) for each individual accepted quote.

Please sign off on final drawing(s). Indicate color choices on your PO.

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Signature below indicates acceptance of this proposal and of the attached terms and conditions.

Signature: ___________________________ Effective Date: ______/_____/_____

Name (Print): ________________________ Title: ________________________

Please sign and email to Kristin Ormand at kormand@pattersonpope.com.

THANK YOU FOR YOUR BUSINESS!
January 21, 2021

City Council Members of the City of Charleston
80 Broad Street
Charleston, SC 29401

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I hope that all is in order and please let me know if you need any additional specific information in these regards.

Respectfully,

Edward H. Boinest, III

SCPM

Cc: Edmund Most
CPR COMMITTEE and/or COUNCIL AGENDA

TO:        John J. Tecklenburg, Mayor
FROM:      Frank Newham / Andrew Jones          DEPT.     Stormwater Management
SUBJECT:   LOW BATTERY SEAWALL REPAIRS-PHASE II MEMORANDUM OF AGREEMENT WITH CPW
REQUEST:   Approval of a Memorandum of Agreement with CPW for in-contract utility work on the Low Battery Seawall Repairs Phase II project.

COMMITTEE OF COUNCIL: Ways & Means DATE: February 9, 2021

COORDINATION: This request has been coordinated with: (attach all recommendations/reviews)

<table>
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<tr>
<th>role</th>
<th>Yes</th>
<th>N/A</th>
<th>Signature of Individual Contacted</th>
<th>Attachment</th>
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<tr>
<td>CPR Committee Chair</td>
<td></td>
<td></td>
<td>Amy Wharton</td>
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<tr>
<td>Corporate Counsel</td>
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<tr>
<td>Director of SW Mgmt</td>
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<tr>
<td>MBE Manager</td>
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</tbody>
</table>

FUNDING: Was funding previously approved? Yes ☑️ No ☐ N/A ☐

If yes, provide the following: Dept/Div Stormwater Management Acct # *
Balance in Account * Amount needed for this item *
Project Number CP1526

NEED: Identify any critical time constraint(s).

CFO's Signature: Amy Wharton

FISCAL IMPACT: Reimbursement will be provided by CPW for expenses incurred in the contract for water and sewer utility work.

Mayor's Signature: John J. Tecklenburg, Mayor

ORIGINATING OFFICE PLEASE NOTE: A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL’S OFFICE NO LATER THAN 10:00 A.M THE DAY OF THE CLERK’S AGENDA MEETING.
MEMORANDUM OF AGREEMENT

REGARDING IN-CONTRACT UTILITY WORK FOR THE MURRAY BOULEVARD AND LOW BATTERY SEAWALL RECONSTRUCTION PROJECT

This Memorandum of Agreement (this “MOA” or “Agreement”) is made by and between the Commissioners of Public Works of the City of Charleston, South Carolina, d/b/a Charleston Water System (“CWS”), and the City of Charleston, a South Carolina municipality (the “City”).

RECITALS

WHEREAS, in 2015, the City began the process of assessing the condition of the Low Battery Seawall (the “Seawall”) and obtaining a recommended course of action to rehabilitate the Seawall;

WHEREAS, in addition to the rehabilitation of the Seawall, it was determined that the entire corridor along Murray Boulevard should be reconstructed to improve drainage conveyance, parking, pedestrian safety, and public access;

WHEREAS, the City has completed construction documents for the repair and reconstruction of the Seawall from approximately Station 8+50 to Station 19+50, along with the Murray Boulevard roadway, utility, and drainage reconstruction with associated streetscape elements (the “Project”) and is in the process of finalizing civil and environmental permits to initiate the work for the second phase of the Project, running along Murray Boulevard, adjacent to the Ashley River, on the western edge of the peninsula of Charleston, South Carolina, starting east of the intersection of Ashley Avenue and Murray Boulevard and extending approximately 1,100 linear feet along Murray Boulevard to a point just past the intersection of Murray Boulevard and Council Street (“Phase 2”);

WHEREAS, the City is in the process of awarding a bid to the apparent low-bid contractor for Phase 2;

WHEREAS, CWS and the City desire that numerous lateral and longitudinal water and sanitary sewer conflicts between proposed drainage infrastructure be relocated and that existing sanitary gravity sewer and water main infrastructure within Murray Boulevard associated with Phase 2 and planned future phases of the Project be replaced, with the work to be performed by subcontractors approved by CPW under the supervision of the contractor to be selected by the City for the Project or any phase thereof (the “Contractor”);

WHEREAS, CWS and the City are bodies politic, with all the rights and privileges of such bodies, including the power to contract as necessary and incidental to the carrying out of the functions covered under this Agreement;

WHEREAS, CWS and the City agree to coordinate and cooperate with respect to the Project, including without limitation all phases of the Project;
Agreement for In-Contract Utility Work

NOW THEREFORE, in consideration of the above Recitals, and the several promises set forth herein to be faithfully performed by the parties hereto, the sufficiency of which is hereby acknowledged, CWS and the City agree as follows:

I. DESCRIPTION OF THE UTILITY WORK:

The scope of work under this Agreement shall include the relocation of lateral and longitudinal water and sanitary sewer conflicts and the replacement of existing sanitary gravity sewer and water main infrastructure within Murray Boulevard (the “Utility Work”), as shown in the construction plans associated with the Project (the “Plans”). The parties acknowledge that they have had the opportunity to review and have reviewed the Plans prior to executing this Agreement.

II. SCHEDULE:

This Agreement will become effective when all parties have signed it, as indicated by the date associated with each party’s signature. The City shall include the Utility Work in the construction schedule for each phase of the Project, including but not limited to Phase 2. The sequence and timing of the Utility Work within each phase of the Project will be determined by the Contractor. The City reserves the right to amend the construction schedule for each phase of the Project in the City’s sole discretion. The City will provide reasonable notification to CWS of changes to the construction schedule for each phase of the Project.

III. THE CITY SHALL:

a. Include the Utility Work in the contract documents for the construction of each phase of the Project, including but not limited to Phase 2.

b. Include a provision in the contract documents for each phase of the Project that the Contractor shall utilize only subcontractors who have been approved by CWS to perform the Utility Work.

c. Provide to CWS timely notice concerning Project design changes, changes in schedules, routine communications, or any other activities that may impact the Utility Work.

d. Include CWS in all Pre-Bid, Pre-Construction and recurring progress meetings to the extent any such meetings pertain to the Utility Work.

e. Provide reasonable access to the Project site for CWS to inspect the Utility Work.

f. Allow CWS to review pay requests from the Contractor relating to the Utility Work prior to payment and allow CWS to review any change orders which affect the cost of the Utility Work.

g. Require the Contractor to coordinate with other utility providers occupying the Project site to ensure that the Utility Work is compatible with the relocation or other plans of any such providers.
IV. **CWS SHALL:**

a. Provide to the City a copy of CWS’s standard technical specifications for the Utility Work. CWS represents that such specifications will be complete, comply with applicable standards and codes, and will be ready for construction. The City shall include these technical specifications in the contract documents for each phase of the Project, including but not limited to Phase 2.

b. Provide to the City a list of approved utility subcontractors licensed and qualified to perform the Utility Work.

c. Promptly inspect or have inspected all Utility Work necessary to ensure proper installation in accordance with the Plans and specifications.

d. Promptly accept any Utility Work upon completion satisfactory to CWS specification and standards.

e. Promptly provide assistance with respect to issues arising during construction, to the extent such issues arise from or relate to the Utility Work.

f. Promptly review and recommend approval (if appropriate) of all pay requests from the Contractor related to the Utility Work prior to payment and prior to approval of any change orders that affect the cost of the Utility Work.

g. Obtain all necessary permits, including but not limited to encroachment permits from the South Carolina Department of Transportation, as required for the Utility Work, except such permits that have already been applied for by the City, as of the Effective Date.

h. Retain non-prior rights designation as stated in any SCDOT encroachment permits for the Project and abide by all provisions included in such encroachment permits.

i. Remove and dispose of, or otherwise handle in a manner approved by the City, any salvaged material (e.g., pipes, fittings, etc.) not incorporated into the Utility Work.

j. Provide a full-time CWS construction representative for the duration of the Project with respect to construction activities arising from or relating to the Utility Work.

V. **FUNDING:**

a. The City and CWS understand that the total cost of the Utility Work for each phase of the Project will be based upon estimates of probable construction costs prepared by the City’s engineer for the Project just prior to bidding for each phase.

b. CWS shall provide funds to the City for 100% of the costs of all construction items associated with the Utility Work; provided, however, prior to the City soliciting bids under
Agreement for In-Contract Utility Work

the construction contract documents for any phase of the Project, CWS shall have consented to the estimate of probable construction costs prepared by the City’s engineer. CWS shall remit payment to the City in the amount equal to the Contactor’s pay request for the Utility Work accepted by CWS. Such payment to the City shall be made within thirty (30) calendar days of receipt by CWS of the Contactor’s invoice for payment. If CWS does not approve any portion of the Utility Work or any pay request, the reasons therefore must be clearly stated in writing delivered to the City along with corrective recommendations. In case of any unresolved disputes, CWS will provide all reasonable assistance in resolution of such disputes, including, but not limited to legal support, technical support, documentation and financial support (including, but not limited to the payment of any and all fees, costs, losses, demands or other pecuniary liability which is either adjudicated or agreed upon to resolve the dispute).

c. The City will be responsible for all engineering and design services costs associated with preparation of the Plans and specifications for the Utility Work, including bidding, awarding, and overall management and construction administration of the Project. All other actual costs associated with the Utility Work (e.g., right-of-way acquisitions, construction inspection, etc.) will be the responsibility of CWS.

d. The City will provide CWS the opportunity to review any cost increase of the Utility Work resulting from a change in the scope of the Utility Work or a change in the Project that impacts the Utility Work prior to approval of such changes. Should the total construction price for the Utility Work exceed the amount of the accepted bid for any phase, the City will provide CWS the opportunity to seek approval from its Commissioners prior to approving the increased cost. If CWS does not concur with the increased cost, the City will remove the changed portion of the Utility Work from the scope set forth in the contract documents for the Project, and CWS will be expected to perform or have performed all such work in a timely manner so as to not affect the cost, phasing or schedule of the Project or any phase thereof.

VI. GENERAL:

a. Upon CWS’s acceptance of the Utility Work, or any specific portion thereof, CWS will assume sole and complete responsibility for such facilities, and CWS shall receive the benefit of all warranties and contractual rights as the owner of such facilities. For purposes of this Agreement, CWS will be considered to have accepted the Utility Work, or any specific portion thereof, by (1) assuming control of the Utility Work; (2) commencing to utilize the Utility Work; or (3) accepting the Utility Work in writing.

b. All notices or other communications under this Agreement shall be sufficiently given and shall be given when delivered in person, or mailed by certified mail, return receipt requested, postage prepaid, addressed as follows, or to such other places may be designed in writing by the parties:
AS TO THE CITY:
Matt Fountain, PE, PG
City of Charleston
Department of Stormwater Management
2 George Street, Suite 2100
Charleston, SC 29401

AS TO CWS:
Donald E. Benjamin, Jr., PE
Charleston Water System
Director of Engineering & Construction
103 St. Philip Street
Charleston, SC 29403

c. **Governing Law.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of South Carolina.

d. **Entire Understanding.** This Agreement embodies the entire understanding between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements and understandings, oral, written or otherwise, relating to thereto; provided, however, this Agreement shall not be interpreted to supersede or amend any previous written agreements between the parties unless (1) any such previous written agreement is completely inconsistent with the terms of this Agreement; or (2) expressly provided in this Agreement.

e. **Amendment.** This Agreement may be amended only by a written instrument executed by the parties. An implied amendment, modification, or repeal of this Agreement shall not be presumed by a merger or integration clause in a subsequent written agreement between the parties unless this Agreement is expressly referenced as being amended, modified or repealed in the subsequent written agreement or the pertinent provisions of the subsequent written agreement would be completely inconsistent with pertinent provisions of this Agreement, in which case the pertinent provisions of the subsequent written agreement shall control, but the remainder of this Agreement shall remain in full force and effect.

f. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, and all of which together shall constitute one and the same instrument.

g. **No Third Party Rights.** Notwithstanding any other provision of this Agreement, this Agreement shall not be construed to create any rights enforceable by the general public or others who are not parties to this Agreement. This Agreement does not confer any new right, title, or interest in private property, property owned by the City, City rights-of-way, or the property of CWS to the City or to CWS.

h. **Forum Selection.** Any action or proceeding to enforce or interpret this Agreement and any action or proceeding arising from or relating to this Agreement or its breach shall be
Agreement for In-Contract Utility Work

brought exclusively in the federal or state courts located in Charleston County, South Carolina, and the parties hereto consent to the exercise of personal jurisdiction over them by any such courts for purposes of any such action or proceeding.

i. Recitals. The Recitals are an integral part of this Agreement.

j. Appropriations. Notwithstanding any other provision of this Agreement, any appropriations for the Project or any phase thereof must be approved by City Council, and City Council shall have sole discretion as to whether or not to appropriate funds toward the Project or any phase thereof. Likewise, any appropriations for the Utility Work for the Project or any portion thereof must be approved by CWS, and CWS shall have sole discretion as to whether or not to appropriate funds toward the Utility Work; provided, however, the City shall not assume any responsibility for any Utility Work which is not funded by CWS. Nothing in this Agreement obligates City Council to approve the Project or any phase thereof. Nothing in this Agreement obligates the CWS Board of Commissioners to approve the Utility Work.

IN WITNESS WHEREOF, the parties have caused these presents to be executed on the date indicated below.

WITNESSES:
SOUTH CAROLINA

Print Name:

Print Name:

CITY OF CHARLESTON,

By: ________________________________
Print Name: John J. Tecklenburg
Its: Mayor
Date: ________________, 2021

WITNESSES:

COMMISSIONERS OF PUBLIC WORKS
OF THE CITY OF CHARLESTON,
SOUTH CAROLINA, d/b/a Charleston Water System

Print Name:

Print Name:

By: ________________________________
Name: F.K. Hill, Jr., PE
Title: Chief Executive Officer
Date: ________________, 2021
TO: John J. Tecklenburg, Mayor  
FROM: Fire Chief Daniel Curia  
DEPT. Fire  
SUBJECT: CHARLESTON FIRE DEPARTMENT - 2020 ASSISTANCE TO FIREFIGHTER GRANT  
REQUEST: To submit the 2020 to the Assistance to Firefighter Grant for $3,000,000 for the complete replacement of the departments self-contained breathing apparatus (SCBA) to meet the NFPA standard.

COMMITTEE OF COUNCIL: W&M  
DATE: Feb 9, 2021

COORDINATION: This request has been coordinated with: (attach all recommendations/reviews)

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>N/A</th>
<th>Signature of individual Contacted</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Counsel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cap. Proj. Cmte. Chair</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charleston Fire Dept.</td>
<td>X</td>
<td></td>
<td>Daniel Curia</td>
<td></td>
</tr>
<tr>
<td>Grants Manager</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FUNDING: Was funding previously approved? Yes □ No □ N/A □

If yes, provide the following:
Dept./Div.: __________
Account #: __________
Balance in Account __________
Amount needed for this item __________

Does this document need to be recorded at the RMC’s Office? Yes □ No □ N/A □

NEED: Identify any critical time constraint(s).

CFO’s Signature: ______________________ __________

FISCAL IMPACT:
There is 10% match ($200,000) and an additional $1,000,000 beyond the maximum award of $2,000,000 in the FY2022 Budget ($1,200,000).

Mayor’s Signature: ______________________ __________

John J. Tecklenburg, Mayor

ORIGINATING OFFICE PLEASE NOTE: A FULLY STAFFED/APPROVED (except Mayor’s Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL’S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK’S AGENDA MEETING.
TO: John J. Tecklenburg, Mayor

FROM: Fire Chief Daniel Curia

DEPT. Fire

SUBJECT: CHARLESTON FIRE DEPARTMENT – 2020 ASSISTANCE TO FIREFIGHTER GRANT

REQUEST: To submit the 2020 to the Assistance to Firefighter Grant for $3,000,000 for the complete replacement of the departments self-contained breathing apparatus (SCBA) to meet the NFPA standard.

COMMITTEE OF COUNCIL: W&M

DATE: Feb 9, 2021

COORDINATION: This request has been coordinated with: (attach all recommendations/reviews)

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<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cap. Proj. Cmte. Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charleston Fire Dept.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Grants Manager</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Individual Contacted: _______________________

Attachment: _______________________

FUNDING: Was funding previously approved? Yes [ ] No [X] N/A [ ]

If yes, provide the following: Dept./Div.: ___________ Account #: ___________

Balance in Account ___________ Amount needed for this item ___________

Does this document need to be recorded at the RMC’s Office? Yes [ ] No [X]

NEED: Identify any critical time constraint(s).

CFO’s Signature: _______________________

Amy K. Wharton

FISCAL IMPACT:

There is 10% match ($200,000) and an additional $1,000,000 beyond the maximum award of $2,000,000 in the FY2022 Budget ($1,200,000).

Mayor’s Signature: _______________________

John J. Tecklenburg, Mayor

ORIGINATING OFFICE PLEASE NOTE: A FULLY STAFFED/APPROVED (except Mayor’s Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL’S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK’S AGENDA MEETING.
TO: Mayor John J. Tecklenburg and City Council
FROM: Fire Chief Daniel M. Curia
DATE: January 29, 2021
RE: 2020 AFG grant application

The Charleston Fire Department is requesting to submit an application for the 2020 Assistance to Firefighter (AFG) Grant. The grant, if awarded will assist in replacing the entire cache of self-contained breathing apparatus (SCBA) for the department. The grant application period closes on February 12, 2021. The department is requesting approval to submit a grant application of $3,000,000. The grant will fund up to $2,000,000, with a 10% match of $200,000. Therefore, the city would be responsible for 10% match and the amount exceeding the maximum, totaling $1,200,000.

The Charleston Fire Department (CFD) will need to replace its current SCBA by the end of 2022 due to product changes by the manufacturer to meet current NFPA standards. The current units are no longer being manufactured, nor are any parts, making current use a finite period of operation. Additionally, half of the breathing air cylinders are scheduled to expire at the end of 2022. The department is currently working with Procurement to open a solicitation for SCBA to include a wear test as part of the process to determine the replacement unit manufacturer. In conversations with BFRC the fire department will attempt to secure grant funding to help offset the cost of the replacement. Since the department has yet to determine features learned during the wear test, nor the manufacturer the $3,000,000 cost is worst case scenario.

The closing date for this application is Friday, February 12, 2021 via the FEMA electronic portal.

Please feel free to contact me with any questions.
FY20 Assistance to Firefighters Grants (AFG) Program

FY20 Assistance to Firefighters Grants Application Checklist

Completing this checklist will help you prepare your AFG grant application. Collecting this information beforehand will reduce the time and energy needed to complete your application when the next grant cycle opens.

**AFG Application Checklist Table 1: Department Characteristics**

<table>
<thead>
<tr>
<th>Department Characteristics</th>
<th>□ Yes □ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is your System for Award Management (SAM) registration current?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>What is the expiration date for your SAM registration?</td>
<td></td>
</tr>
<tr>
<td>Dun &amp; Bradstreet Number?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Have you registered in FEMA GO?</td>
<td></td>
</tr>
<tr>
<td>Search the SAM.gov website to confirm this DUNS Number matches your SAM.gov registration. You will also find your expiration date through this search.</td>
<td></td>
</tr>
<tr>
<td>Square mileage of first-due response area?</td>
<td>Sq mi</td>
</tr>
<tr>
<td>Percentage of first-due area covered by hydrants?</td>
<td>%</td>
</tr>
<tr>
<td>Critical infrastructure protected?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>Percentage of land used for:</td>
<td></td>
</tr>
<tr>
<td>Agriculture, wild land, open</td>
<td>%</td>
</tr>
<tr>
<td>Commercial/Industrial</td>
<td>%</td>
</tr>
<tr>
<td>Residential</td>
<td>%</td>
</tr>
<tr>
<td>Permanent resident population of first-due response area?</td>
<td>#</td>
</tr>
<tr>
<td>Do you have a seasonal increase in population?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>If yes, how much is the increase?</td>
<td>#</td>
</tr>
<tr>
<td>Are you compliant with the National Incident Management System?</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>What is your FDIN/FDID number?</td>
<td>#</td>
</tr>
</tbody>
</table>

FEMA

December 2020  1
Department Characteristics I

Is your department currently reporting to NFIRS? ☐ Yes ☐ No

Number of active firefighters who perform firefighting duties? #

How many of your active firefighters are trained to FF1? #

How many of your active firefighters are trained to FF2? #

What services does your organization provide?

Structural Fire Suppression
☐ Hazmat Operational Level
☐ Basic Life Support
☐ Airport Rescue Firefighting
☐ Rescue Operational Level
☐ Maritime Operations/Firefighting
☐ Emergency Medical Responder
☐ Wildland Fire Suppression
☐ Haz-Mat Technical Level
☐ Advanced Life Support
☐ Occasional Fire Prevention
☐ Rescue Technical Level Program
☐ Community Paramedic

AFG Application Checklist Table 2: Department Characteristics II

<table>
<thead>
<tr>
<th>Department Characteristics II</th>
<th>2019</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of fire-related civilian fatalities in your first-due jurisdiction for each of the past three years?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of fire-related civilian injuries in your first-due jurisdiction for each of the past three years?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of on-duty member fatalities in your jurisdiction for each of the past three years?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of on-duty member injuries in your jurisdiction for each of the past three years?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your average operating budget for the past three years? (whole dollars)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
AFG Application Checklist

Department Characteristics II

| How much of your total budget is dedicated to personnel cost? | % |
| Does your department have any rainy-day reserves, emergency funds or capital outlay? | □ Yes □ No |
| If yes, what is that amount set aside? |

The percentage of your budget derived from: (whole percentage)

- Taxes % % %
- Bond issues % % %
- EMS billing % % %
- Grants % % %
- Donations % % %
- Fund drives % % %
- Fee for service % % %

Total percentage must equal 100%

Use the information above in your financial narrative. It is important that your application remain consistent throughout. When breaking down the budget, be sure to account for all funding received.
(Budget breakdown should account for 100% of budget)

AFG Application Checklist Table 3: Vehicle Inventory

<table>
<thead>
<tr>
<th>Vehicle Inventory</th>
<th>Front Line</th>
<th>Reserve</th>
<th>Seated Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>List the number of:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engines or Pumpers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ambulances</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tankers or Tenders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aerial Apparatus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brush/Quick Attack</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rescue Vehicles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Vehicles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quints</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total
## AFG Application Checklist Table 4: Call Volumes

<table>
<thead>
<tr>
<th>Call Volumes</th>
<th>2019</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Call Volume for Emergency Medical Service</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>How many responses per year by category? (Enter whole number only. If you have no calls for any of the categories, Enter 0)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Fires</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• EMS-BLS Calls</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• EMS-ALS Calls</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• EMS-BLS Scheduled Transports</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• EMS-ALS Scheduled Transports</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Vehicle Extrications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Community Paramedic Calls</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Other Rescue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Hazardous Condition/Materials Calls</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Call Volume for Emergency Medical Service</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>How many responses per year by category? (Enter whole number only. If you have no calls for any of the categories, Enter 0)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Total calls requiring transport, exclusive of scheduled transport declared above</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• All other calls and incidents not declared above, including fire, good-intent, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Call Volume for Fire Department</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>How many responses per year by category? (Enter whole number only. If you have no calls for any of the categories, Enter 0)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Fires - NFIRS Series 100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Overpressure Rupture, Explosion, Overheat (No Fire) - NFIRS Series 200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Rescue &amp; Emergency Medical Service Incident - NFIRS Series 300</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Hazardous Condition (No Fire) - NFIRS Series 400</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Service Call - NFIRS Series 500</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Call Volumes

<table>
<thead>
<tr>
<th>Category</th>
<th>2019</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Intent Call - NFIRS Series 600</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>False Alarm &amp; False Call - NFIRS Series 700</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Severe Weather &amp; Natural Disaster - NFIRS Series 800</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Incident Type - NFIRS Series 900</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Call Volume for Fires

*How many responses per year by category? (Enter whole number only. If you have no calls for any of the categories, Enter 0)*

- Of the NFIRS Series 100 calls, how many are "Structure Fires" (NFIRS Codes 111-120)
- Of the NFIRS Series 100 calls, how many are "Vehicle Fires" (NFIRS Codes 130-138)
- Of the NFIRS Series 100 calls, how many are "Vegetation Fires" (NFIRS Codes 140-143)
- What is the total acreage of all vegetation fires?

**Total**

### Call Volume for Rescue and Emergency Medical Service Incidents

*How many responses per year by category? (Enter whole number only. If you have no calls for any of the categories, Enter 0)*

- Of the NFIRS Series 300 calls, how many are "Motor Vehicle Accidents" (NFIRS Codes 322-324)
- Of the NFIRS Series 300 calls, how many are "Extrications from Vehicles" (NFIRS Code 352)
- Of the NFIRS Series 300 calls, how many are "Rescues" (NFIRS Codes 300, 351, 353-381)
- EMS-BLS Response Calls
- EMS-ALS Response Calls
- EMS-BLS Scheduled Transports
- EMS-ALS Scheduled Transports
- Community Paramedic Response Calls

**Total**
## Call Volumes

### Call Volume for Mutual and Automatic Aid

How many responses per year by category? (Enter whole number only. If you have no calls for any of the categories, Enter 0)

- Received Mutual Aid
- Received Automatic Aid
- Provided Mutual Aid
- Provided Automatic Aid
- Of the Mutual and Automatic Aid responses, how many were structure fires?

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## AFG Application Checklist Table 5: Equipment Inventory

<table>
<thead>
<tr>
<th>Equipment Inventory</th>
<th>Years Old</th>
<th># of items</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you are requesting PPE (any PPE other than SCBA), what is the ages of your PPE in years?</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td></td>
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<td></td>
<td>5</td>
<td></td>
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<td>6</td>
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<td>7</td>
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<td>8</td>
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<td>9</td>
<td></td>
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<td>10</td>
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<td>11</td>
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<td></td>
<td>12</td>
<td></td>
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<tr>
<td></td>
<td>13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>14</td>
<td></td>
</tr>
</tbody>
</table>

December 2020 6
### Equipment Inventory

<table>
<thead>
<tr>
<th></th>
<th>15</th>
<th>16</th>
</tr>
</thead>
</table>

#### Number of Members Without PPE

*Combined total should equal total PPE in your inventory*

If you are requesting SCBA, to which edition(s) of the NFPA standard are your SCBA compliant?

<table>
<thead>
<tr>
<th>Years</th>
<th>Current Inventory</th>
<th>Edition Being Replaced</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SCBA</td>
<td>Cylinder</td>
</tr>
<tr>
<td>2018 Edition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013 Edition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2007 Edition and older</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Department of Homeland Security (DHS)  
Notice of Funding Opportunity (NOFO)  
Fiscal Year 2020 Assistance to Firefighters Grant (AFG) Program

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take four weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: http://www.grants.gov/web/grants/register.html. Detailed information regarding DUNS and SAM is also provided in Section D – Application and Submission Information of this NOFO, subsection, Content and Form of Application Submission. An active registration is required in order to apply for funding.

A. Program Description

1. Issued By  
   Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD)

2. Assistance Listings (formerly Catalog of Federal Domestic Assistance Number)  
   97.044

3. Assistance Listings Title (formerly CFDA Title)  
   Assistance to Firefighters Grant (AFG)

4. Funding Opportunity Title  
   FY 2020 Assistance to Firefighters Grant

5. Funding Opportunity Number  
   DHS-20-GPD-044-00-98

6. Authorizing Authority for Program  

7. Appropriation Authority for Program  

8. Announcement Type  
   Initial
9. Program Overview, Objectives, and Priorities

Overview
The Fiscal Year (FY) 2020 Assistance to Firefighters Grant (AFG) Program is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency’s (FEMA’s) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The AFG Program accomplishes this by providing financial assistance directly to eligible fire departments, nonaffiliated emergency medical service (EMS) organizations, and State Fire Training Academies (SFTAs) for critical training and equipment. The AFG Program represents one part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, the AFG Program supports the goal to Strengthen National Preparedness and Resilience. In awarding grants, the FEMA Administrator is required to consider the following:

- The findings and recommendations of the Technical Evaluation Panel (TEP);
- The degree to which an award will reduce deaths, injuries, and property damage by reducing the risks associated with fire related and other hazards;
- The extent of an applicant’s need for an AFG Program grant and the need to protect the United States as a whole; and
- The number of calls requesting or requiring a firefighting or emergency medical response received by an applicant.

The 2018-2022 FEMA Strategic Plan creates a shared vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The AFG Program supports the goal of Readying the Nation for Catastrophic Disasters. We invite all of our stakeholders and partners to also adopt these priorities and join us in building a stronger Agency and a more prepared and resilient Nation.

Objectives
The objectives of the AFG Program are to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience.

Priorities
Information on program priorities and objectives for the FY 2020 AFG Program can be found in Appendix B, FY 2020 AFG Programmatic Information and Priorities.
10. Performance Metrics

The grant recipient is required to collect data to allow FEMA to measure performance of
the awarded grant in support of the AFG Program metrics, which are tied to the
programmatic objectives and priorities. In order to measure performance, FEMA may
request information throughout the period of performance. In its final performance report
submitted at closeout, the recipient must submit sufficient information to demonstrate it
has met the performance goal as stated in its award. FEMA will measure the recipient’s
performance of the grant by comparing the number of items, supplies, projects, and
activities needed and requested in its application with the number of items, supplies,
projects, and activities acquired and delivered by the end of the period of performance
using the following programmatic metrics:

- Percentage of AFG Program personal protective equipment (PPE) recipients who
  equipped 100 percent of on-duty active members with PPE in compliance with
  applicable National Fire Protection Association (NFPA) and Occupational Safety and
  Health Administration (OSHA) standards.
- Percentage of AFG Program equipment recipients who reported that the grant award
  brought them into compliance with either state, local, NFPA, or OSHA standards.
- Percentage of AFG Program grant recipients who reported having successfully
  replaced their fire vehicles in accordance with industry standards.
- Percentage of AFG Program training recipients who reported that the grant award
  allows their members to achieve firefighter training level I and firefighter training
  level II within one year of coming into service.
- Percentage of AFG Program wellness and fitness recipients who reported that the
  grant award allows their members to achieve minimum physical and/or mental
  operational readiness requirements through tailored health-related fitness programs.
- Percentage of AFG Program modifications to facilities recipients who reported that
  the grant award brought them into compliance with either state, local, NFPA, or
  OSHA standards on housing and readiness posture.

B. Federal Award Information

1. Available Funding for the NOFO: $319,500,000.00

2. Projected number of Awards: 2,000

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1 Note that this figure differs from the total amount appropriated under the Department of Homeland Security
Appropriations Act, 2020, Pub. L. No. 116-93. In this FY 2020 AFG NOFO, percentages of "available grant funds"
refers to the total amount appropriated—$355,000,000—by Pub. L. No. 116-93 to meet the statutory requirements of §33
"available grant funds" will be allocated to the Fire Prevention & Safety (FP&S) program, which will have a separate
NOFO and application period. $35,500,000 will be allocated to FP&S for FY 2020.

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FY 2020 AFG Program NOFO
3. **Period of Performance:** Twenty-four months from the date of award.

Extensions to the period of performance are allowed. For additional information on period of performance extensions, refer to Section H.

FEMA awards only include one budget period, so it will be same as the period of performance. See 2 C.F.R. § 200.1 for definitions of “budget period” and “period of performance.”

4. **Projected Period of Performance Start Date(s):**
   - May 1, 2021 (will vary based on award date)

5. **Projected Period of Performance End Date(s):**
   - April 30, 2023 (will vary based on Period of Performance Start Date)

6. **Funding Instrument Type:**
   - Grant

C. **Eligibility Information**

1. **Eligible Applicants**

   a. **Fire Departments:** Fire departments operating in any of the 50 states, as well as fire departments in the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico,\(^2\) or any federally recognized Indian tribe or tribal organization. A fire department is an agency or organization having a formally recognized arrangement with a state, local, tribal, or territorial authority (city, county, parish, fire district, township, town, or other governing body) to provide fire suppression to a population within a geographically fixed primary first due response area.

   b. **Nonaffiliated EMS organizations:** Nonaffiliated EMS organizations operating in any of the 50 states, as well as the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico,\(^2\) or any federally recognized Indian tribe or tribal organization. A nonaffiliated EMS organization is an agency or organization that is a public or private nonprofit emergency medical service entity providing medical transport that is not affiliated with a hospital and does not serve a geographic area in which emergency medical services are adequately provided by a fire department. FEMA considers the following as hospitals under the AFG Program:
   
   - Clinics
   - Medical centers
   - Medical college or university

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• Infirmary
• Surgery centers
• Any other institution, association, or foundation providing medical, surgical, or psychiatric care and/or treatment for the sick or injured.

c. State Fire Training Academies: A SFTA operates in any of the 50 states, as well as the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of Puerto Rico. Applicants must be designated either by legislation or by a Governor’s declaration as the sole fire service training agency within a state, territory, or the District of Columbia. The designated SFTA shall be the only agency, bureau, division, or entity within that state, territory, or the District of Columbia, to be an eligible SFTA applicant under the AFG Program.

2. Eligible Activities

The FY 2020 AFG Program has three activities:

• Operations and Safety
• Vehicle Acquisition
• Regional Projects

Each activity has its own eligibility requirements. These requirements are outlined in Appendix B: Programmatic Information and Priorities.

3. Other Eligibility Criteria

a. National Fire Incident Reporting System (NFIRS)
NFIRS reporting is not a requirement to apply for any AFG Program; however, fire departments that receive funding under this program must agree to provide information to the NFIRS for the period covered by the assistance. If a recipient does not currently participate in the incident reporting system and does not have the capacity to report at the time of the award, that recipient must agree to provide information to the system for a 12-month period commencing as soon as possible after they develop the capacity to report. Capacity to report to NFIRS must be established prior to the termination of the two-year performance period. The recipient may be asked by FEMA to provide proof of compliance in reporting to NFIRS. Any recipient that stops reporting to NFIRS during their grant’s period of performance may be subject to the remedies for noncompliance at 2 C.F.R. § 200.339, unless it has yet to develop the capacity to report to NFIRS, as described above. There is no NFIRS reporting requirement for nonaffiliated EMS organizations or SFTAs.

Note: Although data collection is an important tool for understanding and justifying assistance, participation in other data sources, (e.g., National Fire Operations Reporting System [NFORS]) does not satisfy the requirement for reporting to NFIRS.

b. National Incident Management System (NIMS) Implementation
AFG Program applicants are not required to comply with NIMS to apply for AFG Program funding or to receive an AFG Program award. Any applicant who receives an FY 2020 AFG Program award must achieve the level of NIMS compliance required by the Authority Having Jurisdiction (AHJ) over the applicant’s emergency service operations (e.g., a local government), prior to the end of the grant’s period of performance.

4. **Maintenance of Effort (MOE)**
   Pursuant to 15 U.S.C. § 2229(k)(3), an applicant seeking an AFG Program grant shall agree to maintain, during the term of the grant, the applicant’s aggregate expenditures relating to activities allowable under this NOFO, at not less than 80 percent of the average amount of such expenditures in the two fiscal years prior to the fiscal year an AFG Program grant is awarded.

   In other words, an applicant agrees that if it receives a grant award, the applicant will keep its overall expenditures during the award’s period of performance (including those funded with non-Federal funding) for activities that could be allowable costs under this NOFO at a level that is at least 80 percent or more of the average of what the applicant spent on such costs for those activities in fiscal years 2018 and 2019.

5. **Cost Share or Match**
   Recipient cost sharing is generally required as described below and pursuant to 15 U.S.C. § 2229(k)(1). In general, eligible applicants shall agree to make available non-federal funds to carry out an AFG Program award in an amount equal to and not less than 15 percent of the grant awarded. Exceptions to this general requirement apply to entities serving smaller communities as follows:

   - When serving a jurisdiction of 20,000 residents or fewer, the applicant shall agree to make available non-federal funds in an amount equal to not less than 5 percent of the grant awarded;
   - When serving a jurisdiction of more than 20,000 residents, but not more than 1 million residents, the applicant shall agree to make available non-federal funds in an amount equal to not less than 10 percent of the grant awarded;
   - When serving a jurisdiction of more than 1 million residents, the applicant shall agree to make available non-federal funds in an amount equal to not less than 15 percent of the grant awarded.

   The cost share for SFTAs will apply the requirements above based on the total population of the state. The cost share for a Regional application will apply the requirements above based on the aggregate population of the primary first due response areas of the Host and participating partner organizations that execute a Memorandum of Understanding (MOU) as described in Appendix B, Section J, Regional projects.

   FEMA has developed a cost share calculator tool in order to assist applicants with determining their cost share. The cost share tool is available at: https://www.fema.gov/grants/preparedness/firefighters/assistance-grants.
Types of Cost Share

i. **Cash (Hard Match):** Cost share of non-federal cash is the only allowable recipient contribution for AFG Program activity (Vehicle Acquisition, Operations and Safety, and Regional).

ii. **Trade-In Allowance/Credit:** On a case-by-case basis, FEMA may allow recipients already owning assets acquired with non-federal cash to use the trade-in allowance/credit value of those assets as cash for the purpose of meeting their cost share obligation. For FEMA to consider a trade-in allowance/credit value as cash, the allowance amount must be reasonable, and the allowance amount must be a separate entry clearly identified in the acquisition documents.

iii. **In-kind (Soft Match):** In-kind cost share is not allowable for the AFG Program.

The award budget will not account for any voluntary committed cost sharing or overmatch. The use of an overmatch is not given additional consideration when scoring applications.

**Economic Hardship Waivers**

The FEMA Administrator may waive or reduce recipient cost share or MOE requirements in cases of demonstrated economic hardship. Please see Appendix C: Award Administration Information for additional information.

D. **Application and Submission Information**

1. **Key Dates and Times:** all times listed are Eastern Time (ET)

   - **Date Posted to Grants.gov:** December 29, 2020
   - **Application Start Date:** January 04, 2021 at 8 a.m.
   - **Application Submission Deadline:** February 12, 2021 at 5 p.m.

All applications must be received by the established deadline.

FEMA’s Grants Outcomes System (FEMA GO) automatically records proof of timely submission and the system generates an electronic date/time stamp when FEMA GO successfully receives the application. The individual with the Authorized Organization Representative role that submitted the application will also receive the official date/time stamp and a FEMA GO tracking number in an email serving as proof of their timely submission. For additional information on how an applicant will be notified of application receipt, see the subsection titled “Timely Receipt Requirements and Proof of Timely Submission” in Section D of this NOFO.

**FEMA will not review applications that are received after the deadline or consider these late applications for funding.** FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical
problems outside of the applicant’s control that prevent submission of the application by the deadline, other exigent or emergency circumstances, or statutory requirements for FEMA to make an award.

**Applicants experiencing technical problems outside of their control must notify FEMA as soon as possible and before the application deadline.** Failure to timely notify FEMA of the issue that prevented the timely filing of the application may preclude consideration of the award. “Timely notification” of FEMA means the following: prior to the application deadline and within 48 hours after the applicant became aware of the issue.

If applicants experience technical issues, they must notify the FEMA GO Helpdesk as soon as possible. The FEMA GO Helpdesk can be reached at (877) 585-3242 or by e-mail at femago@fema.dhs.gov. The FEMA GO Helpdesk is open Monday through Friday, 8: a.m. – 6 p.m. ET.

A list of FEMA contacts can be found in Section G of this NOFO, “DHS Awarding Agency Contact Information.” For programmatic or grants management questions, please contact your Program Analyst or Grants Management Specialist. If applicants do not know who to contact or if there are programmatic questions or concerns, please contact the AFG Helpdesk at 866-274-0960 or by e-mail at firegrants@fema.dhs.gov. The AFG Helpdesk is open Monday through Friday, 8:00 AM – 4:30 PM ET.

**Anticipated Funding Selection Date:** April 30, 2021

**Anticipated Award Date:** Beginning on approximately April 30, 2021 and continuing thereafter until all FY 2020 AFG Program grant awards are issued (but no later than September 30, 2021).

**Other Key Dates**

<table>
<thead>
<tr>
<th>Event</th>
<th>Suggested Deadline for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obtaining DUNS Number</td>
<td>Four weeks before actual submission deadline</td>
</tr>
<tr>
<td>Obtaining a valid Employer Identification Number (EIN)</td>
<td>Eight weeks before actual submission deadline</td>
</tr>
<tr>
<td>Registering in or Updating SAM registration</td>
<td>Four weeks before actual submission deadline</td>
</tr>
<tr>
<td>Registering Organization in FEMA Grants Outcomes (FEMA GO) System</td>
<td>Prior to beginning application</td>
</tr>
<tr>
<td>Submitting complete application in FEMA GO</td>
<td>One week before actual submission deadline</td>
</tr>
</tbody>
</table>

2. **Agreeing to Terms and Conditions of the Award**

By submitting an application, the applicant agrees to comply with the requirements of this NOFO and the terms and conditions of its award, should the applicant receive an
award.

3. **Address to Request Application Package**
The online FY 2020 AFG Program application is only available via the Assistance to Firefighters Grant Program’s FEMA GO application portal, at [https://go.fema.gov](https://go.fema.gov).

**Note:** Hard copies of the application are not available. However, the Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is (800) 462-7585.

**Content and Form of Application Submission**
FEMA will process applications through FEMA GO. Application tutorials and Frequently Asked Questions (FAQs) explain the current AFG Program, assist with the online grant application, and highlight lessons learned and changes for FY 2020. For more details, please visit the AFG Program website at [http://www.fema.gov/firegrants](http://www.fema.gov/firegrants).

DHS makes all funding opportunities available on the internet, accessible at [http://www.grants.gov](http://www.grants.gov). If applicants experience difficulties accessing information or have any questions, please call the Grants.gov Contact Center at (800) 518-4726.

The Grants.gov website will direct applicants to FEMA GO, at [https://go.fema.gov](https://go.fema.gov), which contains the online AFG Program application. The online AFG Program application incorporates all required forms.

FEMA GO will allow the applicant’s authorized representative(s) to log in and create their own account. This account is specific to the authorized user and must not be shared with other personnel. The FEMA GO account is separate from any previous accounts created in the eGrants system. Applicants can save, retrieve, update, and revise their work through the end of the application period. The automated system does not allow applicants to submit incomplete applications. The system alerts applicants when required information has not been entered. Prior to final submission, an online application may be saved, retrieved, or edited up to the application deadline.

**Note:** FEMA GO will support only the most recent major release of the following browsers:
- Google Chrome
- Internet Explorer
- Mozilla Firefox
- Apple Safari
- Microsoft Edge

Users who attempt to use tablet type devices or other browsers may encounter issues with using FEMA GO.

**NO APPLICATIONS WILL BE RELEASED BACK TO THE APPLICANT AFTER FINAL SUBMISSION**

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*FY 2020 AFG Program NOFO*
After the application period has ended, no changes can be made. There is no appeal process for inaccurate or incomplete information.

a. Standard Required Application Forms and Information
The following forms or information are required to be submitted via FEMA GO. The Standard Forms (SF) are also available at https://www.grants.gov/web/grants/forms/sf-424-family.html.
- SF-424, Application for Federal Assistance
- Grants.gov Lobbying Form, Certification Regarding Lobbying
- SF-424A, Budget Information (Non-Construction)
- SF-424B, Standard Assurances (Non-Construction)
- SF-LLL, Disclosure of Lobbying Activities
- Indirect Cost Agreement or Proposal if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. If the applicant does not have or is not required to have an indirect cost rate agreement or proposal, please see the “Funding Restrictions and Allowable Costs” section of this NOFO for further information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal might be available, or contact the relevant FEMA staff identified in Section G of this NOFO, “DHS Awarding Agency Contact Information” for further instructions.

b. Program-Specific Required Forms and Information
For program-specific required and optional forms and information, please see the appendices to this NOFO.

4. Steps Required to Obtain a Unique Identifier, Register in the System for Award Management (SAM), and Submit an Application

Applying for an award under this program is a multi-step process and requires time to complete. Applicants are encouraged to register early as the registration process can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

Please review the table above for estimated deadlines to complete each of the steps listed. Failure of an applicant to comply with any of the required steps before the deadline for submitting an application may disqualify that application from funding.

To apply for an award under this program, all applicants must:
- a. Apply for, update, or verify their Data Universal Numbering System (DUNS) number from Dun & Bradstreet and Employer Identification Number (EIN) from the Internal Revenue Service;
- b. In the application, provide a valid DUNS number, which is currently the unique entity identifier;
c. Have an account with login.gov;
d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
e. Register in FEMA GO; add the organization to the system, and establish the Authorized Organizational Representative (AOR). The organization’s electronic business point of contact (EBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see https://www.fema.gov/media-library/assets/documents/181607;
f. Submit the complete application in FEMA GO; and
g. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant’s immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Applicants are advised that FEMA may not make a federal award until the applicant has complied with all applicable DUNS and SAM requirements. Therefore, an applicant’s SAM registration must be active not only at the time of application, but also during the application review period and when FEMA is ready to make a federal award. Further, applicants must maintain an active SAM registration with current information at all times during which the applicant has an active federal award or an application or plan under consideration by any federal awarding agency. If an applicant’s SAM registration is expired at the time of application, expires during application review, or expires any other time before award, FEMA may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Per 2 C.F.R. § 25.110(c)(2)(ii), if an applicant is experiencing exigent circumstances that prevents it from receiving a DUNS number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible by contacting asksid@fema.dhs.gov and providing the details of the circumstances that prevent completion of these requirements. If FEMA determines that there are exigent circumstances and FEMA has decided to make an award, the applicant will be required to obtain a DUNS number and complete SAM registration within 30 days of the federal award date.

Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity. For this funding opportunity, FEMA requires applicants to submit applications through FEMA GO.

5. How to Register to Apply
a. **General Instructions:**

Registering and applying for an award under this program is a multi-step process and requires time to complete. Read the instructions below about registering to apply for FEMA funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to **four weeks to complete**. To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission.

Organizations must have a Data Universal Numbering System (DUNS) Number, Employer Identification Number (EIN), and an active System for Award Management (SAM) registration.

b. **Obtain a DUNS Number:**

All entities applying for funding, including renewal funding, must have a DUNS number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html.

Note: At some point, the DUNS Number will be replaced by a “new, non-proprietary identifier” requested in, and assigned by, SAM.gov. This new identifier is being called the Unique Entity Identifier (UEI), or the Entity ID. Grants.gov has begun preparing for this transition by educating users about the upcoming changes and updating field labels and references to the DUNS Number (the current identifier) within the Grants.gov system. Users should continue using the DUNS Number in UEI fields until further notice. To learn more about SAM’s rollout of the UEI, please visit https://gsa.gov/entityid.

c. **Obtain Employer Identification Number**

In addition to having a DUNS number, all entities applying for funding must provide an Employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online.

d. **Create a login.gov account:**

Applicants must have a login.gov account in order to register with SAM or update their SAM registration. Applicants can create a login.gov account here: https://secure.login.gov/sign_up/enter_email?request_id=34f19fa8-14a2-438c-8323-a62b99571fd3.
Applicants only have to create a login.gov account once. For applicants that are existing SAM users, use the same email address for the login.gov account as with SAM.gov so that the two accounts can be linked.

For more information on the login.gov requirements for SAM registration, refer to: https://www.sam.gov/SAM/pages/public/loginFAQ.jsf.

e. **Register with SAM:**
In addition to having a DUNS number, all organizations applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.


Note: As a new requirement per 2 C.F.R. § 25.200, applicants must also provide the applicant’s immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

i. **Additional SAM Reminders**
Existing SAM.gov account holders should check their account to make sure it is “ACTIVE.” SAM registration should be completed at the very beginning of the application period and should be renewed annually to avoid being “INACTIVE.” Please allow plenty of time before the grant application submission deadline to obtain a DUNS number and then to register in SAM. It may be four weeks or more after an applicant submits the SAM registration before the registration is active in SAM, and then it may be an additional 24 hours before FEMA’s system recognizes the information.

It is imperative that the information applicants provide is correct and current. Please ensure that your organization’s name, address, DUNS number, and Employer Identification Number, or EIN, are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all other FEMA awards. Payment under any FEMA award is contingent on the recipient’s having a current SAM registration.

ii. **Help with SAM**
The SAM quick start guide for new recipient registration and SAM video tutorial for new applicants are tools created by the General Services Administration (GSA) to assist those registering with SAM. If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at https://www.fsd.gov/fsd-gov/home.do or call toll free (866) 606-8220.

f. **Register in FEMA GO, Add the Organization to the System, and Establish the AOR:**
Applicants must register in FEMA GO and add their organization to the system. The organization’s electronic business point of contact (EBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see https://www.fema.gov/media-library/assets/documents/181607.

Note: FEMA GO will support only the most recent major release of the following browsers:
- Google Chrome
- Internet Explorer
- Mozilla Firefox
- Apple Safari
- Microsoft Edge

Users who attempt to use tablet type devices or other browsers may encounter issues with using FEMA GO.

6. Timely Receipt Requirements and Proof of Timely Submission

All applications must be completed in FEMA GO and received by February 12, 2021 at 5 p.m. ET. FEMA GO automatically records proof of timely submission and the system generates an electronic date/time stamp when FEMA GO successfully receives the application. The individual with the Authorized Organization Representative (AOR) role that submitted the application will also receive the official date/time stamp and a FEMA GO tracking number in an email serving as proof of their timely submission on the date and time that FEMA GO received the application. Applications received by FEMA GO after the established due date for applications will be considered late and not considered for funding.

Applicants who experience system-related issues will be addressed until 3 p.m. ET on the date applications are due. No new system-related issues will be addressed after this deadline.

Applicants using slow internet connections, such as dial-up connections, should be aware that transmission can take some time before FEMA GO receives your application. FEMA GO will provide either an error message or a successfully received transmission in the form of an email sent to the AOR that submitted the application. The FEMA GO Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Do not do this. It may cause your application to fail to be submitted and consequently not be considered for funding. Please be patient and give the system time to process the application.

7. Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their State’s Single Point of Contact (SPOC) to comply with the state’s process under Executive Order 12372 (see https://www.archives.gov/federal-register/codification/executive-
8. Funding Restrictions and Allowable Costs

All costs charged to awards covered by this NOFO must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in the NOFO, or the terms and conditions of the award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered, within the period of performance of the award. See 2 C.F.R. § 200.403(h) (referring to budget periods, which for FEMA awards is the same as the period of performance).

In general, the Cost Principles establish standards for the allowability of costs, provide detailed guidance on the cost accounting treatment of costs as direct or administrative costs, and set forth allowability principles for selected items of cost. More specifically, except as otherwise stated in this NOFO, the terms and condition of an award, or other program materials, costs charged to awards covered by this NOFO must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E. In order to be allowable, all costs charged to a FEMA award or applied to the cost share must be reasonable in nature and amount and allocable to the particular FEMA award.

Additionally, all costs charged to awards must comply with the grant program’s applicable statutes, policies, requirements in this NOFO as well as with the terms and conditions of the award. If FEMA staff identify costs that are inconsistent with any of these requirements, these costs may be disallowed, and FEMA may recover funds as appropriate, consistent with applicable laws, regulations, and policies.

As part of those requirements, grant recipients and subrecipients may only use federal funds or funds applied to a cost share for the purposes set forth in this NOFO and the terms and conditions of the award, and those costs must be consistent with the statutory authority for the award.

Grant funds may not be used for matching funds for other federal grants/cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

Additionally, federal employees are prohibited from serving in any capacity (paid or unpaid) on the development of any proposal submitted under this program.

In addition to the subsections below, please see Appendix B to this NOFO for additional information on funding restrictions and allowable costs.

a. Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services

Recipients and subrecipients of FEMA federal financial assistance are subject to the

FEMA will issue additional guidance in a forthcoming Interim Policy.

**Effective August 13, 2020,** FEMA recipients and subrecipients **may not** use any FEMA funds under open or new awards to:

1. Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;

2. Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or

3. Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

i. **Replacement Equipment and Services**
FEMA grant funding may be permitted to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the NOFO and the [Preparedness Grants Manual](#).

ii. **Definitions**
Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:

1. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);

2. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

3. Telecommunications or video surveillance services provided by such entities or using such equipment; or
iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People’s Republic of China.

Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of “covered telecommunications equipment or services.” See 2 C.F.R. § 200.471.

b. Construction

Construction costs are *not eligible* under the AFG Program grants. Construction includes major alterations to a building that changes the profile or footprint of the structure. Modifications to facilities activities described in Appendix A Funding Priorities, are not considered construction costs for purposes of general award cost categorization and may be eligible. However, modifications to facilities activities might be considered “construction” for purposes of applicable procurement under grants requirements or environmental protection and historic preservation purposes.

c. Pre-award Costs

Generally, grant funds cannot be used to pay for products and services contracted for or obligated prior to the effective date of the award. Fees for grant writers are considered an exception and may be included as a pre-award expenditure. Further, other costs incurred after the application deadline, but prior to an offer of award, may be eligible for reimbursement only if the following conditions are met:

- The recipient must request approval from FEMA to incur such pre-award costs. Requests must be sent via email to FireGrants@fema.dhs.gov and include the application number and justification narrative. Please note, the recipient must seek approval at the time of acquisition and before the award is announced.
- The recipient must receive confirmation from FEMA that the expenses have been reviewed and that FEMA has determined the costs to be justified, unavoidable, and consistent with the grant’s scope of work.
- See also Appendix C for further information regarding grant writer fees and the "Additional Information" section of this NOFO for general procurement under grants requirements.

d. *Fire Departments and Nonaffiliated EMS organizations*

The total amount of funding a fire department or nonaffiliated EMS organization recipient may receive under an AFG Program award is limited to the maximum amounts set by § 33(c)(2) of the Federal Fire Prevention and Control Act of 1974, as amended (15 U.S.C. § 2229(c)(2)). These award limits are based on two factors: population served and a 1 percent aggregate amount of available grant funds.

The population of the jurisdiction served by the recipient will determine the
maximum amount of AFG Program funding a recipient is eligible to receive but no recipient may receive an award that exceeds one percent of available grant funds in FY 2020, or $3,550,000. FEMA may waive this aggregate cap in individual cases where FEMA determines that a recipient has an extraordinary need for a grant that exceeds the aggregate cap. FEMA may not waive the statutory funding caps based on population.

The following table explains the maximum funding that a recipient may receive in FY 2020:

<table>
<thead>
<tr>
<th>Population of jurisdiction served by the recipient</th>
<th>Maximum award in FY 2019</th>
<th>Statutory waiver available subject to extraordinary need?</th>
</tr>
</thead>
<tbody>
<tr>
<td>100,000 or fewer people</td>
<td>No more than $1 million</td>
<td>None available</td>
</tr>
<tr>
<td>100,001 – 500,000 people</td>
<td>No more than $2 million</td>
<td>None available</td>
</tr>
<tr>
<td>500,001 – 1,000,000 people</td>
<td>No more than $3 million</td>
<td>None available</td>
</tr>
<tr>
<td>1,000,001 – 2,500,000 people</td>
<td>No more than $3.55 million</td>
<td>Yes, but no more than $6 million</td>
</tr>
<tr>
<td>More than 2,500,000 people</td>
<td>No more than $3.55 million</td>
<td>Yes, but no more than $9 million</td>
</tr>
</tbody>
</table>

Regional applicants will be subject to the funding limitations based on the total population served by the host and participating partners. Additionally, Regional grants awarded are included in the host organization’s funding limitations. For example: if a recipient serves a population of 100,000 or fewer and is the recipient of a Regional award for $1 million, they have met their cap and are no longer eligible for additional funds through the Operations and Safety or Vehicle activities.

**Allocations and Restrictions of Available Grant Funds by Organization Type**

- **Nonaffiliated EMS Organizations**: Not more than 2 percent of available grant funds shall be collectively awarded to all nonaffiliated EMS organization recipients.
- **Emergency Medical Services Providers**: Not less than 3.5 percent of available grant funds shall fund emergency medical services provided by fire departments and nonaffiliated EMS organizations.
- **State Fire Training Academy**: Not more than 3 percent of available grant funds shall be collectively awarded to all SFTA recipients. Further, not more than $500,000 of available grant funds are eligible per applicant.
- **Vehicles**: Not more than 25 percent of available grant funds may be used by recipients for the purchase of vehicles. Of that amount, based on stakeholder recommendations, FEMA intends to allocate 10 percent of the total vehicle funds for ambulances.
- **Micro Grants**: The selection of the voluntary Micro Grant option (cumulative federal funding of $50,000) for eligible Operations and Safety activities does not impact an applicant’s request or federal participation under the Vehicle Acquisition or Regional projects. Applicants who select Micro Grants under Operations and Safety as a funding opportunity choice may still apply for a Vehicle(s) Acquisition or Regional project.
e. Management and Administration (M&A) Costs
M&A expenses should be based only on actual expenses or known contractual costs; requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement. No more than 3 percent of the federal share of AFG Program funds awarded may be expended by the recipient for M&A for purposes associated with the AFG Program award.

f. Indirect Facilities & Administrative (F&A) Costs
Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Not all applicants are required to have a current negotiated indirect cost rate agreement. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to FireGrants@fema.dhs.gov for further instructions. Applicants who wish to use a cost allocation plan in lieu of an indirect cost rate must also reach out to FireGrants@fema.dhs.gov for further instructions. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above or based upon the de minimis rate or cost allocation plan, as applicable.

9. Environmental and Historical Preservation (EHP)
As a federal agency, DHS/FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by the agency, including grant-funded projects, comply with Federal EHP regulations, laws, Executive Orders, regulations, and policies, as applicable.

Recipients proposing projects that have the potential to impact the environment, including, but not limited to, modification or renovation of existing buildings, structures, and facilities, must participate in the DHS/FEMA EHP review process. The EHP review process involves the submission of a screening form that includes a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation, so that DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, DHS/FEMA may also be required to consult with other regulatory agencies and the public in order to complete the review process. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. Grant recipients must receive confirmation of a completed EHP review prior to beginning project activities. FEMA may not be able to fund projects that are not in compliance with applicable EHP laws, Executive Orders, regulations, and policies.

Applicants may attach the optional EHP form during the application period for the
project(s) they wish to pursue; however, it does not guarantee award. Once the awards are announced, it is the responsibility of the grant recipients to supply the required EHP form at that time to DHS/FEMA, if they have not submitted already during the application period. Applicants can only proceed with their project(s) once the EHP review is completed and approved. DHS/FEMA may notify grant recipients via email if EHP review is required and will provide instructions on how to comply.

DHS and FEMA EHP policy is found in directives and instructions available on the FEMA.gov EHP page, the FEMA website page that includes documents regarding EHP responsibilities and program requirements, including implementation of the National Environmental Policy Act and other EHP regulations and Executive Orders.

Additionally, all AFG recipients are required to comply with FEMA EHP Policy Guidance, FEMA Policy #108-023-1, Environmental Planning and Historic Preservation Policy Guidance.

All modifications to facility activities, and any renovation to facilities that would qualify as a modification to facility supporting activities under Training, Equipment, PPE, or Wellness and Fitness, will require an EHP review. Some Equipment activities will require an EHP review as well. Such activities include but are not limited to the installation of:

- Air compressor/fill station/cascade system (fixed) for filling Self-Contained Breather Apparatus (SCBA)
- Air quality systems
- Fire/smoke/carbon monoxide alarm systems for the facility (life safety)
- Generators (fixed)
- Sprinklers
- Vehicle exhaust systems (fixed)
- Washer/dryer/extractor
- Fixed communication antennas onto a building
- Building renovations such as removal of wall or installation of electrical or water lines
- Training/exercises in natural settings such as rope or swift water
- LED Signs
- Any scope of work that involves ground disturbances

The following activities would not require the submission of the FEMA EHP Screening Form:

- Planning and development of policies or processes
- Management, administrative or personnel actions
- Classroom-based training
- Acquisition of mobile and portable equipment (not involving installation) on or in a building and does not require a storage area to be constructed
• Purchase of PPE and/or SCBA

E. Application Review Information

1. Application Evaluation Criteria

a. Programmatic Criteria

Funding priorities and programmatic criteria for evaluating AFG Program applications are established by FEMA based on the recommendations from the Criteria Development Panel (CDP). Each year, FEMA convenes a panel of fire service professionals to develop funding priorities for the AFG Program. The panel makes recommendations about funding priorities as well as developing criteria for awarding grants.

The nine major fire service organizations represented on the panel:

- International Association of Fire Chiefs
- International Association of Fire Fighters
- National Volunteer Fire Council
- National Fire Protection Association
- National Association of State Fire Marshals
- International Association of Arson Investigators
- International Society of Fire Service Instructors
- North American Fire Training Directors
- Congressional Fire Service Institute

The CDP is charged with making recommendations to FEMA regarding the creation or modification of previously established funding priorities as well as developing criteria for awarding grants. The content of this NOFO reflects implementation of the CDP’s recommendations with respect to the priorities, direction, and criteria for awards.

FEMA will rank all complete and submitted applications based on how well they match the program priorities for the type of jurisdiction(s) served. Answers to the application’s activity specific questions provide information used to determine each application’s ranking relative to the stated program priorities.

b. Financial Integrity Criteria

Prior to making a federal award, FEMA is required by 31 U.S.C. § 3354, as amended by the Payment Integrity Information Act of 2019, Pub. L. No. 116-117 (2020); 41 U.S.C. § 2313; and 2 C.F.R. § 200.206 to review information available through any Office of Management and Budget (OMB)-designated repositories of government-wide eligibility qualification or financial integrity information, including whether the applicant is suspended or debarred. FEMA may also pose additional questions to the applicant to aid in conducting the pre-award risk review. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

1. Financial stability.
ii. Quality of management systems and ability to meet management standards.
iii. History of performance in managing federal award.
iv. Reports and findings from audits.
v. Ability to effectively implement statutory, regulatory, or other requirements.

c. **Supplemental Financial Integrity Review**
   Prior to making a federal award where the anticipated federal share of a federal award will be greater than the simplified acquisition threshold (currently $250,000):

i. FEMA is required to review and consider any information about the applicant, including information on the applicant’s immediate and highest-level owner, subsidiaries, and predecessors, if applicable, that is in the designated integrity and performance system accessible through the System for Award Management (SAM), which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS).

ii. An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.

iii. FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant’s integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants, as described in 2 C.F.R. § 200.206.

2. **Review and Selection Process**
   AFG Program applications are reviewed through a multi-phase process. All applications are electronically pre-scored and ranked based on how well they align with the funding priorities outlined in this NOFO.

   Applications with the highest pre-score rankings are then scored competitively by no less than three members of a Peer Review Panel. Applications will also be evaluated through a series of internal FEMA review processes for completeness, adherence to programmatic guidelines, technical feasibility, and anticipated effectiveness of the proposed project(s). Below is the process by which applications will be reviewed:

i. **Pre-Scoring Process**
   The application undergoes an electronic pre-scoring process based on established program priorities listed in Appendix B and answers to activity specific questions within the online application. Application Narratives are not reviewed during pre-score process. “Request Details” and “Budget” information should comply with program guidance and statutory funding limitations. The pre-score is 50 percent of the total application score.

ii. **Peer Review Panel Process**
   Applications with the highest rankings from the pre-scoring process will undergo a Peer Review Panel process. A panel of peer reviewers is comprised of fire service
representatives recommended by the national organizations from the CDP. Peer reviewers will assess each application’s merits based on the narrative statement on the requested activity. The evaluation elements listed in the “Narrative Evaluation Criteria” below will be used to calculate the narrative’s score for each activity requested. Panelists will independently score each requested activity within the application, discuss the merits and/or shortcomings of the application with his or her peers, and document the findings. A consensus is not required. The panel score is 50 percent of the total application score.

iii. Technical Evaluation Process (TEP)
The highest ranked applications will be considered within the fundable range. Applications that are in the fundable range will undergo both a Technical Review by a Subject Matter Expert (SME) as well as a FEMA Program Office review prior to being recommended for award. The FEMA Program Office will assess the request with respect to costs, quantities, feasibility, eligibility, and recipient responsibility prior to recommending any application for award.

Once the TEP is complete, each application’s cumulative score will be determined, and a final ranking of applications will be created. FEMA will award grants based on this final ranking and the ability to meet statutorily required funding limitations outlined in Appendix B. E. Restrictions on Use of Award Funds.

3. Narrative Evaluation Criteria
The Narrative Statements must provide specific details about the activity for which the applicants seek funding. Applicants must explain how the proposed activity(ies) relate to the Operations and Safety Activity or the Vehicle Acquisition Activity. FEMA reviews and compares applications for duplication. Therefore, all elements of the Narrative Statements must be original.

a. Financial Need (25 percent)
Applicants should describe their financial need and how consistent it is with the intent of the AFG Program. The financial need statement should include details describing the applicant’s financial distress such as summarizing budget constraints, unsuccessful attempts to secure other funding, and proving the financial distress is out of their control.

b. Project Description and Budget (25 percent)
The Project Description and Budget statement should clearly explain the applicant’s project objectives and its relationship to the applicant’s budget and risk analysis. The applicant should describe various activities, including program priorities or facility modifications, ensuring consistency with project objectives, the applicant’s mission and national, state, and/or local requirements. Applicants should link the proposed expenses to operations and safety, as well as to the completion of the project’s goals.

c. Cost Benefit (25 percent)
Applicants should describe how they plan to address the operations and personal safety needs of their organization, including cost effectiveness and sharing assets. The Operations and Safety/Cost Benefit statement should also include details about gaining the maximum benefits from grant funding by citing reasonable or required costs, such as specific overhead and administrative costs. The applicant’s request should also be consistent with their mission and identify how funding will benefit their organization and affected personnel.

d. Statement of Effect on Operations (25 percent)
The Statement of Effect on Operations should explain how this funding request will enhance an organization’s overall effectiveness. It should address how an award will improve daily operations and reduce an organization’s risk(s). Applicants should include how frequently the requested item(s) will be used and in what capacity. Applicants should also indicate how the requested item(s) will help the community and increase an organization’s ability to save additional lives and property. Jurisdictions that demonstrate their commitment and proactive posture to reducing fire risk, by explaining their code enforcement (to include Wildland Urban Interface code enforcement) and mitigation strategies (including whether or not the jurisdiction has a FEMA-approved mitigation strategy) may receive stronger consideration under this criterion.

F. Federal Award Administration Information
In addition to the language here, please see Appendix C to this NOFO for additional award administration information.

1. Notice of Award

Before accepting the award, the recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. **Recipients must accept all conditions in this NOFO as well as any specific terms and conditions in the Notice of Award to receive an award under this program.**

FEMA will provide the federal award package to the applicant electronically via FEMA GO. Award packages include an Award Letter, Summary Award Memo, Agreement Articles, and Obligating Document. An email notification of the award package will be sent through FEMA’s grant application system to the Authorized Organization Representative (AOR) that submitted the application. Recipients must accept their awards no later than 30 days from the award date. The recipient shall notify FEMA of its intent to accept and proceed with work under the award through the FEMA GO system.

Funds will remain on hold until the recipient accepts the award through the FEMA GO system and all other conditions of the award have been satisfied or until the award is otherwise rescinded. Failure to accept a grant award within the specified timeframe may result in a loss of funds. Recipients may request additional time to accept the award if needed.
2. Differences Between Application Request and Award
During the review process for an AFG Program award, FEMA may have modified the application request(s). These modifications will be identified in the award package provided upon the offer of an award. If the awarded activities, scope of work, or requested dollar amount(s) do not match the application as submitted, the recipient shall only be responsible for completing the activities actually funded by FEMA. The recipient is under no obligation to start, modify, or complete any activities requested by but not funded by the award. The award package will identify any differences under the Approved scope of work section.

3. Turndown Notifications
FEMA GO will provide all applicants who do not receive an FY 2020 AFG Program award with a turndown notification.

4. Administrative and National Policy Requirements
In addition to the requirements of in this section and in this NOFO, FEMA may place specific terms and conditions on individual awards in accordance with 2 C.F.R. Part 200.

DHS Standard Terms and Conditions
All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: DHS Standard Terms and Conditions. The applicable DHS Standard Terms and Conditions will be those in effect at the time in which the award was made.

Before accepting the award, the AOR should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO as well as any special terms and conditions in the Notice of Award to receive an award under this program. By submitting an application, applicants are deemed to have accepted all of the conditions in this NOFO as well.

5. Reporting
Recipients are required to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent. Recipients should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of cancelled checks or other proof of payment documentation for verification.

a. Federal Financial Reporting Requirements
The Federal Financial Report Form (SF-425) and instructions are available at the following sites: SF-425 OMB #4040-0014.

Federal Financial Reports (FFR)
Recipients of AFG Program grants are required to submit an FFR (SF-425) on a
semi-annual basis. The FFR is to be submitted using the online FEMA GO based on the calendar year beginning with the period after the award is made. Grant recipients are required to submit an FFR throughout the entire period of performance of the grant. Reports are due:

- No later than July 30 (for the period January 1 – June 30)
- No later than January 30 (for the period July 1 – December 31)
- Within 90 days after the end of the Period of Performance

b. Program Performance Reporting Requirements
The recipient is responsible for completing and submitting a Programmatic Performance Report (PPR) using FEMA GO. The PPR is due every six months after the grant’s award date, and thereafter until the period of performance ends.

The PPR should include:

- A brief narrative of overall project(s) status
- A summary of project expenditures
- A description of any potential issues that may affect project completion

c. PPR Periods and Due Dates
The following reporting periods and due dates apply for the PPR:

- No later than July 30 (for the period January 1 – June 30)
- No later than January 30 (for the period July 1 – December 31)

d. Closeout Reporting Requirements
Within 120 days after the end of the period of performance, recipients must liquidate all financial obligations and submit a final FFR (SF-425) and a final PPR (within the closeout module in FEMA GO) detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. The closeout tutorial may be found at:
https://www.fema.gov/grants/preparedness/firefighters/closeout-report-tutorial

In addition, any recipient that issues subawards to any subrecipient is responsible for closing out those subawards as described in 2 C.F.R. § 200.344; subrecipients are still required to submit closeout materials within 120 days of the period of performance end date. Recipients must ensure that they complete the closeout of their subawards in time to submit all necessary documentation and information to DHS/FEMA during the closeout of their prime grant award.

After the final SF-425 and final performance reports have been reviewed and approved by FEMA, a Closeout Notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for a minimum of three years from the date of the final FFR (SF-425). The record retention period may be longer, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or
due to other circumstances outlined in 2 C.F.R. § 200.334.

The recipient is responsible for returning any federal funds that they have liquidated but remain unobligated by the recipient. Information on how to return funds to FEMA is available at: https://www.fema.gov/about/payment.

e. **Administrative Closeout**

Administrative closeout is a mechanism for FEMA to unilaterally move forward with closeout of a grant award using available grant award information in lieu of final reports from the recipient per 2 C.F.R. § 200.344(h)-(i). It is a last resort available to FEMA, and if FEMA needs to administratively close an award, this may negatively impact a recipient’s ability to obtain future funding. This mechanism can also require FEMA to make cash or cost adjustments and ineligible cost determinations based on the information it has, which may result in identifying a debt owed to FEMA by the recipient.

When a recipient is not responsive to FEMA’s reasonable efforts to collect required reports needed to complete the standard closeout process, FEMA is required under 2 C.F.R. § 200.344(h) to start the administrative closeout process within the regulatory timeframe. FEMA will make at least three written attempts to collect required reports before initiating administrative closeout. If the recipient does not submit all required reports in accordance with 2 C.F.R. § 200.344, this NOFO, and the terms and conditions of the award, FEMA must proceed to administratively close the award with the information available within one year of the period of performance end date. Additionally, if the recipient does not submit all required reports within one year of the period of performance end date, per 2 C.F.R. § 200.344(i), FEMA must report in FAPIIS the recipient's material failure to comply with the terms and conditions of the award.

If FEMA administratively closes an award where no final FFR has been submitted, FEMA uses that administrative closeout date in lieu of the final FFR submission date as the start of the record retention period under 2 C.F.R. § 200.334.

In addition, if an award is administratively closed, FEMA may decide to impose remedies for noncompliance per 2 C.F.R. § 200.339, consider this information in reviewing future award applications, or apply special conditions to existing or future awards.

f. **Additional Reporting Requirements**

i. **Disclosing Information per 2 C.F.R. § 180.335**

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with FEMA, the recipient must notify FEMA if it knows if it or any of the recipient’s principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:
• Are presently excluded or disqualified;
• Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
• Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
• Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to FEMA in accordance with 2 C.F.R. § 180.350.

ii. Reporting of Matters Related to Recipient Integrity and Performance
Per 2 C.F.R. Part 200, Appendix I § F.3, the additional post-award reporting requirements in 2 C.F.R. Part 200, Appendix XII may apply to applicants who, if upon becoming recipients, have a total value of currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies that exceeds $10 million for any period of time during the period of performance of an award under this funding opportunity.

Recipients that meet these criteria must maintain current information reported in FAPIIS about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

iii. Single Audit Report
For audits of fiscal years beginning on or after December 26, 2014, recipients that expend $750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report, also known as the single audit report.


6. Monitoring and Oversight
Per 2 C.F.R. § 200.337, FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems to review award progress and to provide any required technical assistance. During site visits or desk reviews, FEMA
will review recipients’ files related to the award. As part of any monitoring and program evaluation activities, recipients must permit FEMA, upon reasonable notice, to review grant-related records and to interview the organization’s staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to FEMA requests for information relating to the award.

Grant recipients will be monitored periodically by FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestones, budgets, and other related program criteria are being met. Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance, and administrative processes and policies, activities, and other attributes of each federal assistance award and will identify areas where technical assistance, corrective actions, and other support may be needed.

Recipients should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of cancelled checks or other adequate payment documentation for verification. Recipients have the opportunity to participate in a Post Award Orientation (PAO) offered by the FEMA Regional Fire Program Specialist (FPS) to have their questions answered, receive technical assistance, or to review the terms and conditions of the grant. The PAO is optional.

G. **DHS Awarding Agency Contact and Resource Information**

1. **AFG Help Desk**
   The AFG Help Desk provides technical assistance to applicants for the online completion and submission of applications into FEMA GO, answers questions concerning applicant eligibility and recipient responsibilities, and helps in the programmatic administration of awards. The AFG Help Desk can be contacted at (866) 274-0960 or by email at FireGrants@fema.dhs.gov. Normal hours of operation are from 8 a.m. to 4:30 p.m., Monday through Friday.

2. **FEMA Regional Fire Program Specialists**
   Each FEMA region has FPSs who can assist applicants with application information, award administration, and technical assistance. Contact information for a Regional FPS can be located on the AFG Program website at https://www.fema.gov/grants/preparedness/firefighters/regional-contacts.

3. **Environmental Planning and Historic Preservation**
   GPD’s EHP Team provides guidance and information about the EHP review process to recipients and subrecipients. All inquiries and communications about GPD projects under this NOFO or the EHP review process, including the submittal of EHP review materials, should be sent to gpdehpinfo@fema.dhs.gov.
4. **FEMA GO System Information**
For technical assistance with the FEMA GO system, please contact the FEMA GO Helpdesk at femago@fema.dhs.gov or (877) 585-3242, Monday through Friday, 8 a.m. – 6 p.m. ET.

**H. Additional Information**

1. **Termination Provisions**
FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at 2 C.F.R. §§ 200.344-200.345 even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards.

   a. **Noncompliance**
   If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. If the noncompliance can be corrected, FEMA may first attempt to direct the recipient to correct the noncompliance. This may take the form of a Compliance Notification. If the noncompliance cannot be corrected or the recipient is non-responsive, FEMA may proceed with a Remedy Notification, which could impose a remedy for noncompliance per 2 C.F.R. § 200.339, including termination. Any action to terminate based on noncompliance will follow the requirements of 2 C.F.R. §§ 200.341-200.342 as well as the requirement of 2 C.F.R. § 200.340(c) to report in FAPIIS the recipient’s material failure to comply with the award terms and conditions. See also the section on Actions to Address Noncompliance in this NOFO.

   b. **With the Consent of the Recipient**
   FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

   c. **Notification by the Recipient**
   The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of 2 C.F.R. §§ 200.341-200.342 in deciding to fully terminate the award.

2. **Extensions to the Grant Period of Performance**
Extensions to the period of performance under this grant program are allowed. An award’s period of performance must be active for a recipient to submit a proposed
extension request to FEMA. Recipients should request extensions sparingly and only under exceptional circumstances. Approval is not guaranteed.

Extensions to the initial period of performance identified in the award will only be considered through formal amendment requests, via FEMA GO, and must contain specific and compelling justifications as to why an extension is required. All extension requests must contain:

- Grant Program, fiscal year, and award number
- Reason for delay—this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline
- Current status of the activity/activities
- Approved period of performance termination date and new project completion date
- Amount of funds drawn down to date
- Remaining available funds, both federal and non-federal
- Budget outlining how remaining federal and non-federal funds will be expended
- Plan for completion, including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion
- Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA

3. Requirements for Period of Performance Extension Consideration
To be eligible for consideration, recipients must submit extension requests via FEMA GO. Recipients generally can submit requests at least 60 days prior to the end of the award’s period of performance. In accordance with FEMA policy, FEMA reviews extensions on a case-by-case basis and typically grants them for no more than a six-month period. FEMA will grant extension requests only due to compelling legal, policy, or operational challenges. The review process can take up to 30 days or longer. Applicants should factor this review period into the timing of when to submit a request for an extension.

Example: Recipients may request an extension when an equipment order was placed during the period of performance but factors beyond the recipients’ control have resulted in a delay in the expected delivery and receipt of the equipment outside of the existing period of performance; or where a specific statute or regulation mandates an environmental review that cannot be completed within this timeframe or where other extenuating circumstances warrant a brief extension.

4. Conflicts of Interest in the Administration of Federal Awards or Subawards
For conflicts of interest under grant-funded procurements and contracts, refer to the section on Procurement Integrity in this NOFO and 2 C.F.R. §§ 200.317 – 200.327.
To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable federal and state, local, tribal, or territorial (SLTT) statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to the respective Program Analyst or Program Manager, in writing, any real or potential conflict of interest that may arise during the administration of the federal award, as defined by the federal or SLTT statutes or regulations or their own existing policies, within five days of learning of the conflict of interest. Similarly, subrecipients, whether acting as subrecipients or as pass-through entities, must disclose any real or potential conflict of interest to the recipient or next-level pass-through entity as required by the recipient or pass-through entity’s conflict of interest policies, or any applicable federal or SLTT statutes or regulations.

Conflicts of interest may arise during the process of FEMA making a federal award in situations where an employee, officer, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, subapplicant, recipient, subrecipient, or FEMA employees.

5. Procurement Integrity
Through audits conducted by the DHS Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some FEMA recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with federal procurement requirements jeopardizes the integrity of the grant as well as the grant program. To assist with determining whether an action is a procurement or instead a subaward, please consult 2 C.F.R. § 200.331.

The below highlights the federal procurement requirements for FEMA recipients when procuring goods and services with federal grant funds. FEMA will include a review of recipients’ procurement practices as part of the normal monitoring activities. All procurement activity must be conducted in accordance with federal procurement standards at 2 C.F.R. §§ 200.317 – 200.327. Select requirements under these standards are listed below. The recipient and any of its subrecipients must comply with all requirements, even if they are not listed below.

Under 2 C.F.R. § 200.317, when procuring property and services under a federal award, states (including territories) must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states must now follow 2 C.F.R. § 200.321 regarding socioeconomic steps, 200.322 regarding domestic preferences for procurements, 200.323 regarding procurement of recovered materials, and 2 C.F.R. § 200.327 regarding required contract provisions.

All other non-federal entities, such as tribes (collectively, non-state entities), must
have and use their own documented procurement procedures that reflect applicable
SLTT laws and regulations, provided that the procurements conform to applicable
federal law and the standards identified in 2 C.F.R. Part 200. These standards include,
but are not limited to, providing for full and open competition consistent with the

a. Important Changes to Procurement Standards in 2 C.F.R. Part 200
OMB recently updated various parts of Title 2 of the Code of Federal Regulations,
among them, the procurement standards. States are now required to follow the
socioeconomic steps in soliciting small and minority businesses, women’s business
enterprises, and labor surplus area firms per 2 C.F.R. § 200.321. All non-federal entities
should also, to the greatest extent practicable under a federal award, provide a
preference for the purchase, acquisition, or use of goods, products, or materials

The recognized procurement methods in 2 C.F.R. § 200.320 have been reorganized into
informal procurement methods, which include micro-purchases and small purchases;
formal procurement methods, which include sealed bidding and competitive proposals;
and noncompetitive procurements. The federal micro-purchase threshold is currently
$10,000, and non-state entities may use a lower threshold when using micro-purchase
procedures under a FEMA award. If a non-state entity wants to use a micro-purchase
threshold higher than the federal threshold, it must follow the requirements of 2 C.F.R.
§ 200.320(a)(1)(iii)-(iv). The federal simplified acquisition threshold is currently
$250,000, and a non-state entity may use a lower threshold but may not exceed the
federal threshold when using small purchase procedures under a FEMA award.

See 2 C.F.R. §§ 200.216, 200.471, and Appendix II as well as section D.13.a of the
NOFO regarding prohibitions on covered telecommunications equipment or services.

b. Competition and Conflicts of Interest
Among the requirements of 2 C.F.R. § 200.319(b) applicable to all non-federal entities
other than states, in order to ensure objective contractor performance and eliminate
unfair competitive advantage, contractors that develop or draft specifications,
requirements, statements of work, or invitations for bids or requests for proposals must
be excluded from competing for such procurements. FEMA considers these actions to
be an organizational conflict of interest and interprets this restriction as applying to
contractors that help a non-federal entity develop its grant application, project plans, or
project budget. This prohibition also applies to the use of former employees to manage
the grant or carry out a contract when those former employees worked on such activities
while they were employees of the non-federal entity.

Under this prohibition, unless the non-federal entity solicits for and awards a contract
covering both development and execution of specifications (or similar elements as
described above), and this contract was procured in compliance with 2 C.F.R. §§
200.317 - 200.327, federal funds cannot be used to pay a contractor to carry out the
work if that contractor also worked on the development of those specifications. This
rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees.

Additionally, some of the situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Per 2 C.F.R. § 200.319(c), non-federal entities other than states must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed SLTT geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Under 2 C.F.R. § 200.318(c)(1), non-federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity. If the recipient or subrecipient (other than states) has a parent, affiliate, or subsidiary organization that is not a state, local, tribal, or territorial government, the non-federal entity must also maintain written standards of conduct covering organizational conflicts of interest. In this context, organizational conflict of interest means that because of a
relationship with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The non-federal entity must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

c. Supply Schedules and Purchasing Programs
Generally, a non-federal entity may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement.

iii. General Services Administration Schedules
States, tribes, and local governments, and any instrumentality thereof (such as local education agencies or institutions of higher education) may procure goods and services from a General Services Administration (GSA) schedule. GSA offers multiple efficient and effective procurement programs for state, tribal, and local governments, and instrumentalities thereof, to purchase products and services directly from pre-vetted contractors. The GSA Schedules (also referred to as the Multiple Award Schedules and the Federal Supply Schedules) are long-term government-wide contracts with commercial firms that provide access to millions of commercial products and services at volume discount pricing.


For tribes, local governments, and their instrumentalities that purchase off of a GSA schedule, this will satisfy the federal requirements for full and open competition provided that the recipient follows the GSA ordering procedures; however, tribes, local governments, and their instrumentalities will still need to follow the other rules under 2 C.F.R. §§ 200.317 – 200.327, such as solicitation of minority businesses, women's business enterprises, small businesses, or labor surplus area firms (§ 200.321), domestic preferences (§ 200.322), contract cost and price (§ 200.324), and required contract provisions (§ 200.327 and Appendix II).

iv. Other Supply Schedules and Programs
For non-federal entities other than states, such as tribes, local governments, and nonprofits, that want to procure goods or services from a state supply schedule, cooperative purchasing program, or other similar program, in order for such procurements to be permissible under federal requirements, the following must be true:

- The procurement of the original contract or purchasing schedule and its use by the non-federal entity complies with state and local law, regulations, and written procurement procedures;
- The state or other entity that originally procured the original contract or purchasing schedule entered into the contract or schedule with the express
purpose of making it available to the non-federal entity and other similar types of entities;
- The contract or purchasing schedule specifically allows for such use, and the work to be performed for the non-federal entity falls within the scope of work under the contract as to type, amount, and geography;
- The procurement of the original contract or purchasing schedule complied with all the procurement standards applicable to a non-federal entity other than states under at 2 C.F.R. §§ 200.317 – 200.327; and
- With respect to the use of a purchasing schedule, the non-federal entity must follow ordering procedures that adhere to applicable state, tribal, and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200.

If a non-federal entity other than a state seeks to use a state supply schedule, cooperative purchasing program, or other similar type of arrangement, FEMA recommends the recipient discuss the procurement plans with its FEMA Program Analyst.

d. Procurement Documentation

Per 2 C.F.R. § 200.318(i), non-federal entities other than states and territories are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, contract type, contractor selection or rejection, and the basis for the contract price. States and territories are encouraged to maintain and retain this information as well and are reminded that in order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g).

Examples of the types of documents that would cover this information include but are not limited to:
- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments, including required contract provisions; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.

6. Record Retention
   a. Record Retention Period

Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award generally must be maintained for at least three years from the date the final FFR is submitted. See 2 C.F.R. § 200.334. Further, if the recipient does not submit a final FFR and the award is administratively closed, FEMA uses the date of administrative closeout as the start of the general record retention period.
The record retention period may be longer than three years or have a different start date in certain cases. These include:

- Records for real property and equipment acquired with federal funds must be retained for three years after final disposition of the property. See 2 C.F.R. § 200.334(c).

- If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. See 2 C.F.R. § 200.334(a).

- The record retention period will be extended if the recipient is notified in writing of the extension by FEMA, the cognizant or oversight agency for audit, or the cognizant agency for indirect costs. See 2 C.F.R. § 200.334(b).

- Where FEMA requires recipients to report program income after the period of performance ends, the program income record retention period begins at the end of the recipient’s fiscal year in which program income is earned. See 2 C.F.R. § 200.334(e).

- For indirect cost rate proposals, cost allocation plans, or other rate computations records, the start of the record retention period depends on whether the indirect cost rate documents were submitted for negotiation. If the indirect cost rate documents were submitted for negotiation, the record retention period begins from the date those documents were submitted for negotiation. If indirect cost rate documents were not submitted for negotiation, the record retention period begins at the end of the recipient's fiscal year or other accounting period covered by that indirect cost rate. See 2 C.F.R. § 200.334(f).

b. Types of Records to Retain
FEMA requires that non-federal entities maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Canceled checks

Non-federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of any relevant documentation and records, including purchasing documentation along with copies of canceled checks for verification. See, e.g., 2 C.F.R. §§ 200.318(i), 200.334, 200.337.

In order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g). Non-federal entities who fail to fully document all purchases may find their
expenditures questioned and subsequently disallowed.

7. **Actions to Address Noncompliance**

Non-federal entities receiving financial assistance funding from FEMA are required to comply with requirements in the terms and conditions of their awards or subawards, including the terms set forth in applicable federal statutes, regulations, NOFOs, and policies. Throughout the award lifecycle or even after an award has been closed, FEMA or the pass-through entity may discover potential or actual noncompliance on the part of a recipient or subrecipient. This potential or actual noncompliance may be discovered through routine monitoring, audits, closeout, or reporting from various sources.

In the case of any potential or actual noncompliance, FEMA may place special conditions on an award per 2 C.F.R. §§ 200.208 and 200.339, FEMA may place a hold on funds until the matter is corrected, or additional information is provided per 2 C.F.R. § 200.339, or it may do both. Similar remedies for noncompliance with certain federal civil rights laws are authorized pursuant to 44 C.F.R. Parts 7 and 19.

In the event the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA might take other remedies allowed under 2 C.F.R. § 200.339. These remedies include actions to disallow costs, recover funds, wholly or partly suspend or terminate the award, initiate suspension and debarment proceedings, withhold further federal awards, or take other remedies that may be legally available. For further information on termination due to noncompliance, see the section on Termination Provisions in the NOFO.

FEMA may discover and take action on noncompliance even after an award has been closed. The closeout of an award does not affect FEMA’s right to disallow costs and recover funds as long the action to disallow costs takes place during the record retention period. See 2 C.F.R. §§ 200.334, 200.345(a). Closeout also does not affect the obligation of the non-federal entity to return any funds due as a result of later refunds, corrections, or other transactions. 2 C.F.R. § 200.345(a)(2).

The types of funds FEMA might attempt to recover include, but are not limited to, improper payments, cost share reimbursements, program income, interest earned on advance payments, or equipment disposition amounts.

FEMA may seek to recover disallowed costs through a Notice of Potential Debt Letter, a Remedy Notification, or other letter. The document will describe the potential amount owed, the reason why FEMA is recovering the funds, the recipient’s appeal rights, how the amount can be paid, and the consequences for not appealing or paying the amount by the deadline.

If the recipient neither appeals nor pays the amount by the deadline, the amount owed will become final. Potential consequences if the debt is not paid in full or otherwise resolved by the deadline include the assessment of interest, administrative fees, and penalty charges; administratively offsetting the debt against other payable federal funds;
and transferring the debt to the U.S. Department of the Treasury for collection.

FEMA notes the following common areas of noncompliance for FEMA’s grant programs:

- Insufficient documentation and lack of record retention.
- Failure to follow the procurement under grants requirements.
- Failure to submit closeout documents in a timely manner.
- Failure to follow EHP requirements.
- Failure to comply with the POP deadline.

8. Audits

FEMA grant recipients are subject to audit oversight from multiple entities including the DHS OIG, the GAO, the pass-through entity, or independent auditing firms for single audits, and may cover activities and costs incurred under the award. Auditing agencies such as the DHS OIG, the GAO, and the pass-through entity (if applicable), and FEMA in its oversight capacity, must have access to records pertaining to the FEMA award. Recipients and subrecipients must retain award documents for at least three years from the date the final FFR is submitted, and even longer in many cases subject to the requirements of 2 C.F.R. § 200.334. In the case of administrative closeout, documents must be retained for at least three years from the date of closeout, or longer subject to the requirements of 2 C.F.R. § 200.334. If documents are retained longer than the required retention period, the DHS OIG, the GAO, and the pass-through entity, as well as FEMA in its oversight capacity, have the right to access these records as well. See 2 C.F.R. §§ 200.334, 200.337.

Additionally, non-federal entities must comply with the single audit requirements at 2 C.F.R. Part 200, Subpart F. Specifically, non-federal entities, other than for-profit subrecipients, that expend $750,000 or more in federal awards during their fiscal year must have a single or program-specific audit conducted for that year in accordance with Subpart F. 2 C.F.R. § 200.501. A single audit covers all federal funds expended during a fiscal year, not just FEMA funds. The cost of audit services may be allowable per 2 C.F.R. § 200.425, but non-federal entities must select auditors in accordance with 2 C.F.R. § 200.509, including following the proper procurement procedures. For additional information on single audit reporting requirements, see section F of this NOFO under the header “Single Audit Report” within the subsection “Additional Reporting Requirements.”

The objectives of single audits are to:

- Determine if financial statements conform to generally accepted accounting principles (GAAP);
- Determine whether the schedule of expenditures of federal awards is presented fairly;
- Understand, assess, and test the adequacy of internal controls for compliance with major programs; and
- Determine if the entity complied with applicable laws, regulations, and contracts or grants.
For single audits, the auditee is required to prepare financial statements reflecting its financial position, a schedule of federal award expenditures, and a summary of the status of prior audit findings and questioned costs. The auditee also is required to follow up and take appropriate corrective actions on new and previously issued but not yet addressed audit findings. The auditee must prepare a corrective action plan to address the new audit findings. 2 C.F.R. §§ 200.508, 200.510, 200.511.

Non-federal entities must have an audit conducted, either single or program-specific, of their financial statements and federal expenditures annually or biennially pursuant to 2 C.F.R. § 200.504. Non-federal entities must also follow the information submission requirements of 2 C.F.R. § 200.512, including submitting the audit information to the Federal Audit Clearinghouse within the earlier of 30 calendar days after receipt of the auditor’s report(s) or nine months after the end of the audit period. The audit information to be submitted include the data collection form described at 2 C.F.R. § 200.512(c) and Appendix X to 2 C.F.R. Part 200 as well as the reporting package described at 2 C.F.R. § 200.512(b).

The non-federal entity must retain one copy of the data collection form and one copy of the reporting package for three years from the date of submission to the Federal Audit Clearinghouse. 2 C.F.R. § 200.512; see also 2 C.F.R. § 200.517 (setting requirements for retention of documents by the auditor and access to audit records in the auditor’s possession).

FEMA, the DHS OIG, the GAO, and the pass-through entity (if applicable), as part of monitoring or as part of an audit, may review a non-federal entity’s compliance with the single audit requirements. In cases of continued inability or unwillingness to have an audit conducted in compliance with 2 C.F.R. Part 200, Subpart F, FEMA and the pass-through entity, if applicable, are required to take appropriate remedial action under 2 C.F.R. § 200.339 for noncompliance, pursuant to 2 C.F.R. § 200.505.
Appendix A – FY 2020 AFG Program Updates

Appendix A contains a brief list of changes between FY 2019 and FY 2020 to the AFG Program.

New for FY 2020
The FY 2020 AFG Program NOFO contains some changes to definitions, descriptions and priority categories. Changes to the FY 2020 AFG Program NOFO include:

- Under sections D – Application and Submission Information, E – Application Review Information, F – Federal Award Administration Information, G – DHS Awarding Agency Contact and Resource Information, and H – Additional Information:
  - Various grants management changes due to recent OMB revisions to 2 C.F.R., particularly regarding SAM registration, performance measures, procurement, closeout, and termination
- Under Federal Award Information:
  - Period of performance for AFG Program awards is 24 months
- Under Supporting Definitions:
  - Paid on-call/Stipend departments are added to the definition of Combination Fire Department
- Under Application Tips:
  - Explanation of AFG Program-approved seated riding positions was added
- Under Training Activity:
  - Rental of Audio/Visual equipment was added as eligible activity
- Under Operations and Safety Activity:
  - Radio over Internet Protocol (Rip) communication equipment was added as a Medium Priority
  - Integrated thermal imaging cameras were added under ineligible list under PPE category
- Under Modifications to Facility Activity:
  - Intruder alerting systems and deployment notification systems were added as ineligible
- Under Regional Applications:
  - Guidance requiring purchases from same vendor added
- Under EHP
  - Updated process for EHP added
• Under Award Administration Information (Appendix C):
  - Updated process for Economic Hardship Waiver added
  - Excess Funds Restrictions specifies High Priority items as eligible under this option
  - Updated instruction on supporting documentation is added for advance and reimbursement payment request
Appendix B – Programmatic Information and Priorities

Appendix B contains details on AFG Program information and priorities. Reviewing this information may help applicants make their application(s) more competitive.

A. Ineligible Applications and/or Organizations

FEMA considers two or more separate fire departments or nonaffiliated EMS organizations with different funding streams, personnel rosters, and EINs but sharing the same facilities as being separate organizations for the purposes of AFG Program eligibility. If two or more organizations share facilities and each submits an application in the same program area (i.e., Equipment, Modify Facilities, PPE, Training, and Wellness and Fitness Programs), FEMA reserves the right to review all of those program area applications for eligibility. This determination is designed to avoid the duplication of benefits.

Examples of ineligible applications and/or organizations include:

- Although fire departments and nonaffiliated EMS organizations may share some common program priorities, there are some restricted activities for nonaffiliated EMS organizations; nonaffiliated EMS organizations are not eligible to request any activity that is specific or unique to structural/proximity/wildland firefighting gear.
- Fire departments that are a Federal Government entity, or contracted by the Federal Government, and are solely responsible under a formally recognized agreement for suppression of fires on federal installations or land.
- Fire departments or nonaffiliated EMS organizations that are not independent entities but are part of, controlled by, or under the day-to-day operational command and control of a larger department, agency or AHJ.
  - However, if a fire department is considered to be the same legal entity as a municipality or other governmental organization, and otherwise meets the eligibility criteria, that municipality or other governmental organization may apply on behalf of that fire department as long as the application clearly states that the fire department is considered part of the same legal entity.
- Fire-based EMS organizations are not eligible to apply as a nonaffiliated EMS organization.
- Auxiliaries, hospitals or fire service associations or interest organizations that are not the AHJ over the applicant.
- State or local agencies, or subsets of any governmental entity, or any authority that do not meet the requirements as defined by 15 U.S.C. §2229(a), (c).
- If an applicant submits two or more applications for the same equipment or other eligible activity (for example, if an applicant submits two or more applications, one under the Regional activity, and one under the Operations and Safety activity for SCBA), both applications may be disqualified. If an applicant submits two separate applications for the same activity (i.e., two separate vehicle applications for exactly the same type of vehicle) during the same application period, both applications may be disqualified.
  - This is different from when where an entity is applying on behalf of other organizations that are agencies or instrumentalities of the applicant (e.g.,
multiple fire departments under the same county, city, borough, parish, or other municipality). In that situation, the applicant may request the same activity as long as the application clearly states which costs under the activity (including quantities if applicable) is for which agency/instrumentality. This is permissible even if that entity submits multiple applications across regional versus direct applications.

- Eligible applicants may submit only one application for each activity (Operations and Safety or Regional) but may submit for multiple projects within each activity. Under the Vehicle Activity, applicants may submit one application for vehicles for their department and one separate application for a Regional vehicle (the same vehicle may not be requested for both purposes). All submissions of duplicate applications may be disqualified.
- Dive teams, search and rescue squads, or similar organizations that do not provide medical transport.
- Fire departments, regional, or nonaffiliated EMS organizations that are for profit.

B. Supporting Definitions for this NOFO

AHJ is that person or office charged with enforcing the NFPA codes (Per NFPA101-2015 Edition: Life Safety Code).

Automatic Aid is a plan developed between two or more fire departments for immediate joint response on first alarms, (Per NFPA 1710 – 2016 edition and NFPA 1720 – 2014).

Career Fire Department, as defined in 15 U.S.C. § 2229, means a fire department that has an all-paid force of firefighting personnel other than paid-on-call firefighters.

Combination Fire Department, as defined in 15 U.S.C. § 2229, means a fire department that has paid firefighting personnel and volunteer firefighting personnel. FEMA considers a fire department with firefighting personnel paid a stipend on a per event basis, or paid on-call, to be a combination fire department.

Mutual Aid is a written intergovernmental agreement between agencies and/or jurisdictions stating that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner (NFPA 1710 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments, 2016 edition and NFPA 1720 Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments, 2014 Edition).

Metro Department is a metropolitan fire department that has a minimum staffing of 350 career firefighters as defined by the International Association of Fire Chiefs (IAFC). DHS/FEMA collects information on metro departments for statistical purposes only. Status as a metro department is not a factor in scoring or funding.

Primary First Due is a geographic area surrounding a fire station in which a company from
That station is projected to be first to arrive on the scene of an incident. NFPA 1710; 3.3.28. [https://www.nfpa.org/Codes-and-Standards/All-Codes-and-Standards/Free-access](https://www.nfpa.org/Codes-and-Standards/All-Codes-and-Standards/Free-access).

**Volunteer fire department**, as defined in 15 U.S.C. § 2229, means a fire department that has an all-volunteer force of firefighting personnel.

C. **Community Classifications**

The information the applicant organization supplies in Department Characteristics I and II of the AFG Program application determines whether the jurisdiction is identified by FEMA as urban, suburban, or rural. The community classification will determine the funding priority.

The US Census Bureau’s urban-rural classifications are fundamentally a delineation of geographical areas. For more information, please visit [https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html](https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html).

**FY 2020 demographics for determining urban, suburban, or rural include:**

<table>
<thead>
<tr>
<th>Community</th>
<th>Urban</th>
<th>Suburban</th>
<th>Rural</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population of primary first due response area</td>
<td>&gt;3,000 sq. mi. or 50,000 + population</td>
<td>1,000-2,999/sq. mi. or 25,000-50,000 population</td>
<td>0-999/sq. mi. or &lt;25,000 population</td>
</tr>
<tr>
<td>Water Supply (percentage of primary first due response area covered by hydrant service)</td>
<td>75-100% hydrants (municipal water)</td>
<td>50-74% hydrants</td>
<td>&lt;50% hydrant</td>
</tr>
<tr>
<td>Land Use within primary first due response area</td>
<td>&lt;25% for agriculture (based on zoning) industrial and commercial combined &gt;50%</td>
<td>25-49% used for agriculture (based on zoning) industrial and commercial combined &gt;25%-49%</td>
<td>50% used for agriculture (based on zoning) industrial and commercial combined &lt;25%</td>
</tr>
<tr>
<td>Square miles within primary first due response area per station</td>
<td>&lt;3 sq. mi. per station</td>
<td>3-9 sq. mi. per station</td>
<td>&gt;10 sq. mi. per station</td>
</tr>
</tbody>
</table>

D. **Application Tips**

The following information may be useful when preparing a competitive application:

- NFPA – “FREE ACCESS” - As part of its commitment to enhancing public safety and supporting the emergency responder, the NFPA makes its codes and standards available online for free. Please visit: [http://www.nfpa.org/freeaccess](http://www.nfpa.org/freeaccess).
• Regional Applicants are eligible to only apply for Training, Equipment, and/or PPE within Operations and Safety, and Vehicle Acquisition, and Wellness & Fitness.
• SFTA Applicants are only eligible to apply for Equipment, and/or PPE within Operations and Safety, and Vehicle Acquisition.
• Successful Regional applicants will be subject to the funding limitations based on the total population served by the host and participating partners. Any Regional award made will impact or be included in the host organization’s funding limitations.
• Applications differ based on the applicant type. For example, the SFTA application for a vehicle will be different from the fire department application for a vehicle. Be sure to select the appropriate applicant type when applying.
• Fire Departments or nonaffiliated EMS organizations that are part of a larger organization with a broader scope should apply through the larger organization to avoid limiting eligible activities. For example, a rescue squad that periodically participates in structural firefighting and that belongs to a county fire and rescue agency should apply through the county for structural PPE; in other words, the county should apply on behalf of the rescue squad.
• FEMA recognizes the number of seated riding positions in front line apparatus as a reasonable measurement of the quantity of PPE or relevant equipment (radios, etc.) to be funded. Exceptions to the front-line seated riding position count may be considered by FEMA if compelling need to include seated riding positions in reserve apparatus can be demonstrated and justified. Applicants that seek to include reserve apparatus seated riding positions in the total seated riding position count must submit a justification narrative.

E. Restrictions on Use of Award Funds
• No AFG Program funds may be used to support hiring (part-time or full-time), salaries, benefits, or fringe benefits (including but not limited to contributions for social security, insurance, workers’ compensation, pension, or retirement plans) for any personnel.
• Documented back fill and/or overtime/lost wages costs to support awarded training activities are allowable personnel expenses.
• Instructor’s rates/base rates should be provided as part of the application narrative, as well as the market researched competitive rate for delivering the requested training.
• If the instruction provided for an awarded training activity is delivered by an existing member(s) of the recipient’s organization, only the established base rate of compensation, without benefits or overtime, may be eligible for reimbursement.
• Recipients are encouraged to allow other organizations to benefit from an awarded activity; e.g., filling another organization’s SCBA cylinders using a grant funded compressor, or cleaning another organization’s turnout gear, or offering excess capacity training opportunities (if recipients choose to include costs associated with shared benefit [e.g., backfill, overtime, tuition] for members outside of their department, they must apply as a Regional application).
• Under the Operations and Safety Activity, when requesting additional funding in the request detail section of an application, items being requested may only be from that same Activity’s area. Furthermore, improperly requesting a grant award for an
activity that is not an Operations and Safety Activity may disqualify the request, for example:
- Do not request a cascade system under PPE (cascade systems are classified as equipment).
- Do not request Rapid Intervention Team (RIT) packs under PPE (RIT packs are classified as equipment).
- Do not request a Personal Safety/Rescue Bailout System under equipment (a Personal Safety/Rescue Bailout System is classified as PPE).

F. Funding Priorities

I. Operations and Safety – Training Overview

FEMA has determined that hands-on, instructor-led training that meets a national, state, or DHS adopted standard and results in a national or state certification provides the greatest training benefit.

All of the following are considerations in pre-scoring and peer review determinations: HIGH (H), MEDIUM (M), LOW (L)

<table>
<thead>
<tr>
<th>Fire Department and Regional Training Priorities by Purpose</th>
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</thead>
<tbody>
<tr>
<td><strong>H</strong></td>
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<td><strong>H</strong></td>
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<td><strong>H</strong></td>
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<td><strong>H</strong></td>
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<tr>
<td><strong>M</strong></td>
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<tr>
<td><strong>M</strong></td>
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<tr>
<td><strong>L</strong></td>
</tr>
</tbody>
</table>
## Fire Department and Regional Training Priorities by Course Type

<table>
<thead>
<tr>
<th>Training</th>
<th>NFPA #</th>
<th>Urban</th>
<th>Suburban</th>
<th>Rural</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFPA 1001 (firefighter I, II)</td>
<td>1001</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>NFPA (instructor)</td>
<td>1041</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>NFPA 472 (Hazmat operations)</td>
<td>472/1072</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>NFPA 1581 (infection control)</td>
<td>1581</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Confined space (awareness)</td>
<td>1670</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Wildland firefighting (basic)</td>
<td>1143</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Wildland firefighting certification (red card)</td>
<td>1051/1143</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Wildland Fire Officer</td>
<td>1051</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Rapid intervention training</td>
<td>1407</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>NFPA (officer)</td>
<td>1021</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Emergency Medical Responder</td>
<td></td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Firefighter safety and survival</td>
<td>1407</td>
<td>H</td>
<td>H</td>
<td>H</td>
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<tr>
<td>Safety officer</td>
<td>1521</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Driver/operator</td>
<td>1002</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
</tbody>
</table>

## Fire Department and Regional Training Priorities

<table>
<thead>
<tr>
<th>Training</th>
<th>NFPA #</th>
<th>Urban</th>
<th>Suburban</th>
<th>Rural</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire prevention</td>
<td>1037/1730</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Fire inspector</td>
<td>1031</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Fire investigator</td>
<td>1033</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Fire educator</td>
<td>1035</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>NIMS/Incident Command System (ICS)</td>
<td>1561</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Emergency scene rehab</td>
<td>1584</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Critical Incident debriefing/Crisis Intervention</td>
<td>1500/1583</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Any training to a National/State or NFPA standards</td>
<td></td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Fire Department and Regional Training Priorities by Course Type</td>
<td></td>
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<td>---------------------------------------------------------------</td>
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<td></td>
</tr>
<tr>
<td>Compliance with federal/state-mandated program</td>
<td>H</td>
<td>H</td>
<td>H</td>
<td></td>
</tr>
<tr>
<td>Rescue Technician</td>
<td>1006/1670</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Emergency Medical Technician</td>
<td>H</td>
<td>H</td>
<td>H</td>
<td></td>
</tr>
<tr>
<td>Advanced Emergency Medical to Paramedic</td>
<td>H</td>
<td>H</td>
<td>H</td>
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<tr>
<td>Paramedic to Community Paramedic</td>
<td>H</td>
<td>H</td>
<td>H</td>
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</tr>
<tr>
<td>Vehicle rescue</td>
<td>1670</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Another officer</td>
<td>1021</td>
<td>H</td>
<td>H</td>
<td>M</td>
</tr>
<tr>
<td>NFPA [Aircraft Rescue Firefighting (ARFF)]</td>
<td>1003/402</td>
<td>H</td>
<td>H</td>
<td>M</td>
</tr>
<tr>
<td>Weapons of Mass Destruction (WMD)</td>
<td>472/1072</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Mass casualty</td>
<td>H</td>
<td>H</td>
<td>H</td>
<td></td>
</tr>
<tr>
<td>Hazmat (technician)</td>
<td>472/1072</td>
<td>H</td>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Training to address a local risk not elevated to a national or state</td>
<td>M</td>
<td>M</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Specialized Training</td>
<td>M</td>
<td>M</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Maritime Firefighting</td>
<td>1405/1925/1005</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>Instructor-led training that does not lead to certification</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td></td>
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<tr>
<td>Self-taught courses</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Training not elevated to a national or state standard</td>
<td>E</td>
<td>E</td>
<td>E</td>
<td></td>
</tr>
</tbody>
</table>

**Funding Priorities for Fire Departments and Nonaffiliated EMS Organizations Training**

The AFG Program provides training grants to meet the educational and performance requirements of fire departments and nonaffiliated EMS personnel. Training should align with the U.S. National Highway Traffic Safety Administration (NHTSA), which designs and specifies a National Standard Curriculum for Emergency Medical Technician (EMT) training and the National Registry of Emergency Medical Technicians (NREMT), a private, central certifying entity whose primary purpose is to maintain a national standard (NREMT also provides certification information for paramedics who relocate to another state).
A higher priority is assigned to the following due to time and cost of upgrading an organization’s response level:

- Organizations seeking to elevate the response level from Emergency Medical Responder (EMR) to EMT.
- Organizations seeking to elevate the response level from Advanced EMT (AEMT) to Paramedic.
- Organizations seeking to train Community Paramedics: Organizations seeking to train a high percentage of the active EMRs will receive additional consideration when applying under the Training activity.

<table>
<thead>
<tr>
<th>Eligible Training Activities for Fire Departments and Regional Applications include but are not limited to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Train-the-trainer courses</td>
</tr>
<tr>
<td>- Alternative fuel firefighting</td>
</tr>
<tr>
<td>- Response to natural disasters</td>
</tr>
<tr>
<td>- Minor interior alterations (requested under Additional Funding and limited to $10,000 total expenditure to support the awarded Training activities (e.g., removal/construction of a non-weight bearing wall)</td>
</tr>
<tr>
<td>- Overtime expenses paid to career firefighters to attend training or to backfill positions for colleagues who are in training</td>
</tr>
<tr>
<td>- Rental of facilities to conduct training</td>
</tr>
<tr>
<td>- Rental of Audio/Visual equipment</td>
</tr>
<tr>
<td>- Travel expenses associated with attendance at a formal training course or conference (mileage, hotel, and lodging expenses)</td>
</tr>
<tr>
<td>- Compensation to volunteers (Fire and nonaffiliated EMS) for wages lost to attend training; there is no overtime or backfill for volunteers</td>
</tr>
<tr>
<td>- Tuition, exam/course fees, and certifications/certification expenses</td>
</tr>
<tr>
<td>- Purchase of training curricula and training services (instructors)</td>
</tr>
<tr>
<td>- Chemical Biological Radiological Nuclear and Explosive (CBRNE) awareness, performance, planning, and management</td>
</tr>
<tr>
<td>- Travel expenses associated with Type 3 Incident Management Teams (IMT) attending position development/mentoring assignment with national Type 2 or Type 1 IMTs</td>
</tr>
<tr>
<td>- Those supplies or expendables for one time-use items essential for an award's scope of work, such as foam, breaching materials (e.g., wood or sheetrock) for ventilation or rescue props, or the amount of fuel required to sustain an awarded live fire training activity, or per NFPA1403 Standard on Live Fire Training Evolutions, reasonable safety mitigations to a structure acquired for training</td>
</tr>
<tr>
<td>- Props (single-use or permanent) for training programs cannot exceed $50,000 for Operation and Safety requests. This does not apply to SFTA requests</td>
</tr>
</tbody>
</table>
### Ineligible Training Activities for Fire Departments and Regional Applications include but are not limited to:

- Construction of facilities (buildings, towers, sheds, etc.)
- Firefighting equipment or PPE, such as SCBA, used exclusively for training
- Remodeling not directly related to grant activities
- Any costs associated with planning and/or participating in formal or planned special event exercises to identify user needs, evaluate an organization’s performance capabilities, validate existing capabilities, or to facilitate coordination and asset sharing
- Firefighting equipment and PPE rental, as well as training facility personnel costs (such as facility maintenance, cleaning, safety officer services, etc.)
- Site preparation to accommodate or modify any training activity, facility, or prop that is a permanent or semi-permanent improvement, including but not limited to: landscaping, cutting or grading an access road, trenching, paving a training area, exterior stairs or sidewalks, or the installation of utilities is an ineligible and non-reimbursable Training activity
- Purchase or lease of real estate (this does not preclude departments from securing necessary training facilities such as classrooms, use of towers, training props, etc.)
- Purchase of Unmanned Aerial Vehicles (UAVs) and Drones
- Food and beverages

### Eligible Nonaffiliated EMS Training Activities include but are not limited to:

- EMR
- EMT
- Advanced EMT (AEMT)
- AEMT to Paramedic
- Paramedic (Applicant must clearly demonstrate plan to accomplish paramedic training within the period of performance)
- Community Paramedics (Paramedics with Primary Care certification)
- Travel expenses associated with attendance at a formal training course or conference (air/rail transportation, mileage, hotel/lodging expenses), Note: Food and beverages are ineligible travel expenses
- Attendance at formal training forums or conferences providing continuing education credits, etc.
- Overtime expenses paid to career nonaffiliated EMS responders to attend training or to backfill positions for colleagues who are in training
- Compensation to volunteers (Fire and nonaffiliated EMS) for wages lost to attend training; there is no overtime or backfill for volunteers
- Supplies or expendables or one-time use items essential to complete the training activity of a nonaffiliated EMS award’s scope of work. Examples include bandages, splints, expendable respiratory supplies, etc.
II. **Operations and Safety - Equipment Overview**

AFG Program grants fund equipment for effective response, firefighting, rescue, and emergency medical operations to enhance the public safety.

Requests to replace obsolete or damaged equipment should enable the applicant to meet a consensus standard (e.g., a personal SCBA face piece for every operational member of an organization).

**Reminder:** When requesting training for any items in this section, enter the request under “Other” within “Additional Funding” in the “Request Details” section of the application. Make sure to identify the type and scope of training, time frame, etc. in the explanation section of additional funds. Training must be specific to the use of the equipment (i.e., vendor training) and not duplicative of courses listed under the Training activity.

**NOTE:**
- Accountability systems are located under equipment activity.
- All simulators, tow vehicles, and all mobile or fixed fire/evolution props (e.g., burn trailers, forcible entry, or rescue/smoke mazes) are located under the equipment activity.

**All of the following are considerations in pre-scoring and peer review determinations:**

**NOTE:** Equipment product lifecycles are assigned an age category of Short (5-7 years), Intermediate (8-14 years), or Long (15-20 years). These age categories are used to compare like types of equipment of a similar age category. Under this system, an item that should have a useful life of 10 years is only compared against other items that have a similar lifecycle. An application does not score higher or lower based on the product lifecycle of an item. It only serves to ensure a more even scoring of equipment based on type.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Age Category</th>
<th>Fire and Fire Regional</th>
<th>SFTA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>H</strong></td>
<td>Intermediate</td>
<td>Air Compressor/Fill Station/Cascade System (Fixed or Mobile) for filling SCBA</td>
<td>Air Compressor/Fill Station/Cascade System (Fixed or Mobile) for filling SCBA</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Long</td>
<td>Appliance(s)/Nozzle(s)/ Foam Educators</td>
<td>Appliance(s)/Nozzle(s)/ Foam Educators</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Long</td>
<td>Basic Hand Tools (Structural/Wildland)</td>
<td>Basic Hand Tools (Structural/Wildland)</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Intermediate</td>
<td>Electric/Gas Powered Saws/Tools</td>
<td>Electric/Gas Powered Saws/Tools</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Short</td>
<td>Fit Tester</td>
<td>Fit Tester</td>
</tr>
<tr>
<td>Priority</td>
<td>Age Category</td>
<td>Fire and Fire Regional</td>
<td>SFTA</td>
</tr>
<tr>
<td>----------</td>
<td>--------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>H</td>
<td>Intermediate</td>
<td>Hose (Attack/Supply)</td>
<td>Hose (Attack/Supply)</td>
</tr>
<tr>
<td>H</td>
<td>Short</td>
<td>Inimmmately Dangerous to Life or Health (IDLH) Monitoring Equipment</td>
<td>IDLH Monitoring Equipment</td>
</tr>
<tr>
<td>H</td>
<td>Immediate</td>
<td>IDLH Protection for Investigators (This is single-use respiratory protection)</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Long</td>
<td>Ladders</td>
<td>Ladders</td>
</tr>
<tr>
<td>H</td>
<td>Short</td>
<td>Personal Accountability Systems</td>
<td>Personal Accountability Systems</td>
</tr>
<tr>
<td>H</td>
<td>Intermediate</td>
<td>PPE Washer/Extractor/Dryer</td>
<td>PPE Washer/Extractor/Dryer</td>
</tr>
<tr>
<td>H M</td>
<td>Intermediate</td>
<td>Props: For Fire Department applicants: M For Regional Applicants: H</td>
<td>Props - H</td>
</tr>
<tr>
<td>H</td>
<td>Intermediate</td>
<td>RIT Pack/Cylinder</td>
<td>RIT Pack/Cylinder</td>
</tr>
<tr>
<td>M</td>
<td>Intermediate</td>
<td>Generator – Portable</td>
<td>Generator – Portable</td>
</tr>
<tr>
<td>H</td>
<td>Intermediate</td>
<td>Ropes, Harnesses, Carabiners, Pulleys, etc.</td>
<td>Ropes, Harnesses, Carabiners, Pulleys, etc.</td>
</tr>
<tr>
<td>H M</td>
<td>Short</td>
<td>Simulators - M</td>
<td>Simulators - H</td>
</tr>
<tr>
<td>H</td>
<td>Short</td>
<td>Thermal Imaging Camera (Must be NFPA 1801 compliant)</td>
<td>Thermal Imaging Camera (Must be NFPA 1801 compliant)</td>
</tr>
<tr>
<td>H</td>
<td>Short</td>
<td>Software and LMS to support training</td>
<td>Software and LMS to support training</td>
</tr>
<tr>
<td>M</td>
<td>Short</td>
<td>Computers used in support of training</td>
<td>Computers used in support of training</td>
</tr>
<tr>
<td>M</td>
<td>Short</td>
<td>Vehicle Mounted Exhaust Systems</td>
<td>Vehicle Mounted Exhaust Systems</td>
</tr>
<tr>
<td>M</td>
<td>Short</td>
<td>Mobile computing devices intended to be used on scene (Tablets)</td>
<td>Mobile computing devices intended to be used on scene (Tablets)</td>
</tr>
</tbody>
</table>

**COMMUNICATIONS**

<p>| H        | Intermediate | Base Station (must be P-25 Compliant)                                                  | Base Station (must be P-25 Compliant)     |
| H        | Intermediate | Headsets                                                                                | Headsets                                  |
| H        | Intermediate | Mobile Radios (must be P-25 Compliant)                                                  | Mobile Radios (must be P-25 Compliant)    |
| H        | Intermediate | Mobile Repeaters (must be P-25 compliant)                                               | Mobile Repeaters (must be P-25 compliant)  |
| H        | Rural        | Intermediate Pagers (limited to number of active members)                               | Pagers (limited to number of active members) |</p>
<table>
<thead>
<tr>
<th>Priority</th>
<th>Age Category</th>
<th>Fire and Fire Regional</th>
<th>SFTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Intermediate</td>
<td>Portable Radios (must be P-25 compliant, limited to number of AFG approved seated positions)</td>
<td>Portable Radios (must be P-25 compliant, limited to number of AFG approved seated positions)</td>
</tr>
<tr>
<td>M</td>
<td>Intermediate</td>
<td>Mobile Data Terminal (MDT)</td>
<td>MDT</td>
</tr>
<tr>
<td>U/S</td>
<td>Intermediate</td>
<td>Pagers (limited to number of active members)</td>
<td>Pagers (limited to number of active members)</td>
</tr>
<tr>
<td>M</td>
<td>Short</td>
<td>Cell phones/carrier plans/software specifically to enable RoIP</td>
<td>Cell phones/carrier plans/software specifically to enable RoIP</td>
</tr>
</tbody>
</table>

**EMS EQUIPMENT**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Age Category</th>
<th>Fire and Fire Regional</th>
<th>SFTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Short</td>
<td>Airway Equipment (Non-Disposable)</td>
<td>Airway Equipment (Non-Disposable)</td>
</tr>
<tr>
<td>H</td>
<td>Short</td>
<td>Automated External Defibrillators (AEDs) BLS Level</td>
<td>AEDs BLS Level</td>
</tr>
<tr>
<td>H</td>
<td>Short</td>
<td>Automatic Chest Compression Device (CPR)</td>
<td>Automatic Chest Compression Device (CPR)</td>
</tr>
<tr>
<td>H</td>
<td>Short</td>
<td>EMS Training Aids</td>
<td>EMS Training Aids</td>
</tr>
<tr>
<td>H</td>
<td>Short</td>
<td>EMS/Rescue Equipment</td>
<td>EMS/Rescue Equipment</td>
</tr>
<tr>
<td>H</td>
<td>Short</td>
<td>Monitor/Defibrillator – 15 leads</td>
<td>Monitor/Defibrillator – 15 leads</td>
</tr>
<tr>
<td>H</td>
<td>Intermediate</td>
<td>Power Lift Cot</td>
<td>Power Lift Cot</td>
</tr>
<tr>
<td>H</td>
<td>Intermediate</td>
<td>Power Lift System</td>
<td>Power Lift System</td>
</tr>
<tr>
<td>H</td>
<td>Short</td>
<td>Pulse Oximeters</td>
<td>Pulse Oximeters</td>
</tr>
<tr>
<td>H</td>
<td>Short</td>
<td>Responder Rehab Equipment</td>
<td>Responder Rehab Equipment</td>
</tr>
<tr>
<td>E</td>
<td>Short</td>
<td>Portable Lift System (i.e., devices, hydraulic or electrical, used to assist with the lifting of patients that are not associated with cots)</td>
<td>Portable Lift System (i.e., devices, hydraulic or electrical, used to assist with the lifting of patients that are not associated with cots)</td>
</tr>
</tbody>
</table>

**EXTRICATION**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Age Category</th>
<th>Fire and Fire Regional</th>
<th>SFTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Intermediate</td>
<td>Cutter/Spreader</td>
<td>Cutter/Spreader</td>
</tr>
<tr>
<td>H</td>
<td>Intermediate</td>
<td>Vehicle Extrication Equipment</td>
<td>Vehicle Extrication Equipment</td>
</tr>
</tbody>
</table>

**HAZARDOUS MATERIALS**

(Hazmat)

<table>
<thead>
<tr>
<th>Priority</th>
<th>Age Category</th>
<th>Fire and Fire Regional</th>
<th>SFTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Intermediate</td>
<td>Basic Hazmat Response Equipment</td>
<td>Basic Hazmat Response Equipment</td>
</tr>
<tr>
<td>M</td>
<td>Intermediate</td>
<td>Decon, Clean-Up, Containment and Packaging Equipment</td>
<td>Decon, Clean-Up, Containment and Packaging Equipment</td>
</tr>
<tr>
<td>M</td>
<td>Short</td>
<td>Sampling Devices (Hazmat)</td>
<td>Sampling Devices (Hazmat)</td>
</tr>
<tr>
<td>Priority</td>
<td>Age Category</td>
<td>Fire and Fire Regional</td>
<td>SFTA</td>
</tr>
<tr>
<td>----------</td>
<td>--------------</td>
<td>------------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Intermediate</td>
<td>Skid Unit</td>
<td>Skid Unit</td>
</tr>
<tr>
<td><strong>M</strong></td>
<td>Intermediate</td>
<td>Air Quality Device</td>
<td>Air Quality Device</td>
</tr>
<tr>
<td><strong>M</strong></td>
<td>Intermediate</td>
<td>Boats</td>
<td>Boats</td>
</tr>
<tr>
<td><strong>M</strong></td>
<td>Short</td>
<td>Marine equipment (NFPA 1925: Standard on Marine Fire-Fighting Vessels) Marine equipment (NFPA 1925: Standard on Marine Fire-Fighting Vessels)</td>
<td></td>
</tr>
<tr>
<td><strong>M</strong></td>
<td>Intermediate</td>
<td>Mobile Generator</td>
<td>Mobile Generator</td>
</tr>
<tr>
<td><strong>M</strong></td>
<td>Intermediate</td>
<td>Portable Pump</td>
<td>Portable Pump</td>
</tr>
<tr>
<td><strong>E</strong></td>
<td>Short</td>
<td>Specialized Equipment (Other)</td>
<td>Specialized Equipment (Other)</td>
</tr>
</tbody>
</table>

**CBRNE EQUIPMENT**

| **E** | Short | CBRNE-related Equipment | CBRNE-related Equipment |
| **E** | Short | Non-Disposable Biological Detection | Non-Disposable Biological Detection |

**Tow Vehicles**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Age Category</th>
<th>Tow Vehicles</th>
<th>Applicant Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>H</strong></td>
<td>Long</td>
<td>Tow Vehicle</td>
<td>SFTA</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Long</td>
<td>Tow Vehicle</td>
<td>Regional</td>
</tr>
<tr>
<td><strong>E</strong></td>
<td>Long</td>
<td>Tow Vehicle</td>
<td>Fire Department</td>
</tr>
</tbody>
</table>

Note: Tow vehicles may be applied for under different application types with differing priority levels. Please reference the chart below when applying for tow vehicles.

**Communications**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Age Category</th>
<th>EMS</th>
<th>EMS Regional</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>H</strong></td>
<td>Intermediate</td>
<td>Base Station (must be P-25 Compliant)</td>
<td>Base Station (must be P-25 Compliant)</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Intermediate</td>
<td>Mobile Radios (must be P-25 Compliant)</td>
<td>Mobile Radios (must be P-25 Compliant)</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Intermediate</td>
<td>Mobile Repeaters (must be P-25 Compliant)</td>
<td>Mobile Repeaters (must be P-25 Compliant)</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Intermediate</td>
<td>Pagers (limited to number of active members)</td>
<td>Pagers (limited to number of active members)</td>
</tr>
<tr>
<td>Priority</td>
<td>Category</td>
<td>EMS</td>
<td>EMS Regional</td>
</tr>
<tr>
<td>----------</td>
<td>----------</td>
<td>-----</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Intermediate</td>
<td>Portable Radios (must be P-25 Compliant, limited to number of AFG approved seated positions)</td>
<td>Portable Radios (must be P-25 Compliant, limited to number of AFG approved seated positions)</td>
</tr>
<tr>
<td><strong>M</strong></td>
<td>Intermediate</td>
<td>MDT</td>
<td>MDT</td>
</tr>
<tr>
<td><strong>M</strong></td>
<td>Intermediate</td>
<td>Headsets</td>
<td>Headsets</td>
</tr>
<tr>
<td><strong>M</strong></td>
<td>Short</td>
<td>Cell phones/carrier plans/software specifically to enable RoIP</td>
<td>Cell phones/carrier plans/software specifically to enable RoIP</td>
</tr>
</tbody>
</table>

**EMS EQUIPMENT**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Category</th>
<th>EMS</th>
<th>EMS Regional</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>H</strong></td>
<td>Short</td>
<td>ALS/BLS Equipment</td>
<td>ALS/BLS Equipment</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Short</td>
<td>Airway Equipment (Non-Disposable)</td>
<td>Airway Equipment (Non-Disposable)</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Short</td>
<td>AEDs BLS Level</td>
<td>AEDs BLS Level</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Short</td>
<td>Automatic Chest Compression Device (CPR)</td>
<td>Automatic Chest Compression Device (CPR)</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Short</td>
<td>EMS Training Aids</td>
<td>EMS Training Aids</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Short</td>
<td>Monitor/Defibrillator - 15 leads</td>
<td>Monitor/Defibrillator - 15 leads</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Intermediate</td>
<td>Power Lift Cot</td>
<td>Power Lift Cot</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Intermediate</td>
<td>Power Lift System</td>
<td>Power Lift System</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Short</td>
<td>Responder Rehab Equipment</td>
<td>Responder Rehab Equipment</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td>Short</td>
<td>Suction</td>
<td>Suction</td>
</tr>
<tr>
<td><strong>M</strong></td>
<td>Short</td>
<td>Computers used in support of training</td>
<td>Computers used in support of training</td>
</tr>
<tr>
<td><strong>M</strong></td>
<td>Short</td>
<td>Mobile computing devices intended to be used on scene (tablets)</td>
<td>Mobile computing devices intended to be used on scene (tablets)</td>
</tr>
<tr>
<td><strong>E</strong></td>
<td>Short</td>
<td>Portable Lift System (i.e., devices, hydraulic or electrical, used to assist with the lifting of patients that are not associated with cots)</td>
<td>Portable Lift System (i.e., devices, hydraulic or electrical, used to assist with the lifting of patients that are not associated with cots)</td>
</tr>
<tr>
<td>Priority</td>
<td>Age Category</td>
<td>EMS</td>
<td>EMS Regional</td>
</tr>
<tr>
<td>----------</td>
<td>--------------</td>
<td>-----</td>
<td>--------------</td>
</tr>
<tr>
<td>M</td>
<td>Intermediate</td>
<td>Basic Hazmat Response Equipment</td>
<td>Basic Hazmat Response Equipment</td>
</tr>
<tr>
<td>M</td>
<td>Intermediate</td>
<td>Decon, Clean-Up, Containment and Packaging Equipment</td>
<td>Decon, Clean-Up, Containment and Packaging Equipment</td>
</tr>
<tr>
<td>M</td>
<td>Short</td>
<td>Sampling Devices (HazMat)</td>
<td>Sampling Devices (HazMat)</td>
</tr>
</tbody>
</table>

**Fire Department, Nonaffiliated EMS, Regional, and SFTA Equipment Priorities**

<table>
<thead>
<tr>
<th>Priority</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Obtain equipment to achieve minimum operational and deployment standards for existing missions. Applies to requests for equipment needed, and not currently owned, to achieve minimum operational and deployment standard for a department’s existing mission requirements. The AFG Program will only fund basic equipment not listed in NFPA 1901/1906 chapters 1 to 28.</td>
</tr>
<tr>
<td>H</td>
<td>Replace unusable/unrepairable equipment to meet current standard. Applies to equipment that is no longer usable because it is broken and/or damaged beyond repair. Replacement equipment requested under a grant must meet the most current and appropriate standards for that type of equipment.</td>
</tr>
<tr>
<td>H</td>
<td>Replace non-compliant equipment to current standard. Applies to equipment that is deemed obsolete and/or is out of compliance with current standards for that type of equipment. Equipment requested under this reason for purchase has not been deemed inoperable, and while it may not be compliant with current standards it is not broken, damaged, or otherwise unusable.</td>
</tr>
</tbody>
</table>
## Fire Department, Nonaffiliated EMS, Regional, and SFTA Equipment Priorities

<table>
<thead>
<tr>
<th>#</th>
<th>Priority</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Obtain equipment for new mission</td>
<td>Applies to requests for equipment supplies or inventories that are intended to fulfill minimum services requirements associated with new missions that a department is taking on and building the capability for but has not been previously fulfilled. For example, this may include, but is not limited to, establishing a new hazmat capability or Swift Water Rescue capability.</td>
</tr>
<tr>
<td>1E</td>
<td>Upgrade technology to current standard</td>
<td>Applies to requests for equipment that may or may not be owned, but newer technology is available.</td>
</tr>
</tbody>
</table>

## Additional Considerations for Fire Department, Nonaffiliated EMS, Regional, and SFTA Equipment Priorities

- Equipment that has a direct effect on firefighters’ health and safety
- Age of equipment considered for replacement
- Equipment that operationally benefits other jurisdictions
- Equipment that brings the department into compliance with a national recommended standard, (e.g., NFPA or statutory compliance like OSHA)

## Eligible Fire Department, Nonaffiliated EMS, Regional, and SFTA Equipment Activities include but are not limited to:

<table>
<thead>
<tr>
<th>Priority</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Training specific to the requested equipment</td>
</tr>
<tr>
<td>2</td>
<td>• Requested support activities for Equipment requiring supplies or expendables or “onetime” use items essential for an award’s scope of work, such as foam, breaching materials (e.g., wood or sheetrock) for ventilation or rescue props, or the amount of fuel required to sustain an awarded live fire training activity, or per NFPA1403 Standard on Live Fire Training Evolutions, reasonable safety mitigations to a structure acquired for training</td>
</tr>
<tr>
<td>3</td>
<td>• Shipping, taxes, assembly and installation of the requested equipment</td>
</tr>
<tr>
<td>4</td>
<td>• Extended warranties and service agreements if acquired concurrent with initial acquisition</td>
</tr>
<tr>
<td>5</td>
<td>• Minor interior alterations (requested under Additional Funding and limited to $10,000 total expenditure) to support the awarded Equipment activities (e.g., removal/construction of a non-weight bearing wall)</td>
</tr>
<tr>
<td>6</td>
<td>• Equipment for response to incidents involving CBRNE/WMD</td>
</tr>
</tbody>
</table>
Ineligible Fire Department, Nonaffiliated EMS, Regional, and SFTA Equipment Activities include but are not limited to:

<table>
<thead>
<tr>
<th>Ineligible Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction of facilities, such as buildings, towers, sheds to house communications</td>
</tr>
<tr>
<td>All fixed non-mobile repeaters or fixed site amplifiers</td>
</tr>
<tr>
<td>Sirens or other outdoor warning devices</td>
</tr>
<tr>
<td>Signage of any kind</td>
</tr>
<tr>
<td>Phones (telephone/satellite/cell)</td>
</tr>
<tr>
<td>Investments in emergency communications systems and equipment must meet applicable SAFECOM Guidance</td>
</tr>
<tr>
<td>Personal Safety/Rescue Bailout System (PPE)</td>
</tr>
<tr>
<td>Computer assisted dispatch (CAD) systems and software, geographic information systems (GIS), dispatch consoles, workstations and office furniture</td>
</tr>
<tr>
<td>Nonaffiliated EMS expendable supplies (including, but not limited to medications)</td>
</tr>
<tr>
<td>Utility Vehicles and All-Terrain Vehicles (UTV/ATV)</td>
</tr>
<tr>
<td>UAVs and Drones</td>
</tr>
<tr>
<td>Bomb disposal equipment and robots</td>
</tr>
<tr>
<td>Mobile radios for personally owned vehicles (except Chief Fire Officer’s personal vehicle if justified)</td>
</tr>
<tr>
<td>Those supplies or expendables or common one-time use items such as foam, soaps, disinfectant wipes, medical gowns/gloves, bandages, any drug, intravenous bags/liquids, defibrillator pads/electrodes, syringes, cervical collars, batteries, exhaust system filters and splints</td>
</tr>
<tr>
<td>Flashover or other simulators/props that do not meet NFPA 1402 or 1403 standard (homemade or aftermarket simulators)</td>
</tr>
<tr>
<td>Subscriptions, memberships, equipment rental or lease to purchase</td>
</tr>
</tbody>
</table>

**IMPORTANT:** The only eligible AFG Program activity for interoperable communications equipment is the acquisition of P-25 compliant equipment.

- P-25 compliant interoperable communications equipment has a digital platform that is programmable, scalable, and can communicate in analog mode with legacy radios, and in both analog and digital mode with other P-25 equipment. P-25 compliance enhances interoperability, allowing first responders to communicate with each other to coordinate their response to and mitigate all hazards.
- The procurement of interoperable communications equipment that does not meet P-25 compliance is unallowable.
- There are no waivers for P-25 waivers compliance. All recipients awarded activities with emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

It is the recipient's responsibility to obtain documented evidence that the equipment to be acquired has been tested and passed all the applicable P-25...
requirements and the recipient shall be able to produce such documentation to
FEMA upon request.

- AFG Program applicants are not required to identify a specific P-25-compliant
  product in their application narrative, but they must affirm that the interoperable
  communications equipment requested or acquired will be P-25 compliant.

**Note:** Recipients using FY2020 AFG Program funds to support emergency
communications activities should review and comply with the SAFECOM Guidance
for Emergency Communication Grants, including provisions on technical standards
that ensure and enhance interoperable communications. Communication equipment
(e.g., portable radios) would be included in this standard. Recipients investing in
emergency communications must ensure their projects support the Statewide
Communications Interoperability Plan (SCIP) for their state.

### III. Operations and Safety - Personal Protective Equipment (PPE) Overview

AFG Program funds used to acquire PPE may only be used to acquire compliant PPE
for firefighting and nonaffiliated EMS personnel. Only the acquisition of PPE
are eligible activities. The acquisition of used, refurbished or updated PPE will be
ineligible for reimbursement.

PPE requested should have the goal of increasing firefighter safety. When requesting
to replace noncompliant or inoperable/unsuitable/repairable PPE (e.g., Turnout Gear
and SCBA), applicants will be asked to provide the age of the items being replaced.
All PPE items in the current inventory must be accurately described and accounted for
in the application narrative.

Based in part on NFPA 1851, Standard on Selection, Care, and Maintenance of
Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting, in
order for PPE (to include SCBA) to be considered noncompliant, the items must be a
minimum of 2 NFPA cycles and 10 years of age or older from the date they were
manufactured.

<table>
<thead>
<tr>
<th>Training for requested PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Applicants must certify that all grant-funded PPE will only be used by</td>
</tr>
</tbody>
</table>
  sufficiently trained personnel (failure to meet this requirement will result in the |
  request for funding deemed ineligible). |
| - If applicants are requesting training to support a PPE activity, it must be entered |
  in the “Additional Funding” section within the “Request Details” section of the |
  application. |
| - Acquiring or replacing an individual SCBA face piece for each operational |
  member of an organization is High **H** Priority. To the extent a request for |
  additional face pieces exceeds any face pieces requested as part of an SCBA unit, |
that request should be entered as a separate request line item and will not be considered a request “to increase supplies” (e.g., the applicant has the need for 35 Face Pieces, and requested 25 SCBA Units, applicants should separately request 10 additional Face Pieces).

- FEMA considers a complete set of Structural/Proximity PPE Turnout Gear to be comprised of these NFPA 1971 or 1976 compliant components: one pair of pants, one coat, one helmet, two hoods, one pair of boots, two pairs of gloves, and one pair of suspenders, one pair of goggles. In the AHJ where additional PPE such as a Personal Safety/Rescue Bailout System is statutorily required, FEMA will consider all statutorily required items to be part of a complete PPE set.

- FEMA considers a complete set of EMS PPE Turnout Gear to be comprised of these NFPA 1999 compliant components: one pair of pants, one coat, one helmet, one pair of boots, one pair of gloves, one pair of suspenders and one pair of goggles.

- FEMA considers a complete set of Wildland PPE Turnout Gear to be comprised of these NFPA 1977 compliant components: one pair of pants, one coat, one jumpsuit, one helmet, one pair of boots, one pair of gloves, one pair of suspenders, one pair of goggles, one fire shelter, web gear, backpack and canteen/hydration system. (Note: funding is limited to (1) set of PPE Turnout Gear per person.)

- FEMA considers a complete SCBA unit to be comprised of a harness/backpack, one face piece and two cylinders. The following are considerations in pre-scoring and peer review determinations:

<table>
<thead>
<tr>
<th>Priority</th>
<th>Activity</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>Replace unusable/unrepairable PPE to meet current standard</td>
<td>Applies to PPE-Turnout Gear that is no longer usable because it is broken and/or damaged beyond repair. (This turnout gear is out-of-service and not being worn by emergency responders.) All PPE-Turnout gear requested under a grant must meet the appropriate standards for PPE-Turnout Gear. Departments requesting entire inventory replacement under this purpose will be required to provide documentation to validate inventory condition.</td>
</tr>
<tr>
<td>H</td>
<td>Increase supply for new hires and/or existing firefighters that do not have one set of turnout gear (PPE) or allocated seated positions (SCBA)</td>
<td>Applies to PPE-Turnout Gear for new firefighters (i.e. new hires or volunteer recruits) and/or existing firefighters that do not currently have one set of PPE-Turnout Gear.</td>
</tr>
</tbody>
</table>
### Fire Department, Nonaffiliated EMS, Joint/Regional, and SFTA PPE Priorities

| M | Replace noncompliant PPE to current standard | Applies to PPE-Turnout Gear that is deemed obsolete and/or is out of compliance with current standards for PPE-Turnout Gear. PPE-Turnout Gear to be replaced, it has not been deemed inoperable, and while it may not be compliant with current standards it is not broken, damaged, or otherwise unusable. |

### Fire Department, Nonaffiliated EMS, Regional, and SFTA SCBA Priorities

| H | Note: FEMA considers SCBA (PPE) noncompliant if it is a minimum of two NFPA cycles and 10 years of age or older, from the date of manufacture. |
|   | - Replace unusable or unrepairable equipment to current standard, NFPA 1981, 2002 Edition or prior. (These SCBA(s) are out-of-service and not being used by emergency responders). |
|   | - Increase supply for new hires and/or existing firefighters that do not have one set of SCBA for allocated seated positions. |
|   | - Funding every operational member with their own individual face piece. |
| M | - Replace noncompliant PPE to upgrade technology. |

### Additional Considerations for Fire Department, Nonaffiliated EMS, Regional, and SFTA SCBA Priorities

- Applicants will be required to provide the age of the PPE being replaced.
- Priority of the requested PPE is a factor.
- Call volume can contribute to the justification for new risk.
- Applicants with the oldest PPE and/or trying to bring the department into 100 percent NFPA compliance or the number of active members who will have compliant gear.

### PPE List

#### Structural/Proximity - H

<p>| American National Standards Institute (ANSI) Traffic Vests | Helmets |
| Boots | Hoods |
| Coats | Pants |
| Complete Set of Turnout Gear | Pass Devices |
| Gloves | Personal Safety/Rescue Bailout System |
| Goggles | Suspenders |</p>
<table>
<thead>
<tr>
<th>PPE List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Respiratory</strong> -</td>
</tr>
<tr>
<td>• Air-Line Unit</td>
</tr>
<tr>
<td>• Face Pieces</td>
</tr>
<tr>
<td>• Respirators</td>
</tr>
<tr>
<td><strong>Wildland</strong> -</td>
</tr>
<tr>
<td>• Jumpsuits/Coveralls</td>
</tr>
<tr>
<td>• Boots</td>
</tr>
<tr>
<td>• Coats</td>
</tr>
<tr>
<td>• Pants</td>
</tr>
<tr>
<td>• Suspenders</td>
</tr>
<tr>
<td>• Hoods</td>
</tr>
<tr>
<td><strong>Specialized PPE</strong> -</td>
</tr>
<tr>
<td>• Ballistic Protective Equipment (BPE), which includes one vest, one helmet, one triage bag, one pair of goggles</td>
</tr>
<tr>
<td>• Chemical/Biological Suits (Must conform to NFPA 2012 edition)</td>
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<tr>
<td>• Encapsulated Suits</td>
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<thead>
<tr>
<th>Eligible Fire Department, Nonaffiliated EMS, Joint/Regional and SFTA PPE Activities include but are not limited to:</th>
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<tbody>
<tr>
<td>• ANSI approved retro-reflective highway apparel</td>
</tr>
<tr>
<td>• Training for requested PPE</td>
</tr>
<tr>
<td>• Customized helmet shields</td>
</tr>
<tr>
<td>• Level C suits</td>
</tr>
<tr>
<td>• Personal Safety/Rescue Bailout System</td>
</tr>
</tbody>
</table>
Ineligible Fire Department, Nonaffiliated EMS, Regional and SFTA PPE Activities include but are not limited to:

- Three-quarter length rubber boots
- Uniforms (formal/parade or station/duty) and uniform items (hats, badges, etc.)
- Rapid Intervention Packs
- Gear Bags
- Personal Safety/Rescue Bailout System for nonaffiliated EMS organizations
- Food and beverages
- Integrated thermal imaging cameras (TIC) with heads-up display

Note: Where bailout system is statutorily required, FEMA will consider all statutorily required items to be part of a complete PPE set

- Bomb disposal suits
- Any communications equipment (e.g., radios and pagers) in the PPE section
- Structural, proximity, wildland firefighting gear, or rescue and extrication gear for nonaffiliated EMS organizations
- Any decals, embroidery, engraving, flags, graphics, logos, vehicles, and PPE Turnout lettering that customizes awarded items beyond the normal expectation (except customized helmet shields)
- Funding is limited to one set of PPE Turnout Gear per person
- Equipment rental or lease to purchase

IV. Operations and Safety - Wellness and Fitness Overview

Wellness and Fitness activities are intended to strengthen emergency responders so that their mental, physical, and emotional capabilities are resilient enough to withstand the demands of all hazardous operations. In order to be eligible for funding, applicants must offer, or plan to offer, all five of the following Priority 1 activities as discussed in the table below.

Note: The AFG Program has added cancer screening programs as an eligible item.

Fire Department and Nonaffiliated EMS Wellness and Fitness Priorities

Priority 1 - Below are the five activities required for a complete Wellness and Fitness program.

- Initial medical exams
- Job-related immunization
- Annual medical and fitness evaluation
- Behavioral health
- Cancer Screening Program to meet NFPA 1582

NOTE: Applicants are encouraged to review NFPA 1583 for guidance on the minimum requirements for the development, implementation and management of a health-related fitness program.

Priority 2 - Applicants may only apply for Priority 2 Items if the applicant offers or is requesting a combination of the five activities required under Priority 1.
Fire Department and Nonaffiliated EMS Wellness and Fitness Priorities

- Candidate physical ability evaluation.
- Injury/illness rehab.
- Formal fitness, injury prevention.
- International Association of Fire Fighters (IAFF) or IAFC peer fitness trainer program, (including transportation, travel, overtime/backfill, and reasonable expenses associated with member participation in Train-the-Trainer for IAFC/IAFF and implementation of a peer fitness trainer programs). Core components included in a firefighter fitness assessment include:
  - Aerobic Capacity
  - Body Composition
  - Muscular Strength
  - Muscular Endurance, and
  - Flexibility

Departments that have some of the Priority 1 programs in place must apply for funds to implement the missing Priority 1 programs before applying for funds for any additional program or equipment within this activity. In addition, for all AFG Programs, all grant-funded physicals (except those for explorers) must meet NFPA 1582 standards (Chapter 6, Medical Evaluations of Candidates 6.1 and Chapter 9, Essential Job Tasks — Specific Evaluation of Medical Conditions in Members). The cost of physicals should be based on local physician or health center prices. Detailed information on implementing NFPA 1582 physicals can be found at https://www.fstaresearch.org/roadmap.

Applicants should note that FEMA is working with the NFPA Technical Committee on Fire Service Occupational Safety and Health to evaluate whether the NFPA 1582 standard complies with applicable federal civil rights laws. No decisions have been made and FEMA will issue additional guidance if and when more information becomes available.

NOTE: Simultaneous requests for Priority 1 and Priority 2 activities will receive a lower funding consideration than requests that complete the bundle of the five Priority 1 activities. Applicants should review Health Related Fitness Programs as outlined in NFPA 1583 which is summarized below.

**NFPA 1583 Standards on Health-Related Fitness Programs for Fire Department Members**

**Scope.** This standard establishes the minimum requirements for the development, implementation, and management of a health-related fitness program (HRFP) for members of the fire department involved in emergency operations.

**Purpose.**

The purpose of this standard is to provide the minimum requirements for a health-related fitness program for fire department members that enhances the members’ ability to perform occupational activities efficiently and safely and reduces the risk of injury, disease, and premature death.
This document is intended to help fire departments develop a health-related fitness program for fire department members that requires mandatory participation but is not punitive.

This document is not intended to establish physical performance criteria.

<table>
<thead>
<tr>
<th>Eligible Fire Department and Nonaffiliated EMS Wellness and Fitness activities include but are not limited to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The five Priority 1 items, initial medical exams, job-related immunization, annual medical and fitness evaluation, behavioral health and cancer screening.</td>
</tr>
<tr>
<td>• Behavioral health programs to include, but not limited to: Critical Incident Stress Management Programs or Employee Assistance Programs.</td>
</tr>
<tr>
<td>• Transportation expenses related to a member’s participation in offered Wellness and Fitness activities.</td>
</tr>
<tr>
<td>• Contractual costs (non-hiring) for personnel (such as nutritional counseling), physical fitness equipment (including shipping charges and sales tax, as applicable), and supplies directly related to physical fitness activities.</td>
</tr>
<tr>
<td>• Minor interior alterations (requested under Additional Funding and limited to $10,000 total expenditure) to support the awarded Wellness and Fitness activities (e.g., removal/construction of a non-weight bearing wall), will require EHP review.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ineligible Fire Department and Nonaffiliated EMS Wellness and Fitness activities include but are not limited to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fitness club memberships for participants or their families.</td>
</tr>
<tr>
<td>• Non-cash incentives, (e.g., t-shirts or hats of nominal value and vouchers to local businesses or time-off).</td>
</tr>
<tr>
<td>• Purchase of real estate.</td>
</tr>
<tr>
<td>• Cash incentives.</td>
</tr>
<tr>
<td>• Food and beverages</td>
</tr>
<tr>
<td>• Purchase of medical equipment that is not used as part of the Wellness and Fitness program.</td>
</tr>
<tr>
<td>• Contractual services for non-medical and/or non-licensed professionals for programs such as smoking cessation.</td>
</tr>
<tr>
<td>• Subscriptions and memberships.</td>
</tr>
</tbody>
</table>

V. **Operations and Safety – Modifications to Facilities Overview**

AFG Program funds may be used to modify fire stations and other facilities. New fire station construction is not eligible.

Eligible activities include source capturing exhaust, sprinkler, carbon monoxide alarms or smoke/fire detection systems – only for these types of systems and not multi-purpose systems that encompass ineligible features as described below.

All changes to facilities including major or minor modifications and equipment installations require EHP review.
The benchmark for eligibility does not apply to minor interior alterations (requested under Additional Funding and limited to $10,000 total expenditure) to support Training, or Wellness and Fitness activities (e.g., removal/construction of a non-weight bearing wall).

In recognition of the risks posed by exposure to diesel fumes, Source Capture Exhaust Extraction Systems (SCES) are an AFG High H Priority item for vehicle exhaust mitigation under Modification to Facilities.

An SCES is a system where exhaust gases from a vehicle are captured directly, via a conduit that attaches to/over the end of the vehicle’s exhaust system at the tailpipe. The captured exhaust gases are expelled through the attached conduit via mechanical/pneumatic means to the exterior of the building.

No modification may change the structure’s footprint or profile. If requesting multiple items, such as a sprinkler system and exhaust system, the funding for any projects or activities cannot cumulatively exceed $100,000 (Total Project Cost(s)) for any individual station. Eligible projects under this activity must have a direct effect on the health and safety of firefighters.

Note: Vehicle Mounted Exhaust Systems are now listed as a “medium” priority in the equipment activity.

All of the following are considerations in pre-scoring and peer review determinations:

<table>
<thead>
<tr>
<th>Eligible Fire Department and Nonaffiliated EMS Modifications to Facilities Priorities include but are not limited to:</th>
</tr>
</thead>
</table>
| H  
- Departments requesting source capture exhaust systems, sprinkler systems, carbon monoxide, or smoke/fire detection systems – only for these types of systems and not multi-purpose systems that encompass ineligible features as described below |
| M  
- Emergency generators, Air Quality Systems (AQSs)  
  Note: AQSs are fixed equipment that are air purifying, scrubbing, and/or air exchange systems |

<table>
<thead>
<tr>
<th>Ineligible Fire Department and Nonaffiliated EMS Modifications to Facilities activities include but are not limited to:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
- Station maintenance  
- Resurfacing bay floors  
- Security systems, or other alerting systems of similar purpose designed to notify fire stations of unauthorized access or provide deployment notifications or multi-purpose systems that include any of these features even if they also include otherwise eligible features  
- Interior remodeling not pertaining to the requested project(s)  
- Food and beverages |
<table>
<thead>
<tr>
<th>Facility Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staffed</td>
</tr>
<tr>
<td>Facilities with sleeping quarters</td>
</tr>
<tr>
<td>Facilities without sleeping quarters</td>
</tr>
<tr>
<td>Not on a regular basis</td>
</tr>
<tr>
<td>Training facilities and marine fire facilities</td>
</tr>
</tbody>
</table>
G. **Regional Applications**

**Overview**
A Regional application is an opportunity for a Fire Department or a Nonaffiliated EMS (NAEMS) organization to act as a host and apply for funding on behalf of itself and any number of other participating AFG Program eligible organizations (a NAEMS organization who is a host regional applicant can only host other NAEMS organizations). A Fire Department that serves as host regional applicant can apply on behalf of other eligible fire departments and NAEMS organizations within the same application. SFTAs are not eligible to apply under the Regional activity. Eligible Regional activities are Vehicle Acquisition and Operations and Safety (but only for Training, Equipment, Wellness and Fitness, and PPE activities). Regional activities should achieve cost effectiveness, support regional efficiency and resilience, and benefit more than one local jurisdiction (county, parish, town, township, city or village) directly from the activities implemented with the grant funds. To align with the stated program objective of fostering interoperability (see Section A), departments and agencies party to regional applications must use the same vendor.

The community identification characteristic (e.g., Rural, Urban, or Suburban) and the organizational status of the host applicant (e.g., Career, Combination, or Volunteer) will be entered and used for the regional application, regardless of the composition of the participating partners.

Regional populations served are the aggregate of the geographically fixed primary first due response areas of the host and participating partner organizations.

Neither the regional host nor any participating partner is prevented from also applying on behalf of their own organization for any AFG Program activity (Vehicle Acquisition or Operations and Safety) however, it cannot be for the same item. For example, a department cannot apply for PPE under its own organization and participate in a regional PPE application.

In the application narrative, a Regional host must include a list of all the AFG Program eligible participating organizations benefitting from a proposed Regional project, including validated points of contact, each organization’s EIN, and clear and detailed information on the regional activities requested.

Host organizations should provide specific details, fully explaining the distribution of any grant-funded acquisitions or grant-funded contracted services, as well as the responsibilities between the host and the partner organizations.

In order to apply for a regional project, the host organization must agree, if awarded, to be responsible for all aspects of the grant. This includes, but is not limited to, cost share, accountability for the assets, and all reporting requirements in the regional application.

The host will be required to enter information that captures the macro demographics (e.g., total square miles) and master listings of information (e.g., combined SCBA inventories)
of the partners that serve the region.

All participants of a Regional applicant must be compliant with AFG Program requirements, including being current with past grants, closeouts, and other reporting requirements. Upon notification by the AFG Program Office, the host agency shall not distribute grant-funded assets or provide grant-funded contractual services to non-compliant partner organizations. The host and the delinquent partners will be notified by the AFG Program Office of their specific deficiency.

Regional host applicants and participating partner agencies must execute a MOU or equivalent document signed by the host and all participating organizations. The agreement should specify the individual and mutual responsibilities of the participating partners, the participant’s level of involvement in the project(s), and the proposed distribution of all grant funded assets and/or contracted services. Copies of the MOU will be requested during the technical evaluation of the application.

The MOU must specify the individual and mutual responsibilities of the host and participating partners, the host’s and participant’s level of involvement in the project(s), the participating partner’s EIN numbers, and the proposed distribution of all grant funded assets or contracted services. Any entity named in the application as benefiting from the award must be an eligible AFG Program organization and must be a party to the MOU or equivalent document.

II. Vehicle Acquisition

Overview
Vehicles purchased with AFG Program funds must be compliant with NFPA 1901 (Standard for Automotive Fire Apparatus), NFPA 1906 (Standard for Wildland Fire Apparatus), or NFPA 1917 or equivalent (Standard for Automotive Ambulances). Leases, loan payments, or installment plans to obtain a vehicle are not eligible acquisition activities under the AFG Program and will not be reimbursed.

Community Paramedic vehicles are non-transport vehicles and are not intended to have a dual role (e.g., as utility or support vehicles). There is nothing inherent in the delivery of community paramedic services that requires any emergency response packages (e.g., lights, sirens) or operational equipment (e.g., rescue tools, structural/wildland firefighting equipment); consequently, such activities are ineligible.

Applicants may apply for more than one vehicle. Requests cannot exceed the financial cap based on population listed in the application. If a department submits multiple types of applications, and more than one of those requests are approved, the department will be held to the same financial cap based on the population listed in the application.

When requesting more than one vehicle, applicants will be asked to fill out a separate line item and answer all the questions including a separate narrative for each vehicle. For example, if applicants are requesting to replace three ambulances, the applicant must fill out the age and vehicle identification number (VIN) of each vehicle being replaced. Applicants cannot use the same VIN in each line item.
In the case(s) when an applicant is not replacing a vehicle but only changing the service status of a vehicle(s), such as from first due to reserve, a VIN number is still required for the narrative and for the vehicle being reassigned.

Applicants requesting fire vehicles that do not have drivers or operators trained to NFPA 1002 or equivalent and are not planning to have a training program in place by the time the awarded vehicle(s) is delivered, will not receive a vehicle award.

Applicants requesting nonaffiliated EMS vehicles that do not have drivers or operators trained to the National Standard Emergency Vehicle Operator Curriculum (EVOC) developed by the United States Department of Transportation (DOT), or equivalent, and are not planning to have a training program in place by the time the awarded vehicle(s) is delivered, will not receive a vehicle award.

All applicants may request funding for a driver training program within the “Vehicle Acquisition” section but must add the request in the “Additional Funding” area in the “Request Details” section of the Vehicle Application.

All driver training program(s) must be in place prior to the delivery of the awarded vehicle(s) or the recipient will be considered in violation of the grant agreement. The pre-score evaluation criteria consider the department’s need for the vehicle based on the age/condition of current vehicles and/or the demands on the organization. All of the following are considerations in pre-scoring and peer review determinations:

<table>
<thead>
<tr>
<th>Priority</th>
<th>Urban Communities</th>
<th>Suburban Communities</th>
<th>Rural Communities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Aerial</td>
<td>• Aerial</td>
<td>• Aerial</td>
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<tr>
<td></td>
<td>• Ambulance</td>
<td>• Ambulance</td>
<td>• Ambulance</td>
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<tr>
<td></td>
<td>• Pumper</td>
<td>• Pumper</td>
<td>• Pumper</td>
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<tr>
<td></td>
<td>• Rescue Vehicle Light, Medium, or Heavy</td>
<td>• Tanker/Tender</td>
<td>• Tanker/Tender</td>
</tr>
<tr>
<td></td>
<td>• Non-Transport EMS (Community Paramedic/Healthcare)</td>
<td>• Rescue Vehicle Light, Medium or Heavy</td>
<td>• Non-Transport EMS (Community Paramedic/Healthcare)</td>
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<td></td>
<td>• Quint</td>
<td>• Quint</td>
<td>• Quint</td>
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<tr>
<td></td>
<td>• Brush Type III or larger</td>
<td>• Brush</td>
<td>• Brush</td>
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<tr>
<td>Eligible Fire Department, and SFTA Vehicle activities include but are not limited to the following Vehicle Priorities:</td>
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<tr>
<td>-------------------------------------------------</td>
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<tr>
<td>Command/Mobile Communications Vehicle</td>
<td>Command/Mobile Communications Vehicle</td>
<td>Command/Mobile Communications Vehicle</td>
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<tr>
<td>Hazmat Unit</td>
<td>Hazmat Unit</td>
<td>Hazardous Materials Unit</td>
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<tr>
<td>Air/Light Unit</td>
<td>Air/Light Unit</td>
<td>Air/Light Unit</td>
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<tr>
<td>Rehab Unit</td>
<td>Rehab Unit</td>
<td>Rescue Vehicle Light, Medium, or Heavy</td>
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<tr>
<td>ARFF</td>
<td>ARFF</td>
<td>ARFF</td>
<td></td>
</tr>
<tr>
<td>Foam Truck</td>
<td>Foam Truck</td>
<td>Foam Truck</td>
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<tr>
<td>Fire Rescue/Boat</td>
<td>Fire Rescue/Boat</td>
<td>Fire Rescue/Boat</td>
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<tr>
<td>Highway Safety Unit</td>
<td>Highway Safety Unit</td>
<td>Highway Safety Unit</td>
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<tr>
<td>Hybrid (i.e. Transport Engine)</td>
<td>Hybrid (i.e. Transport Engine)</td>
<td>Hybrid (i.e. Transport Engine)</td>
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<tr>
<td>Tanker/Tender</td>
<td>Fire Rescue/Boat</td>
<td>Fire Rescue/Boat</td>
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</table>

| Eligible Regional Vehicle activities for Fire Departments (ALL Community Types) |
|-------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| Aerial | Air/Light Unit | Bariatric Ambulance |
| Command/Mobile Communications Vehicle | Non-Transport EMS (Community Paramedic/Healthcare) | Rehab Unit |
| Rescue Vehicle Light, Medium or Heavy | Tow Vehicle (Applied for under equipment) | |
| Highway Safety Unit | Hazardous Materials Unit | Foam Truck |
Eligible Nonaffiliated EMS and Nonaffiliated Regional Vehicle activities

- Ambulances
- Bariatric Ambulance
- Non-Transport EMS (Community Paramedic/Healthcare)

Compliance with Standards

- Applicants must certify that unsafe vehicles will be permanently removed from service if awarded a grant. Acceptable uses of unsafe vehicles include farm, nursery, scrap metal, salvage, construction, or donation to a foreign entity
- New fire apparatus must be compliant with NFPA 1901 or 1906 for the year ordered/manufactured

Additional Considerations (to include, but not limited to)

- Age and mileage of the vehicle being replaced; older equipment receives higher consideration
- Age of the newest vehicle in the department’s fleet that is like the vehicle to be replaced
- Average age of the fleet; older equipment within the same class
- Call volume of primary first due response area or region
- Converted vehicles (with an emphasis on tanker/brush trucks) not designed or intended for use in the fire service departments that have automatic aid agreements, mutual aid agreements, or both. A converted vehicle is any vehicle that is not engineered to an NFPA standard, or not being used for its original design, or over its gross vehicle weight (GVW)
- Vehicles on loan to the organization in the application narrative but not in the organization’s inventory
- Damaged vehicles and out of service vehicles in the organization’s inventory
- Replacement of open cab/jump seat configurations

IMPORTANT

Upon accepting an offer of an award for Vehicle Acquisition under the AFG Program, grant recipients must submit a copy of their vehicle purchase contract to the designated Regional FPS or Program Analyst. To locate Regional FPSs or Program Analyst, please visit https://www.fema.gov/fire-grant-contact-information.

Applicants will be asked to scan document(s) into a PDF format and email them to the Regional FPS for inclusion in the grant file. Submitting a vehicle purchase contract will assist in the programmatic monitoring of an award and help ensure programmatic compliance with the Improper Payments Eliminations and Recovery Act of 2012 (Pub. L. No. 112-248). If recipients do not submit a vehicle purchase contract, they will be
unable to:

- Submit for an advance of federal funds for partial vehicle payment or chassis payment.
- Submit an amendment requesting a Period of Performance extension for the project.

Performance Bond Strongly Recommended: Performance bonds are strongly recommended but not required by the AFG Program. This is for any organization that is going to advance its own funds to their vendor prior to receipt of the vehicle. The bond may be obtained through the vendor or bank. The concept behind this is to ensure the applicant’s funds are not lost in the event of a vendor’s failure to perform, e.g., not finishing or delivering the vehicle or going out of business.

Prepayment Bond Required: AFG Program vehicle awardees are required to obtain a prepayment bond if the recipient plans to advance federal funds to their vendor for a down payment. This is to safeguard the federal funds against loss if the vendor goes out of business or fails to deliver the vehicle. Prepayment bonds may be obtained through the vendor or bank. The cost of a Prepayment Bond is a reimbursable activity under a vehicle acquisition award.

Penalty Clause Required: All contracts for any AFG Program-funded vehicle must contain a penalty clause. Non-delivery by the contract’s specified date, or other vendor nonperformance, will require a penalty that is no less than $100 per day until such time that the vehicle, compliant with the terms of the contract, has been accepted by the recipient.

Down Payment: A down payment for the purchase of a vehicle is allowable if required in the vehicle purchase contract, but FEMA will only allow up to 25 percent of the federal share to be drawn for this purpose.

Any costs over-and-above the 25 percent limit, such as the cost of a chassis or any other fees or services, must be borne by the recipient or deferred until final payment is drawn.

Federal funds may not be requested for any other payments to include, but not limited to: periodic or progress vehicle payments, loan payments, or the acquisition of NFPA 1901 compliant equipment for the awarded vehicle if they are being supplied under the vehicle contract. Purchases outside of the vehicle contract can be requested for payment, i.e. driver/operator training, physical exams for driver/operator, and NFPA 1901/1906 compliant equipment specific to the type of apparatus awarded.

Final Payment: To expedite the acquisition process, and prior to the vehicle being received, inspected, and accepted, the recipient may request the final vehicle payment as an advance payment request. However, the recipient shall not disburse or satisfy the vehicle obligation until after the vehicle is received, inspected, and accepted by the recipient.
**Vehicle Loans:** Pursuant to 2 C.F.R. § 200.313(a)(2), recipients may not encumber AFG Program-funded equipment unless approved by FEMA. For example, recipients may not use a vehicle funded with AFG Program funds as collateral for any type of financial loan unless approved by FEMA.

<table>
<thead>
<tr>
<th>Eligible Fire Department, Nonaffiliated EMS Organizations, Regional, and SFTA Vehicle activities include but are not limited to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Cost of vehicle</td>
</tr>
<tr>
<td>• Physicals to meet current NFPA 1582/US DOT 649 F</td>
</tr>
<tr>
<td>• Cost of associated equipment that is eligible under current NFPA 1901/1906</td>
</tr>
<tr>
<td>• Driver/operator training programs that meet applicable standards, current NFPA 1002 or EVOC, or equivalent</td>
</tr>
<tr>
<td>• Travel expenses (air/rail transportation, mileage, hotel/lodging) to inspect a requested vehicle during production (if justified in the Vehicles narrative)</td>
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<tr>
<td><strong>Note:</strong> Food and beverages are ineligible travel expenses</td>
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</tbody>
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<tr>
<th>Ineligible Fire Department, Nonaffiliated EMS Organizations, Joint/Regional, and SFTA Vehicle activities include but are not limited to:</th>
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<tbody>
<tr>
<td>• Leasing, rental, or installment purchase of any grant funded vehicle</td>
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<tr>
<td>• Aircraft, bulldozers, and construction-related equipment</td>
</tr>
<tr>
<td>• Using the vehicle being awarded as collateral for any financial loan</td>
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<tr>
<td>• Food and beverages</td>
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<tr>
<td>• UTVs and ATVs are not eligible</td>
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<tr>
<td>• UAVs and Drones</td>
</tr>
<tr>
<td>• Used or refurbished apparatus are ineligible activities under Vehicle Acquisition</td>
</tr>
<tr>
<td>• Converted vehicles not originally designed for firefighting are not eligible for refurbishment</td>
</tr>
</tbody>
</table>

**Example of vehicle types**

- Pumper (an apparatus that carries a minimum of 300 gallons of water and has a pump with the capacity to pump a minimum of 750 gallons per minute)
- Urban interface vehicles (Type I) pumper (300 gallons of water and 750 GPM)
- Ambulance (vehicle used for transporting patients)
- Tanker/Tender (an apparatus that has water capacity in excess of 1,000 gallons of water)
- Quint Aerial (an aerial ladder, elevating platform, or water tower that is designed to position personnel, handle materials, provide continuous egress, or discharge water)
- Quint (Fire apparatus with a permanently mounted fire pump, a water tank, a hose storage area, an aerial ladder or elevating platform with a permanently mounted waterway, and a complement of ground ladders)
- Aerial Ladder: Elevating platform, or water tower that is designed to position personnel, handle materials, provide continuous egress, or discharge water
Unsafe Vehicles
If applicants specify the vehicle(s) to be replaced are unsafe, they must certify that if awarded, the unsafe vehicle to be replaced will be permanently removed from emergency service response. Permanently removed from emergency service response means the recipient cannot use the vehicle being replaced for any emergency service response, nor can the recipient sell or otherwise transfer title to any individual or emergency service response organization that will use the unsafe vehicle for emergency service response.

A recipient who certifies it will remove an unsafe vehicle from service but then sells/transfers the unsafe vehicle to another emergency service response organization, or otherwise does not remove the unsafe vehicle from emergency service response, is considered to be in violation of the grant agreement.

Acceptable dispositions (donation or sale) of unsafe vehicles include, but are not limited to: a training facility (NO emergency response off the training grounds), farm use, construction or nursery use, sale to a non-emergency service response entity for refurbishment, scrap metal, salvage or foreign donation.
Appendix C: Award Administration Information

1. Appendix C contains detailed information on AFG Program Award Administration. Reviewing this information may help recipients in the programmatic and financial administration of their award(s).

Help FEMA Prevent Fraud, Waste, and Abuse

*If applicants or recipients have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, they should contact the DHS Office of Inspector General (OIG) Hotline at (800) 323-8603, by fax at (202) 254-4297, or email DHSOIGHOTLINE@dhs.gov.*

I. Economic Hardship Waivers of Cost Share and Maintenance of Effort

In cases of demonstrated economic hardship, and upon the request of the recipient, the Administrator may waive or reduce an AFG Program cost share or MOE requirement for certain recipients. (15 U.S.C. § 2229(k)(4)(A)) As required by statute, the Administrator of FEMA established guidelines for determining what constitutes economic hardship and published these guidelines at FEMA's website:

https://www.fema.gov/media-library-data/1519836401291-5ab3e7fc3eaca15bea8a68b5638e892d/Eco_Hardship_WaiverFPS_SAFARAFG_IB_FINAL.pdf

The applicant is required to submit documentation supporting their request for an Economic Hardship Waiver at the time of the application by attaching the supporting document to the grant application.

To receive and Economic Hardship Waiver the applicant must address the specific conditions as well as format the waiver request submission as specified in ‘Section III – Guidance, Part D: Eligibility – Demonstrating Economic Hardship’ of Information Bulletin No. 427.

Failure to provide documentation at the time of application or address the conditions or following the prescribed format in Information Bulletin No. 427 will result in a denial of the waiver.

II. Grant Writer/Preparation Fees

Fees for grant writers may be included as a pre-award expenditure. Fees payable on a contingency basis are not an eligible expense. For grant writer fees to be eligible as a pre-award expenditure, the fees must be specifically identified and listed within the “Request Details” section of the application. FEMA will only consider reimbursements for application preparation, not administration, up to, but not more than $1,500.

Pursuant to 2 C.F.R. Part 180, recipients may not use federal grant funds to reimburse any entity, including a grant writer or preparer, if that entity is presently suspended or debarred by the Federal Government from receiving funding under federally-funded...
grants or contracts. Recipients must verify that the contractor is not suspended or debarred from participating in specified federal procurement or nonprocurement transactions pursuant to 2 C.F.R. § 180.300.

By submitting the application, applicants are certifying all of the information contained therein is true and an accurate reflection of the organization, and that regardless of the applicant’s intent, the submission of information that is false or misleading may result in actions by FEMA. These actions include but are not limited to the submitted application not being considered for award, temporary withholding of funding under the existing award pending investigation, or referral to the DHS OIG.

Prior to submission of the application, please review all work produced by grant writers or other third parties for accuracy. In addition, in order to charge grant writer fees to the grant award, the fees must have been paid no later than 30 days after the end of the application period. The following documentation shall be provided to FEMA upon request:

i. A copy of the grant writer’s contract for services
ii. A copy of the invoice or purchase order
iii. A copy of the canceled check (front and back)

Failure to provide the requested documentation may result in the grant writer fee being deemed ineligible and the grant reduced accordingly.

NOTE: FEMA requires that all applicants identify any individual or organization that assisted with the development, preparation, or review of the application to include drafting or writing the narrative and budget, whether that person, entity, or agent is compensated or not and whether the assistance took place prior to submitting the application.

III. Maintenance and Sustainment for AFG Programs

The use of FEMA preparedness grant funds for the costs of repairs or replacement, as well as maintenance contracts, warranties, and user fees may be allowable.

The intent of eligible Maintenance and Sustainment activities is to provide direct support to the critical capabilities developed using FEMA and other DHS grants and support activities. Routine upkeep and the supplies, expendables, or one-time use items that support routine upkeep (e.g., gasoline, tire replacement, routine oil changes, monthly inspections or grounds and facility maintenance) are the responsibility of the recipient and may not be funded with AFG Program funding.

Generally, when purchasing a maintenance agreement, service contract, or extended warranty for systems or equipment, the period of coverage provided under such a plan may not extend beyond the period of performance of the grant with which the agreement, warranty or contract is purchased.
The duration of an extended warranty purchased incidental to the original purchase of the equipment may exceed the period of performance as long as the coverage purchased is consistent with that which is typically provided for, or available through, these types of agreements, warranties, or contracts. When purchasing a stand-alone warranty or extending an existing maintenance contract on an already-owned piece of equipment or system, coverage purchased may not exceed the period of performance of the award used to purchase the maintenance agreement or warranty. As with warranties and maintenance agreements, this policy extends to licenses and user fees as well.

Even if purchased incidental to the original purchase of the equipment, the duration of an extended maintenance agreement or warranty must also be reasonable for the type of equipment or system being purchased. For example, if a vendor offers a 10-year extended warranty incidental to the purchase of a piece of equipment, but the useful life of that equipment being purchased is five years, the purchase of a 10-year extended warranty would not be a reasonable cost and may not be charged to the grant.

IV. Taxes, Fees, Levies, and Assessments

Taxes, fees, levies, or assessments that the recipient is legally required to pay and is directly related to any eligible AFG Program acquisition activity may be charged to an AFG Program award pursuant to 2 C.F.R. § 200.470. These charges shall be identified and enumerated in the AFG application narrative, as well as the “Request Details” section of the acquisition activity.

Any avoidable and unreasonable costs that result from the action or inaction of a recipient (or recipient’s agent) or that prevent that recipient from enjoying any lawful exemption, waiver, or reduction of any tax, fee, levy, or assessment directly related to any eligible AFG Program acquisition activity, are not chargeable to any AFG Program award.

Example: Governmental entities and Public Safety Agencies are exempt from some Federal Communications Commission (FCC) fees*, but only if the eligible organization submits an exemption or waiver request to the FCC.

*Government entities are not required to pay FCC regulatory fees. Non-profit entities (exempt under Section 501 of the Internal Revenue Code) may also be exempt. The FCC requires that any entity claiming exempt status submit, or have on file with the FCC, a valid Internal Revenue Service Determination Letter documenting its nonprofit status or certification from a governmental authority attesting to its exempt status. For more information, please visit http://www.fcc.gov.

V. Excess Funds

After completing the initial project’s purpose in the recipient’s application, some recipients may have unexpended funds remaining in their budget. These excess funds may result from any combination of under-budget acquisition activities or competitive
procurement processes.

These cost-shared excess funds may be utilized to address an organization’s local needs or to mitigate identified capability gaps. FEMA expects excess funds to be obligated concurrent with an award’s period of performance to address a known or critical need.

**Excess Funds Restrictions**

In general, excess funds are limited to no more than $10,000 for any award. If you have any questions, contact the AFG Help Desk at 866-274-0960 or e-mail us at firegrants@fema.dhs.gov.

The $10,000 maximum is cumulative for any grant, regardless of the number of activities within the award, and will require no amendment except when the use of excess funds is for an eligible activity that would normally require an EHP review.

- Excess funds cannot be used to support Fire Prevention and Safety activities.
- Consistent with the funding priorities set by the panel of fire service professionals and stakeholders, excess funds are limited to the purchase of High Priority items only.
- The opportunity for excess funds is limited when the original uncompleted Scope of Work is changed via an Amendment.

**Example:** An award has a single activity (i.e., the acquisition of 50 SCBAs) that is reduced via Amendment. The federal participation and the recipient cost obligation are both reduced and any remaining unliquidated federal funds resulting from the reduction in quantity is not allowable as excess funds.

- Excess funds cannot be used for grant writer/preparer fees.
- Excess funds may only be used for allowable activities identified in the program guidance for that fiscal year’s grant cycle.

Exceptions to the $10,000 use may be considered by FEMA if urgent and compelling need that can be directly related to a demonstrated event impacting the health and safety of the firefighters within the department can be identified. This request must be submitted in writing via an amendment.

**VI. Payments and Amendments**

FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. AFG Program payment/drawdown requests are generated using FEMA GO. AFG Program payment/drawdown requests from state or local government entities will be governed by applicable federal regulations in effect at the time a grant is awarded to the recipient and may be either advances or reimbursements. Recipients should not expend funds until all special conditions listed on the grant award document have been met, including completion of EHP review, and the request for payment in FEMA GO has been approved. Recipients should draw down funds based upon
immediate disbursement requirements; however, FEMA strongly encourages recipients to draw down funds as close to disbursement or expenditure as possible to avoid accruing interest.

Non-federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of any relevant documentation and records, including purchasing documentation along with copies of cancelled checks for verification. See, e.g., 2 C.F.R. §§ 200.318(i), 200.334, 200.337.

Advances
Recipients shall be paid in advance, provided they maintain, or demonstrate the willingness and ability to maintain procedures to minimize the time elapsing between the transfer of funds and its disbursement by the recipient (not to exceed 30 days), and the financial management systems that meet the standards for fund control and accountability as established in 2 C.F.R. Part 200. The recipient shall include invoice(s) and/or purchase orders for advance AFG Program payment/drawdown requests. EHP review requirement must be met prior to advanced payments.

Although advance drawdown requests are permissible, recipients remain subject to applicable federal laws in effect at the time a grant is awarded to the recipient. Governing interest requirements include the Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200 and the Cash Management Improvement Act (CMIA) and its implementing regulations at 31 C.F.R. Part 205. Interest under CMIA will accrue from the time federal funds are credited to a recipient's account until the time the recipient pays out the funds for program purposes. For the rate to use in calculating interest, please visit Treasury Current Value rate at https://www.fiscal.treasury.gov/fsreports/rpt/cvfr/cvfr_home.htm.

Reimbursement
Payment by reimbursement is the preferred method when the requirements to be paid in advance, pursuant to 2 C.F.R. § 200.305, cannot be met. In accordance with U.S. Department of Treasury regulations at 31 C.F.R. Part 205, if applicable, the recipient shall maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of said funds. As a prerequisite of AFG Program approval for reimbursement requests, recipients shall include proof of purchase, in the form of a cancelled check or credit card transaction, and a final invoice(s) in each reimbursement AFG Program payment/drawdown request.

Rebates
Recipients shall disburse program income, rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments, in accordance with 2 C.F.R. § 200.305. The reduction of federal financial participation via rebates/refunds may generate excess funds for the recipient if the recipient previously obligated their Cost Share match based upon the original award figures. If the recipient previously obligated their original Cost Share prior to the rebate, then the recipient may have minimum excess funds equal to the difference
between the original Cost Share less the rebate adjusted Cost Share.

Payment Requests During Closeout
A recipient may only submit reimbursement payment requests up to 120 days after the expiration of the period of performance, during an award’s closeout reconciliation per 2 C.F.R. § 200.344. Reimbursement payments are the only eligible type of requests to be submitted after a grant’s period of performance has expired. The expenditure must have been obligated and received during the period of performance of the award. The recipient’s request should contain clear and specific information certifying that the liquidation of federal funds is reimbursement for an obligation properly incurred during the active period of performance; FEMA may request documentation supporting the reimbursement for review at any time.

Amendments
FEMA may approve AFG Program award amendments on a case-by-case basis, for the following reasons:

- Extension of the period of performance in order to complete the scope of work;
- Changes to the activity, mission, retroactive approval [pre-award], closeout issues, and some excess funds requests;
- Budget changes (adding funds to award/non-closeout deobligation of funds).

FEMA will only consider amendments submitted via FEMA GO. These requests must contain specific and compelling justifications for the requested change. Amendments or changes to the scope of work may require additional EHP review. FEMA strongly encourages recipients to expend grant funds in a timely manner, to be consistent with AFG Program goals and objectives.

NOTE: A recipient may deobligate (i.e., return) unused funds (i.e., those remaining funds previously drawn down via payment request and/or remaining award funding that was never requested) to DHS/FEMA prior to the end of an award’s period of performance. To exercise this option, a recipient must submit an amendment via FEMA GO and state in the amendment that the unliquidated funds (i.e., the funds to be returned) are not necessary for the fulfillment or success of the grant’s obligations or mission. The recipient must also indicate in the amendment that it understands that the returned funds will be deobligated and unavailable for any future award expenses. Deobligation of funds will decrease the federal portion of the grant and the amount of the recipient’s Cost Share obligation. FEMA will confirm deobligation amendments with all points of contact; after confirmation of the recipient’s intent to deobligate, FEMA will hold the approved deobligation request for 14 calendar days as a period for recipient reconsideration before FEMA processes the deobligation request.

VII. Disposition of Grant Funded Equipment
A recipient must use, manage, and dispose of AFG Program-funded equipment in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. § 200.313. With the exception of state
governments, when original or replacement equipment acquired under an AFG Program award is no longer needed for the original project, program, or other activities currently or previously supported by a federal awarding agency, the recipient must request disposition instructions from FEMA. FEMA strongly recommends contacting a Regional FPS or the AFG Help Desk prior to the disposition of AFG Program-funded equipment, to include vehicles.
Appendix D: Award Administration Information

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the DHS will review and consider applications for funding pursuant to this notice of funding opportunity in accordance with the:

- President’s September 2, 2020 memorandum, entitled Memorandum on Reviewing Funding to State and Local Government Recipients of Federal Funds that Are Permitting Anarchy, Violence, and Destruction in American Cities;

- Executive Order on Combating Race and Sex Stereotyping (E.O. 13950);

- Executive Order on Protecting American Monuments, Memorials, and Statues and Combating Recent Criminal Violence (E.O. 13933); and

- Guidance for Grants and Agreements in Title 2, Code of Federal Regulations (2 CFR), as updated in the Federal Register’s 85 FR 49506 on August 13, 2020, particularly on:
  - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
  - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
  - Promoting the freedom of speech and religious liberty in alignment with Promoting Free Speech and Religious Liberty (E.O. 13798) and Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
  - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
  - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).