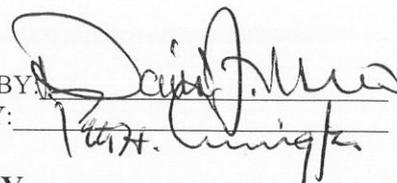


INTRODUCED BY:
SECONDED BY:



CITY OF HOBOKEN, NEW JERSEY

RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HOBOKEN, COUNTY OF HUDSON, NEW JERSEY,
AUTHORIZING THE CITY'S PARTICIPATION IN THE
NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE
TRUST FINANCING PROGRAM AND AUTHORIZING AND
APPROVING CERTAIN ACTIONS IN CONNECTION
THEREWITH**

BACKGROUND

WHEREAS, the Mayor and City Council of the City of Hoboken, County of Hudson, New Jersey ("City") have determined to undertake a capital improvement program consisting of the acquisition of certain real property in and for the City, designated on the Official Tax Map of the City as Block 103 Lot 7, Block 107 Lot 1 and Block 113 Lot 1, and the construction of a detention facility for stormwater management and flood control, all as more particularly described in the information on file in the office of the Business Administrator and available for inspection during normal business hours (collectively, the "Project"); and

WHEREAS, the City desires to seek low cost financing from the New Jersey Environmental Infrastructure Trust ("NJEIT") for the Project ("Project Financing"); and

WHEREAS, the City desires to authorize its Mayor, Chief Financial Officer, Director of Finance, Business Administrator, City Clerk, Deputy City Clerk, Consulting Engineer, Corporate Counsel, Auditor and Bond Counsel to prepare and submit an application and other documentation to the NJEIT and the New Jersey Department of Environmental Protection ("DEP") with respect to said Project Financing.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HOBOKEN, COUNTY OF HUDSON, NEW JERSEY, AS FOLLOWS:

Section 1. The preparation and submission of application to the NJEIT for the Project Financing is hereby authorized, approved, ratified and confirmed and the City's Bond Counsel, Consulting Engineer, Corporate Counsel and Auditor, along with other representatives of the City, are hereby authorized to prepare and submit such application and any other documents, agreement or other materials necessary and required to complete the Project Financing through the NJEIT and DEP and to represent the City in matters pertaining thereto.

Section 2. The Mayor, Chief Financial Officer, Director of Finance, Business Administrator, City Clerk and Deputy City Clerk are each hereby severally authorized to determine all matters and execute all documents and instruments in connection with the Project Financing.

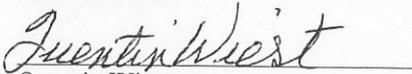
Section 3. The Mayor, Chief Financial Officer, Director of Finance, Business Administrator, Consulting Engineer and Bond Counsel are each hereby severally authorized to work with NJEIT and DEP representatives in connection with the Project and the Project Financing.

Section 4. All other resolutions, or parts thereof, inconsistent herewith are hereby rescinded and repealed to the extent of any such inconsistency.

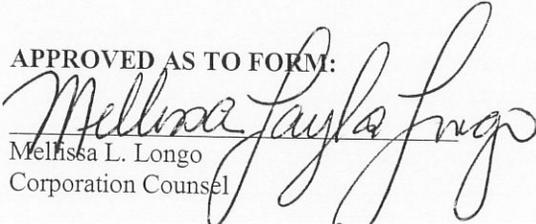
Section 5. This Resolution shall take effect immediately upon adoption this ___ day of March, 2015.

Meeting date: March 4, 2015

APPROVED:


 Quentin Wiest
 Business Administrator

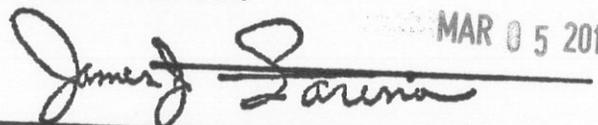
APPROVED AS TO FORM:


 Melissa L. Longo
 Corporation Counsel

Present

Councilperson	Yea	Nay	Abstain	No Vote
Theresa Castellano				/
Peter Cunningham	/			
James Doyle	/			
Jen Giattino	/			
Elizabeth Mason	/			
David Mello	/			
Tim Occhipinti	/			
Michael Russo			/	
President Ravi Bhalla	/			

**A TRUE COPY OF A RESOLUTION ADOPTED BY
 THE COUNCIL OF THE CITY OF HOBOKEN, N.J.
 AT A MEETING HELD ON:**



MAR 05 2015

CITY CLERK

INTRODUCED BY:
SECONDED BY:

CITY OF HOBOKEN, NEW JERSEY

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOBOKEN, COUNTY OF HUDSON, NEW JERSEY, AUTHORIZING THE CITY'S PARTICIPATION IN THE NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST FINANCING PROGRAM AND AUTHORIZING AND APPROVING CERTAIN ACTIONS IN CONNECTION THEREWITH

BACKGROUND

WHEREAS, the Mayor and City Council of the City of Hoboken, County of Hudson, New Jersey ("City") have determined to undertake a capital improvement program consisting of the construction of Southwest Resiliency Park (Block 12), all as more particularly described in the information on file in the office of the Business Administrator and available for inspection during normal business hours (collectively, the "Project"); and

WHEREAS, the City desires to seek low cost financing from the New Jersey Environmental Infrastructure Trust ("NJEIT") for the Project ("Project Financing"); and

WHEREAS, the City desires to authorize its Mayor, Chief Financial Officer, Director of Finance, Business Administrator, City Clerk, Deputy City Clerk, Consulting Engineer, Corporate Counsel, Auditor and Bond Counsel to prepare and submit an application and other documentation to the NJEIT and the New Jersey Department of Environmental Protection ("DEP") with respect to said Project Financing.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HOBOKEN, COUNTY OF HUDSON, NEW JERSEY, AS FOLLOWS:

Section 1. The preparation and submission of application to the NJEIT for the Project Financing is hereby authorized, approved, ratified and confirmed and the City's Bond Counsel, Consulting Engineer, Corporate Counsel and Auditor, along with other representatives of the City, are hereby authorized to prepare and submit such application and any other documents, agreement or other materials necessary and required to complete the Project Financing through the NJEIT and DEP and to represent the City in matters pertaining thereto.

Section 2. The Mayor, Chief Financial Officer, Director of Finance, Business Administrator, City Clerk and Deputy City Clerk are each hereby severally authorized to determine all matters and execute all documents and instruments in connection with the Project Financing.

Section 3. The Mayor, Chief Financial Officer, Director of Finance, Business Administrator, Consulting Engineer and Bond Counsel are each hereby severally authorized to work with NJEIT and DEP representatives in connection with the Project and the Project Financing.

Section 4. All other resolutions, or parts thereof, inconsistent herewith are hereby rescinded and repealed to the extent of any such inconsistency.

Section 5. This Resolution shall take effect immediately upon adoption this 4th day of March, 2015.

Meeting date: March 4, 2015

APPROVED:

Quentin Wiest

 Quentin Wiest
 Business Administrator

APPROVED AS TO FORM:

Melissa Layla Longo

 Melissa L. Longo
 Corporation Counsel

Councilperson	Yea	Nay	Abstain	^{Present} No Vote
Theresa Castellano	/			✓
Peter Cunningham	/			
James Doyle	/			
Jen Giattino	/			
Elizabeth Mason	/			
David Mello	/			
Tim Occhipinti	/		/	
Michael Russo	/			
President Ravi Bhalla	/			

A TRUE COPY OF A RESOLUTION ADOPTED BY
 THE COUNCIL OF THE CITY OF HOBOKEN, N.J.
 AT A MEETING HELD ON:

MAR 05 2015

James J. Savino

 CITY CLERK

INTRODUCED BY:
SECONDED BY:

[Handwritten signatures]

CITY OF HOBOKEN, NEW JERSEY

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HOBOKEN, COUNTY OF HUDSON, NEW JERSEY, AUTHORIZING THE CITY'S PARTICIPATION IN THE NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST FINANCING PROGRAM AND AUTHORIZING AND APPROVING CERTAIN ACTIONS IN CONNECTION THEREWITH

BACKGROUND

WHEREAS, the Mayor and City Council of the City of Hoboken, County of Hudson, New Jersey ("City") have determined to undertake a capital improvement program consisting of the rehabilitation and/or replacement of various water mains along Washington Street, and other drainage improvements, all as more particularly described in the information on file in the office of the Business Administrator and available for inspection during normal business hours (collectively, the "Project"); and

WHEREAS, the City desires to seek low cost financing from the New Jersey Environmental Infrastructure Trust ("NJEIT") for the Project ("Project Financing"); and

WHEREAS, the City desires to authorize its Mayor, Chief Financial Officer, Director of Finance, Business Administrator, City Clerk, Deputy City Clerk, Consulting Engineer, Corporate Counsel, Auditor and Bond Counsel to prepare and submit an application and other documentation to the NJEIT and the New Jersey Department of Environmental Protection ("DEP") with respect to said Project Financing.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HOBOKEN, COUNTY OF HUDSON, NEW JERSEY, AS FOLLOWS:

Section 1. The preparation and submission of application to the NJEIT for the Project Financing is hereby authorized, approved, ratified and confirmed and the City's Bond Counsel, Consulting Engineer, Corporate Counsel and Auditor, along with other representatives of the City, are hereby authorized to prepare and submit such application and any other documents, agreement or other materials necessary and required to complete the Project Financing through the NJEIT and DEP and to represent the City in matters pertaining thereto.

Section 2. The Mayor, Chief Financial Officer, Director of Finance, Business Administrator, City Clerk and Deputy City Clerk are each hereby severally authorized to determine all matters and execute all documents and instruments in connection with the Project Financing.

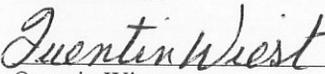
Section 3. The Mayor, Chief Financial Officer, Director of Finance, Business Administrator, Consulting Engineer and Bond Counsel are each hereby severally authorized to work with NJEIT and DEP representatives in connection with the Project and the Project Financing.

Section 4. All other resolutions, or parts thereof, inconsistent herewith are hereby rescinded and repealed to the extent of any such inconsistency.

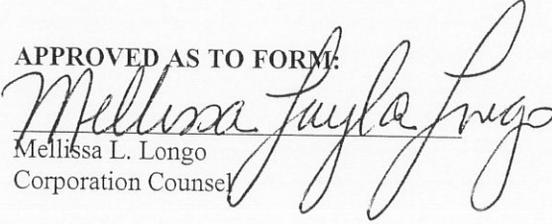
Section 5. This Resolution shall take effect immediately upon adoption this 4th day of March, 2015.

Meeting date: March 4, 2015

APPROVED:


 Quentin Wiest
 Business Administrator

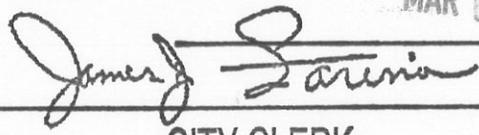
APPROVED AS TO FORM:

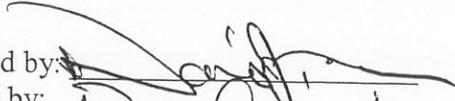
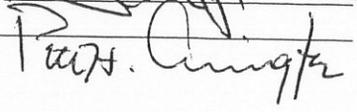

 Melissa L. Longo
 Corporation Counsel

Councilperson	Yea	Nay	Abstain	No Vote
Theresa Castellano			✓	
Peter Cunningham	✓			
James Doyle	✓			
Jen Giattino	✓			
Elizabeth Mason				✓
David Mello	✓			
Tim Occhipinti	✓			
Michael Russo	✓			
President Ravi Bhalla	✓			

A TRUE COPY OF A RESOLUTION ADOPTED BY
 THE COUNCIL OF THE CITY OF HOBOKEN, N.J.
 AT A MEETING HELD ON:

MAR 05 2015


 CITY CLERK

Introduced by: 
Seconded by: 

CITY OF HOBOKEN
RESOLUTION NO. : _____

**A RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO
US DEPARTMENT OF HOMELAND SECURITY (DHS), FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FOR
\$1,414,046.30 FOR STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER)**

WHEREAS, the **City of Hoboken** seeks federal funding from the US Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) through its Staffing for Adequate Fire and Emergency Response (SAFER) grant program; and

WHEREAS, municipal Fire Departments are eligible for funding under this grant program; and

WHEREAS, the purpose of the grant program is to increase the safety of residents and firefighters through operations and safety improvements, such as training, Personal Protective Equipment (PPE) or non-PPE equipment, wellness and fitness programming for firefighters, facility modifications, necessary technology; and

WHEREAS, the city has previously obtained funding from FEMA SAFER to hire 8 additional Fire Fighters, and now seeks to apply for an additional SAFER grant to retain those firefighters, who will otherwise be laid off for lack of funding; and,

WHEREAS, on October 17th, 2013 the city temporarily amended the FIRE Division table of organization ordinance to allow for the hiring of 8 additional fire fighters to be paid for by the FEMA SAFER award; and,

WHEREAS, the funding from that award will be expended in April 2016; and,

WHEREAS, the city has the opportunity to apply for FEMA SAFER funding to maintain those 8 Fire Fighters for an additional 24 months, through April 2018; and,

WHEREAS, there is no local match required under this grant program and certification of funds is not necessary for this resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Hoboken City Council that;

- 1) The Department of Public Safety and the Hoboken Fire Department are authorized to file the SAFER grant application with the US Department of Homeland Security, Federal Emergency Management Administration for an amount of \$1,414,046.30, with no local match.
- 2) The Mayor or her designee is authorized to execute the above referenced grant application, as well as the grant agreement, so long as the match isn't greater than the attached certification, and all other documents to fulfill the intent of the application and subsequent grant funding, and the Council ratifies same.
- 3) This resolution shall take effect immediately.

Meeting date: March 4, 2015

APPROVED:

Quentin Wiest

Quentin Wiest
Business Administrator

APPROVED AS TO FORM:

Melissa Layla Longo

Melissa L. Longo, Esq.
Corporation Counsel

Councilperson	Yea	Nay	Abstain	No Vote
Theresa Castellano	✓			
Peter Cunningham	✓			
James Doyle	✓			
Jen Giattino	✓			
Elizabeth Mason	✓			
David Mello	✓			
Tim Occhipinti	✓			
Michael Russo	✓			
President Ravi Bhalla	✓			

A TRUE COPY OF A RESOLUTION ADOPTED BY
THE COUNCIL OF THE CITY OF HOBOKEN, N.J.
AT A MEETING HELD ON: MAR 05 2015

James J. Savino

CITY CLERK

(2)

1.7 R+01
9-19-12 C

Sponsored by: Russell

Seconded by: David

CITY OF HOBOKEN
ORDINANCE NO.: Z-216

AN ORDINANCE TO AMEND SECTION 59A-31
TITLED "STAFF" WITHIN CHAPTER 59A,
ENTITLED "DEPARTMENT OF PUBLIC SAFETY"

WHEREAS, Section 59A-31 of the Administrative Code of the City of Hoboken titled "Staff" currently establishes the staffing levels for the Division of Fire within the Department of Public Safety; and

WHEREAS, the Administration obtained permission from the City Council to apply for the Staffing of Adequate Fire and Emergency Response (SAFER) grant program; and

WHEREAS, the Administration has been advised that it will be awarded \$1,118,600.00 to hire eight (8) additional firefighters for a two-year period; and

WHEREAS, one of the conditions for the SAFER grant program is that the City of Hoboken must maintain staffing at the level that existed at the time of the grant award as well as the SAFER-funded staffing for the two-year commitment;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Hoboken that Chapter 59 of the Administrative Code of the City of Hoboken shall be amended as follows (additions noted in underline; deletions noted in strikethrough):

SECTION ONE: AMENDMENTS

The staff of the Division of Fire shall not exceed the following sworn personnel, within the budgetary constraints established by the Council:

Rank/Position	Number
Chief	1
Battalion Chiefs	7
Captains	30
Firefighters	<u>6875</u>

At the end of the funding period for the SAFER grant, the staffing levels for the firefighter position shall return to 68.

SECTION TWO: REPEAL OF INCONSISTENT PROVISIONS

All ordinances or parts thereof in conflict or inconsistent with this Ordinance are hereby repealed, but only however, to the extent of such conflict or inconsistency, it being the legislative intent that all ordinances or part of ordinances now existing or in effect unless the same being conflict or are inconsistent with any provision of this Ordinance shall remain in effect.

SECTION THREE: SEVERABILITY

The provisions of this Ordinance are declared to be severable, and if any section, subsection, sentence, clause or phrase thereof for any reason be held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not effect the validity of the remaining sections, subsections, sentences, clauses and phrases of this Ordinance, but shall remain in effect; it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

SECTION FOUR: EFFECTIVE DATE

This Ordinance shall take effect upon passage and publication as provided by law.

SECTION FIVE: CODIFICATION

This Ordinance shall be a part of the code of the City of Hoboken as though codified and fully set forth therein. The City Clerk shall have this Ordinance codified and incorporated in the official copies of the Code.

The City Clerk and the Corporation Counsel are authorized and directed to change any Chapter, Article and/or Section number of the Code of the City of Hoboken in the event that the codification of this Ordinance reveals that there is a conflict between the numbers and the existing Code, and in order to avoid confusion and possible accidental repealers of existing provisions not intended to be repealed.

Date of Introduction: September 19, 2012

Introduction:

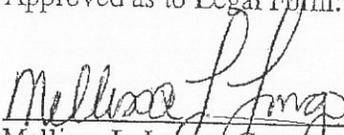
Councilperson	Yea	Nay	Abstain	No Vote
Ravi Bhalla	/			
Theresa Castellano	/			
Jen Giattino	/			
Carol Marsh	/			
Elizabeth Mason				/
David Mello	/			
Tim Occhipinti	/			

Michael Russo				
President Peter Cunningham	✓			✓

Final Reading:

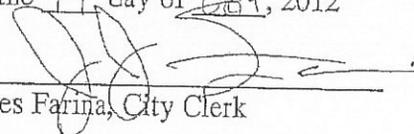
Councilperson	Yea	Nay	Abstain	No Vote
Ravi Bhalla	✓			
Theresa Castellano	✓			
Jen Giattino	✓			
Carol Marsh James Doyle	✓			
Elizabeth Mason	✓			
David Mello	✓			
Tim Occhipinti				
Michael Russo				✓
President Peter Cunningham	✓			

Approved as to Legal Form:

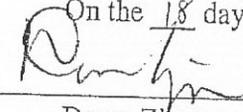

 Mellissa L. Longo, Corporation Counsel

Vetoed by the Mayor for the following reasons: _____

Adopted by the Hoboken City Council
 By a Vote of 8 Yeas to 0 Nays
 On the 17 day of Oct, 2012


 James Farina, City Clerk

-or-
 Approved by the Mayor
 On the 18 day of Oct, 2012


 Dawn Zimmer, Mayor

10-10-12-5-10

AN ORDINANCE TO AMEND SECTION 59A-31 TITLED "STAFF" WITHIN CHAPTER 59A, ENTITLED "DEPARTMENT OF PUBLIC SAFETY"

A TRUE COPY OF A RESOLUTION ADOPTED BY THE COUNCIL OF THE CITY OF HOBOKEN, N.J. AT A MEETING HELD ON:

OCT 17 2012

Jenny Savina
CITY CLERK

Introduced, passed first reading as read and laid on the table for further consideration of the Council at the next meeting to be held on October 3, 2012 at 7 PM

City Clerk
9/19/12

Carried over to the October 17, 2012 meeting
10/3/12

PASSED THIRD AND FINAL READING
10/17/12

ALBIO SIRES
8TH DISTRICT, NEW JERSEY

COMMITTEE ON FOREIGN AFFAIRS
SUBCOMMITTEES:
WESTERN HEMISPHERE, RANKING MEMBER
EUROPE, EURASIA, AND EMERGING THREATS

COMMITTEE ON TRANSPORTATION
AND INFRASTRUCTURE
SUBCOMMITTEES:
HIGHWAYS AND TRANSIT
RAILROADS, PIPELINES, AND
HAZARDOUS MATERIALS

[HTTP://WWW.SIRES.HOUSE.GOV](http://www.sires.house.gov)



Congress of the United States
House of Representatives
Washington, DC 20515-3013

January 30, 2015

2342 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, DC 20515
(202) 225-7919

5500 PALISADE AVENUE, SUITE A
WEST NEW YORK, NJ 07093
(201) 558-0800

121 NEWARK AVENUE, SUITE 200
JERSEY CITY, NJ 07302
(201) 309-0301

800 ANNA STREET
ELIZABETH, NJ 07201
(908) 820-0692

BAYONNE CITY HALL
630 AVENUE C, ROOM 9
BAYONNE, NJ 07002
(201) 823-2900

The Honorable Dawn Zimmer
City Hall
94 Washington Street
Hoboken, NJ 07030

RECEIVED

FEB 02 2015

OFFICE OF THE MAYOR
HOBOKEN, NJ

Dear Mayor Zimmer,

I would like to bring your attention to two separate grant applications that the U.S. Department of Homeland Security's Federal Emergency Management Agency recently released. Grant guidance and information regarding application materials for the Fiscal Year (FY) 2014 Staffing for Adequate Fire and Emergency Response Grant Program (SAFER) and the FY 2014 Fire Prevention and Safety (FP&S) Funding Opportunity Announcement (Grant Program Guidance) are listed below.

The FY 2014 DHS Appropriations Act provides \$340 million for the SAFER Program and authorizes the Department to help fire departments and volunteer interest organizations increase or maintain the number of trained, "front line" firefighters available in their communities. The SAFER Grant Program seeks to assist local fire departments with staffing and deployment capabilities in order to respond to emergencies, assuring communities have adequate protection from fire and fire-related hazards. The application period for the FY 2014 SAFER Program will open on Monday, February 9, 2015 at 8:00 AM Eastern Time and will close on March 9, 2015 at 5:00 PM Eastern Time. Grant guidance for this program will be available at www.grants.gov, and at <http://www.fema.gov/firegrants/safer/index.shtm>.

Under the FY 2014 FP&S initiative, \$34 million is available to support efforts to enhance the safety of the public and firefighters with respect to fire and fire-related hazards. The primary goal is to reduce injury and prevent death among high-risk populations. The Grant Programs Directorate administers the FP&S Grants as part of the AFG Program. The application period for the FY 2014 FP&S Program will open on Monday, March 16, 2015 at 8:00 AM Eastern Time and will close on April 17, 2015 at 5:00 PM Eastern Time. Grant guidance for this program will be available at www.grants.gov, and at <http://www.fema.gov/fire-prevention-safety-grants>.

If you have additional questions regarding the grant program, please contact the SAFER and FP&S Grants Home at 1-866-274-0960 or by email at firegrants@dhs.gov.

Sincerely,

Albio Sires
Member of Congress

US Department of Homeland Security
Funding Opportunity Announcement (FOA)

STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER)

Overview Information

Issued By

US Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD), Assistance to Firefighters Grant Program (AFG)

Catalog of Federal Domestic Assistance (CFDA) Number

97.083

CFDA Title

Staffing for Adequate Fire and Emergency Response (SAFER)

Funding Opportunity Announcement Title

Fiscal Year (FY) 2014 Staffing for Adequate Fire and Emergency Response (SAFER)

Authorizing Authority for Program

Section 34 of the *Federal Fire Prevention and Control Act of 1974*, (Pub. L. No. 93-498), as amended (15 USC § 2229a)

Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2014 (Pub. L. No. 113-76)

Opportunity ID Number

DHS-14-GPD-083-000-99

Key Dates and Time

Application Start Date:	February 9, 2015 at 8:00 AM EST
Application Submission Deadline:	March 6, 2015 at 5:00 PM EST
Anticipated Funding Selection Date:	N/A
Anticipated Award Date:	No later than September 30, 2015

Other Key Dates

Projected Award Start Date(s):	June 1, 2015
Projected Award End Date(s):	September 30, 2015

Intergovernmental Review

Pursuant to Executive Order 12372, an intergovernmental review may be required by applicable State law or regulation. Applicants must contact their State's Single Point of Contact (SPOC) to find out about and comply with the State's process under Executive Order 12372. Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at http://www.whitehouse.gov/omb/grants_spoc to ensure currency.

Application Submission Extension

Is an extension to the application submission deadline permitted? Yes No

FOA Executive Summary

Funding Category

New Continuation One-time

Date of Origin for Program

November 24, 2003

Funding Opportunity Category

Discretionary Mandatory Competitive Non-competitive Sole Source

Application Process

DHS makes all funding opportunities available through the common electronic "storefront" Grants.gov, accessible on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions, please call the Grants.gov Customer Support Hotline at (800) 518-4726.

The FY 2014 SAFER Grant application is accessible through the e-Grants system at <https://portal.fema.gov>. A link to the application will also be available via the US Fire Administration's (USFA) Website at <http://www.usfa.fema.gov> during the application period.

For additional details, please Section IX of this FOA, *How to Apply*.

Eligible Applicants

The following entities are eligible to apply directly to FEMA under this solicitation:

- Fire Departments
- National, state, local, or tribal organizations that represent the interests of volunteer firefighters

For additional information, please see Section III of this FOA, Eligibility Information.

Type of Funding Instrument

Grant Cooperative Agreement

Cost Share or Match

Cost Share Cost Match Voluntary None

Maintenance of Effort

Yes No

Management and Administration

Management and Administration costs are activities directly related to implementing the award. Administrative costs up to three percent of the awarded amount are allowable under the SAFER Recruitment and Retention of Volunteer Firefighters category only. Please refer to Section IV of this FOA, *Funding Restrictions*, for additional details.

Indirect Cost

Indirect costs are NOT allowable under the Hiring of Firefighters category. However, national, state, local, or tribal volunteer firefighter interest organizations may be reimbursed for indirect costs under the Recruitment and Retention of Volunteer Firefighters category only if they have an approved indirect cost rate agreement with their cognizant federal agency. A copy of the approved rate (a fully executed,

agreement negotiated with the applicant's cognizant federal agency) is required at the time of application.

Please refer to Section IV of this FOA, *Funding Restrictions*, for additional details.

Full Funding Opportunity Announcement

I. Funding Opportunity Description

A. Program Overview

The SAFER Grant Program provides funding directly to fire departments and national, state, local, or tribal organizations representing the interests of volunteer firefighters to assist them in increasing the number of firefighters to help fire departments meet industry minimum standards and attain 24-hour staffing to protect communities from fire and fire related hazards, and to fulfill traditional missions of fire departments.

The SAFER Grant Program is comprised of two categories:

- **Hiring of Firefighters**
 - Including subcategories for rehiring, retention, attrition, and new hires
 - Career, combination, and volunteer fire departments are eligible to apply
- **Recruitment and Retention of Volunteer Firefighters**
 - Combination fire departments, volunteer fire departments, and national, state, local, or tribal organizations that represent the interests of volunteer firefighters are eligible to apply

The content of this FOA reflects DHS's implementation of Section 34 of the *Federal Fire Prevention and Control Act of 1974*, as amended by Section 565 of the *Department of Homeland Security Appropriations Act, 2014* (Pub. L. No. 113-76). Under this authority, the Secretary of Homeland Security has granted waivers for the following requirements for the FY 2014 SAFER Grant Program:

- **Cost Share:** SAFER Grantees are not required to contribute a cost share towards the cost of hiring firefighters under this program.
- **Salary limits per firefighter:** SAFER Grant funds may be used to fund the full cost of hiring a firefighter under this program.
- **Maintenance of Effort:** Applicants are not required to demonstrate that their annual budget for fire-related programs and emergency response has not been reduced below 80% of the average funding level in the three years prior to November 24, 2003.
- **Supplanting requirement:** Grants may be used for the purpose of retaining firefighters currently employed who are facing imminent layoffs or for the rehiring of laid off firefighters.
- **Period of performance:** For Hiring of Firefighters category grants, the period of performance has been reduced to two years.

B. Program Priorities

Hiring of Firefighters Category

- First priority: Rehiring laid off firefighters

- Second priority: Retention of firefighters who face imminent layoff or filling positions vacated through attrition but not filled due to economic circumstances

- Third priority: Hiring new firefighters

Recruitment and Retention of Volunteer Firefighters Category

- The highest priority is to assist departments experiencing a high rate of turnover and with staffing levels significantly below the ideal staffing level required to comply with National Fire Protection Association (NFPA) standards 1710 or 1720.

C. Program Objectives

The goal of the SAFER Grant Program is to assist local fire departments with staffing and deployment capabilities in order to respond to emergencies, and assure that communities have adequate protection from fire and fire-related hazards.

SAFER intends to improve or restore local fire departments' staffing and deployment capabilities so they may more effectively and safely respond to emergencies. With enhanced or restored staffing levels, grantees should see a reduction in response times and an increase in the number of trained personnel assembled at the incident scene.

While not required for a SAFER Grant, it is preferable that the enhanced or restored staffing levels of all SAFER Grantees should ensure all first-arriving apparatus are staffed with a minimum of four qualified personnel (to meet NFPA standards) who are capable of initiating the suppression response. Ultimately, SAFER Grantees should achieve more efficient responses and safer incident scenes thereby ensuring communities have improved protection from fire and fire-related hazards.

The FY 2014 SAFER Grant plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (NPG) of a secure and resilient nation. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government.

The FY 2014 SAFER Grant's allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas. Examples of tangible outcomes for FY 2014 SAFER include building and sustaining core capabilities, such as Public and Private Services and Resources, and Public Health and Medical Services.

For additional details, please refer to the *National Preparedness Goal, First Edition, September 2011* at <http://www.fema.gov/pdf/prepared/npg.pdf>.

II. Funding Information

A. Award Amounts, Important Dates, and Extensions

Available Funding for the FOA:	\$340,000,000
Projected Number of Awards:	300
Projected Award Start Date:	06/01/2015
Projected Award End Date:	09/30/2015

Funding Parameters

The appropriated funds are to be administered as indicated below. Specific funding parameters are the outcome of recommendations from the Criteria Development (CD) process or as required by the *Federal Fire Prevention and Control Act of 1974, as amended*.

- 10 percent of the funding appropriated for FY 2014 SAFER Awards is set aside for the recruitment and retention of volunteer firefighters (15 USC § 2229a(a)(2))
- No more than 33 percent of the total amount allocated for the recruitment and retention of volunteers can be awarded to national, state, local, or tribal organizations that represent the interests of volunteer firefighters (CD)
- 10 percent is set aside for grants awarded to volunteer or majority volunteer departments for hiring of firefighters.
 - A majority volunteer fire department is made up of more than 50 percent of personnel who do not receive financial compensation for their services, other than life, health, and worker's compensation insurance, or a nominal stipend payment, including certain paid-on-call personnel. It may be necessary to go out of rank order to select a sufficient number of applications in order to meet the 10 percent requirement. (15 USC § 2229a(a)(1)(H))
- If less than 10 percent of the funds available for the hiring of firefighters are awarded to volunteer and majority volunteer fire departments, the remaining funds must be transferred to provide grants for the recruitment and retention of volunteer firefighters (15 USC § 2229a(a)(1)(H))

For additional details, see Appendix A, Program Priorities.

Period of Performance

Hiring of Firefighters Category

- The period of performance will be 24 months for all grants awarded under this category.
- A default 180-day recruitment period begins when an application is approved for award under this category.
- The two year period of performance automatically starts after the 180-day recruitment period, regardless of whether the grantee has successfully hired the requested firefighters.
- If a grantee is able to rehire or hire SAFER-funded firefighters during the 180-day recruitment period, the period of performance may begin at that time. For grantees awarded retention positions, the period of performance can begin immediately. However, in both cases, grantees must submit an amendment requesting that the period of performance start before the end of the 180-day recruitment period.
- The period of performance cannot be started later than 180 days after the award date.

Recruitment and Retention of Volunteer Firefighters Category

- The period of performance will be between 12 and 48 months for all grants awarded under this category.
- A default 90-day recruitment period begins when the application is approved for award. This period allows each grantee time to gather resources, initiate processes, and to finalize contracts needed to implement SAFER Grant activities before the start of the period of performance in order to maximize the availability of the funding.

US Department of Homeland Security
Funding Opportunity Announcement (FOA)

STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER)

Overview Information

Issued By

US Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD), Assistance to Firefighters Grant Program (AFG)

Catalog of Federal Domestic Assistance (CFDA) Number

97.083

CFDA Title

Staffing for Adequate Fire and Emergency Response (SAFER)

Funding Opportunity Announcement Title

Fiscal Year (FY) 2014 Staffing for Adequate Fire and Emergency Response (SAFER)

Authorizing Authority for Program

Section 34 of the *Federal Fire Prevention and Control Act of 1974*, (Pub. L. No. 93-498), as amended (15 USC § 2229a)

Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2014 (Pub. L. No. 113-76)

Opportunity ID Number

DHS-14-GPD-083-000-99

Key Dates and Time

Application Start Date:	February 9, 2015 at 8:00 AM EST
Application Submission Deadline:	March 6, 2015 at 5:00 PM EST
Anticipated Funding Selection Date:	N/A
Anticipated Award Date:	No later than September 30, 2015

Other Key Dates

Projected Award Start Date(s):	June 1, 2015
Projected Award End Date(s):	September 30, 2015

Intergovernmental Review

Pursuant to Executive Order 12372, an intergovernmental review may be required by applicable State law or regulation. Applicants must contact their State's Single Point of Contact (SPOC) to find out about and comply with the State's process under Executive Order 12372. Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at http://www.whitehouse.gov/omb/grants_spoc to ensure currency.

Application Submission Extension

Is an extension to the application submission deadline permitted? Yes No

FOA Executive Summary

Funding Category

New Continuation One-time

Date of Origin for Program

November 24, 2003

Funding Opportunity Category

Discretionary Mandatory Competitive Non-competitive Sole Source

Application Process

DHS makes all funding opportunities available through the common electronic "storefront" Grants.gov, accessible on the Internet at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions, please call the Grants.gov Customer Support Hotline at (800) 518-4726.

The FY 2014 SAFER Grant application is accessible through the e-Grants system at <https://portal.fema.gov>. A link to the application will also be available via the US Fire Administration's (USFA) Website at <http://www.usfa.fema.gov> during the application period.

For additional details, please Section IX of this FOA, *How to Apply*.

Eligible Applicants

The following entities are eligible to apply directly to FEMA under this solicitation:

- Fire Departments
- National, state, local, or tribal organizations that represent the interests of volunteer firefighters

For additional information, please see Section III of this FOA, Eligibility Information.

Type of Funding Instrument

Grant Cooperative Agreement

Cost Share or Match

Cost Share Cost Match Voluntary None

Maintenance of Effort

Yes No

Management and Administration

Management and Administration costs are activities directly related to implementing the award. Administrative costs up to three percent of the awarded amount are allowable under the SAFER Recruitment and Retention of Volunteer Firefighters category only. Please refer to Section IV of this FOA, *Funding Restrictions*, for additional details.

Indirect Cost

Indirect costs are NOT allowable under the Hiring of Firefighters category. However, national, state, local, or tribal volunteer firefighter interest organizations may be reimbursed for indirect costs under the Recruitment and Retention of Volunteer Firefighters category only if they have an approved indirect cost rate agreement with their cognizant federal agency. A copy of the approved rate (a fully executed,

agreement negotiated with the applicant's cognizant federal agency) is required at the time of application.

Please refer to Section IV of this FOA, *Funding Restrictions*, for additional details.

Full Funding Opportunity Announcement

I. Funding Opportunity Description

A. Program Overview

The SAFER Grant Program provides funding directly to fire departments and national, state, local, or tribal organizations representing the interests of volunteer firefighters to assist them in increasing the number of firefighters to help fire departments meet industry minimum standards and attain 24-hour staffing to protect communities from fire and fire related hazards, and to fulfill traditional missions of fire departments.

The SAFER Grant Program is comprised of two categories:

- **Hiring of Firefighters**
 - Including subcategories for rehiring, retention, attrition, and new hires
 - Career, combination, and volunteer fire departments are eligible to apply
- **Recruitment and Retention of Volunteer Firefighters**
 - Combination fire departments, volunteer fire departments, and national, state, local, or tribal organizations that represent the interests of volunteer firefighters are eligible to apply

The content of this FOA reflects DHS's implementation of Section 34 of the *Federal Fire Prevention and Control Act of 1974*, as amended by Section 565 of the *Department of Homeland Security Appropriations Act, 2014* (Pub. L. No. 113-76). Under this authority, the Secretary of Homeland Security has granted waivers for the following requirements for the FY 2014 SAFER Grant Program:

- **Cost Share:** SAFER Grantees are not required to contribute a cost share towards the cost of hiring firefighters under this program.
- **Salary limits per firefighter:** SAFER Grant funds may be used to fund the full cost of hiring a firefighter under this program.
- **Maintenance of Effort:** Applicants are not required to demonstrate that their annual budget for fire-related programs and emergency response has not been reduced below 80% of the average funding level in the three years prior to November 24, 2003.
- **Supplanting requirement:** Grants may be used for the purpose of retaining firefighters currently employed who are facing imminent layoffs or for the rehiring of laid off firefighters.
- **Period of performance:** For Hiring of Firefighters category grants, the period of performance has been reduced to two years.

B. Program Priorities

Hiring of Firefighters Category

- First priority: Rehiring laid off firefighters

- Second priority: Retention of firefighters who face imminent layoff or filling positions vacated through attrition but not filled due to economic circumstances

- Third priority: Hiring new firefighters

Recruitment and Retention of Volunteer Firefighters Category

- The highest priority is to assist departments experiencing a high rate of turnover and with staffing levels significantly below the ideal staffing level required to comply with National Fire Protection Association (NFPA) standards 1710 or 1720.

C. Program Objectives

The goal of the SAFER Grant Program is to assist local fire departments with staffing and deployment capabilities in order to respond to emergencies, and assure that communities have adequate protection from fire and fire-related hazards.

SAFER intends to improve or restore local fire departments' staffing and deployment capabilities so they may more effectively and safely respond to emergencies. With enhanced or restored staffing levels, grantees should see a reduction in response times and an increase in the number of trained personnel assembled at the incident scene.

While not required for a SAFER Grant, it is preferable that the enhanced or restored staffing levels of all SAFER Grantees should ensure all first-arriving apparatus are staffed with a minimum of four qualified personnel (to meet NFPA standards) who are capable of initiating the suppression response. Ultimately, SAFER Grantees should achieve more efficient responses and safer incident scenes thereby ensuring communities have improved protection from fire and fire-related hazards.

The FY 2014 SAFER Grant plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (NPG) of a secure and resilient nation. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government.

The FY 2014 SAFER Grant's allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas. Examples of tangible outcomes for FY 2014 SAFER include building and sustaining core capabilities, such as Public and Private Services and Resources, and Public Health and Medical Services.

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 - A majority volunteer fire department is made up of more than 50 percent of personnel who do not receive financial compensation for their services, other than life, health, and worker's compensation insurance, or a nominal stipend payment, including certain paid-on-call personnel. It may be necessary to go out of rank order to select a sufficient number of applications in order to meet the 10 percent requirement. (15 USC § 2229a(a)(1)(H))
- If less than 10 percent of the funds available for the hiring of firefighters are awarded to volunteer and majority volunteer fire departments, the remaining funds must be transferred to provide grants for the recruitment and retention of volunteer firefighters (15 USC § 2229a(a)(1)(H))

For additional details, see Appendix A, Program Priorities.

Period of Performance

Hiring of Firefighters Category

- The period of performance will be 24 months for all grants awarded under this category.
- A default 180-day recruitment period begins when an application is approved for award under this category.
- The two year period of performance automatically starts after the 180-day recruitment period, regardless of whether the grantee has successfully hired the requested firefighters.
- If a grantee is able to rehire or hire SAFER-funded firefighters during the 180-day recruitment period, the period of performance may begin at that time. For grantees awarded retention positions, the period of performance can begin immediately. However, in both cases, grantees must submit an amendment requesting that the period of performance start before the end of the 180-day recruitment period.
- The period of performance cannot be started later than 180 days after the award date.

Recruitment and Retention of Volunteer Firefighters Category

- The period of performance will be between 12 and 48 months for all grants awarded under this category.
- A default 90-day recruitment period begins when the application is approved for award. This period allows each grantee time to gather resources, initiate processes, and to finalize contracts needed to implement SAFER Grant activities before the start of the period of performance in order to maximize the availability of the funding.

Jon Tooke

From: Chris Baldwin
Sent: Thursday, February 12, 2015 3:16 PM
To: Jon Tooke
Subject: RE: Safer Grant Extension

Here is May 2016 through April 2018. All the usual disclaimers apply. We should discuss before anything official is done.

Thanks

May 2016-April 2017	
Salary less Medical Deduction	\$ 505,915.08
Health Insurance	\$ 118,012.29
	<u>\$ 623,927.37</u>
May 2017-April 2018	
Salary less Medical Deduction	\$ 592,114.26
Health Insurance	\$ 127,453.27
	<u>\$ 719,567.53</u>

*== TOTAL SW & REWARDS 1,343,494.90
24 months*

From: Chris Baldwin
Sent: Wednesday, February 11, 2015 12:06 PM
To: Jon Tooke
Subject: RE: Safer Grant Extension

I did calendar years 2016-2018. I will extend it until April 2019 which would be 3 years if you'd like and send you adjusted figures from May 2016-April 2019.

From: Jon Tooke
Sent: Wednesday, February 11, 2015 12:04 PM
To: Chris Baldwin
Subject: RE: Safer Grant Extension

Thanks Chris. Just for details; we run out of SAFER 2012 in April, 2016 and start the 2016 cost in May? Also we only go through April of 2018?

JT

- Grantees can seek reimbursement for grant-related costs incurred during the recruitment period as long as these costs are in the approved budget and scope of work. Grantees should be aware that incurring costs during the recruitment period will reduce the amount of grant funds available for the period of performance. Payment for these costs may be requested when the period of performance begins.
- If a grantee is able to begin their recruitment or retention activities during the 90-day recruitment period, the period of performance may begin at that time. However grantees must submit an amendment requesting that the period of performance start before the end of the 90-day recruitment period.
- The period of performance cannot be started later than 90 days after the recruitment period.

Extensions to the Period of Performance

An extension to the period of performance for this program is allowed. Extensions to the period of performance may be granted when, due to circumstances beyond the control of the grantee, activities associated with the award cannot be completed within the stated performance period. For details on the requirements for requesting an extension to the period of performance, please refer to Section VI(C)(ix)(1) *Extensions*.

III. Eligibility Information

A. Eligibility Criteria

Table 1 identifies, in general, eligible entities that can apply for FY 2014 SAFER Funding within each category.

Table 1: Eligible Entities

Entity	Volunteer Fire Departments	Combination Fire Departments	Career Fire Departments	National, state, local, or tribal volunteer firefighter interest organizations
Hiring of Firefighters Category	✓	✓	✓	
Recruitment and Retention of Volunteer Firefighters Category	✓	✓		✓

- Volunteer fire departments and combination fire departments may apply for funding under both the Hiring of Firefighters category and the Recruitment and Retention of Volunteer Firefighters category. Separate applications must be completed for each category. Applicants are limited to one application per category, per application period. If an applicant submits two applications for the same category during a single application period, both applications will be disqualified.
- Career fire departments may apply for funding only under the Hiring of Firefighters category. Applicants are limited to one application per application period. If an applicant submits two applications, both applications will be disqualified.
 - Municipalities and fire districts may submit applications on behalf of fire departments lacking the legal status to do so, such as those under the support of the municipality or district. The municipality or fire district may submit only one application for hiring per application period for each eligible fire department within the municipality or fire district.
- National, state, local, or tribal organizations representing the interests of volunteer firefighters and individual fire departments (volunteer or combination) may only apply for funding under the Recruitment and Retention of Volunteer Firefighters category. Applicants are limited to one application per application period. If an applicant submits two applications, both applications will be disqualified.

i. Other Eligibility Requirements

The following entity types are NOT eligible to apply under this announcement:

- Federal fire departments and fire departments under contract to the Federal Government whose sole responsibility is the suppression of fires on federal installations or lands;
- For-profit fire departments and organizations (e.g., fire departments that do not have specific nonprofit status or that are not municipally based);
- Ambulance services, emergency medical service organizations, rescue squads, auxiliaries, dive teams, and urban search and rescue teams;
- Non-federal airport or port authority fire departments whose sole responsibility is suppression of fires on the airport grounds or port facilities, unless the airport/port fire department has a formally recognized arrangement with the local jurisdiction to provide fire suppression on a first-due basis outside the confines of the airport or port facilities;
- Fire stations that are part of, controlled by, or under the day-to-day operational direction of a larger fire department or agency, or that are not otherwise independent;
- State and local agencies, such as forest service, fire marshals, emergency management offices, hospitals, and training offices;
- Career fire departments (under the Recruitment and Retention of Volunteer Firefighters category); and
- National, state, local, or tribal organizations representing the interests of volunteer firefighters, supporting firefighter volunteerism, or otherwise having an interest in volunteer firefighters (under the Hiring of Firefighters category).

IV. Funding Restrictions

A. Restrictions on Use of Award Funds

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any 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. Failure to adhere to the award conditions will cause the grantee to be considered in default of the grant agreement, and may require the return of all federal funds disbursed under the grant.

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

i. Pre-award Costs

Pre-award costs are NOT allowed except for grant writer fees under the SAFER Recruitment and Retention of Volunteer Firefighters category, see the full FOA, Section IX(D)(iv). Grant Writer Fees (Recruitment and Retention category Only).

ii. Direct Costs

Management and Administration

Management and Administration costs are activities directly related to implementing the award. Administrative costs up to three percent of the awarded amount are allowable under the SAFER Recruitment and Retention of Volunteer Firefighters category only.

Administrative costs are identifiable costs directly associated with the implementation and management of the grant. Administrative costs should be based on actual expenses only, not a percentage of the overall grant; each expense must be specific and detailed.

Examples of eligible administrative costs include shipping, office supplies, and computers and software associated with the National Fire Incident Reporting System (NFIRS) reporting requirements.

Grant funds may not be used for insurance, Internet service provider fees, or any similar service fees.

Planning

Planning related costs are NOT allowed under this program.

Training

For details regarding the training related costs allowed under this program, see Appendix B. Eligible Costs/Restrictions on Cost.

Exercises

Exercise related costs are NOT allowed under this program.

Equipment

For details regarding the equipment costs allowed under this program, see Appendix B. Eligible Costs/Restrictions on Cost.

Travel

For details regarding the travel costs allowed under this program, see Appendix B. Eligible Costs/Restrictions on Cost.

Construction and Renovation

For details regarding construction and renovation costs allowed under this program, see Appendix B. Eligible Costs/Restrictions on Cost.

Operational Overtime

For details regarding overtime costs allowed under this program, see Appendix B. Eligible Costs/Restrictions on Cost.

iii. Indirect Costs

Indirect costs are NOT allowable under the Hiring of Firefighters category. However, national, state, local, or tribal volunteer firefighter interest organizations may be reimbursed for indirect costs under the Recruitment and Retention of Volunteer Firefighters category only if they have an approved indirect cost rate agreement with FEMA or their cognizant federal agency. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant federal agency) is required at the time of application.

iv. Other Cost Requirements

Environmental Planning and Historic Preservation (EHP) Compliance

As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Grantees and sub-grantees proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project. It is FEMA's policy to *not* fund projects that have been initiated or completed before any required EHP review has been conducted. Grantees are encouraged to submit EHP Screening Forms as soon as possible to ensure that adequate time is allowed for the EHP review. The GPD EHP Screening Form can be accessed at <http://www.fema.gov/media-library/assets/documents/90195>.

EHP Policy Guidance can be found in FP 108-023-1, *Environmental Planning and Historic Preservation Policy Guidance*, at <http://www.fema.gov/media-library/assets/documents/85376>, and FEMA Environmental Planning and Historical Preservation Policy 108.024.4, dated December 18, 2013, at <http://www.fema.gov/media-library-data/1388411752234-6ddb79121951a68e9ba036d2569aa488/18Dec13-NoNEPARReview.pdf>.

Excess Funds

Due to successful competitive bid processes, some grantees have funds remaining after the completion of their obligations. Grantees that complete the approved scope of work and still have grant funds available may request to use the remaining funds provided that the grantee has met all grant requirements during the initial period of performance and the use of the funds is consistent with the original scope of work. This shall be done through the amendment request process.

V. Application Review Information and Selection Process

A. Application Review Information

All complete and eligible applications are evaluated relative to SAFER Grant funding priorities (see information on the funding priorities in the full FOA, Section I. Funding Opportunity Description, B. Program Priorities and Appendix A: Program Priorities).

In the application, fire departments applying for SAFER Grants will be asked general questions about their organization and community, as well as questions specific to the proposed project. National, state, local, or tribal organizations that represent the interests of volunteer firefighters will be asked a number of general questions regarding their organizations and a series of activity-specific questions relative to the recruitment and retention projects they propose and the activities selected. Answers to activity-specific questions as well as information submitted throughout the application will determine an applicant's standing relative to SAFER Grant funding priorities. Applications most consistent with the SAFER Grant funding priorities score higher in the automated evaluation. Automated evaluation scores represent 50 percent of the total application score.

A panel of at least three Peer Review Panelists performs the second phase of an application's evaluation. These panelists evaluate the application using the Narrative Statement, answers to the general questions, and answers to the activity-specific questions. Each application is evaluated on its own merits against established criteria and is not compared to other applications. The peer review evaluation score represents 50 percent of the total application score.

i. Narrative Statement

The Narrative Statement of the application must provide specific details about the activity for which applicants are seeking funding, including budget details. The applicant must explain how the proposed activity is related to the hiring or recruitment and retention program.

In applications for Recruitment and Retention, applicants must also provide details regarding how volunteers will qualify for the incentives (who is eligible for initiatives

funded under the grant and discuss any prerequisites). For example, an organization might withhold paying nominal stipends until members participate in a minimum number of operational activities.

Applicants should save their work often as the electronic application includes a time-out feature. If no-save activity is detected for a period of time, the application will time-out and all information that is not saved could be lost. Therefore, it is recommended that applicants type the Narrative Statement information offline using a word processing program, such as MS Word, Word Perfect, Notepad, etc., to avoid losing any information.

Once the Narrative Statement is complete, applicants can then cut-and-paste the text into the appropriate sections within the Narrative Statement section of the online application.

Please note the Narrative Statement blocks do not allow for formatting. Do not type your narrative using only capital letters. Additionally, do not include tables, special fonts (e.g., quotation marks, bullets, etc.), or graphs.

Space for the Narrative Statement is limited. Once you save the Narrative Statement to the online application, log-out and then log back in to the application to verify that the information was successfully saved.

B. Application Selection Process

Peer Review Panelists will evaluate and score each category based on the following narrative elements within each category:

i. Hiring of Firefighters Category

The Narrative Statement for applications requesting funding in this category must include Elements 1 through 4. Each element will be evaluated independently by a Peer Review Panelist. The relative weight of each element in the determination of the grant award is listed below.

- 1) Project Description (30%)
 - a) Describe why the department needs the positions requested in this application.
 - b) Describe how the positions requested in this application will be used within the department (e.g., fourth on engine, open a new station, eliminate browned out stations, reduce overtime [provide additional details as to how this will occur], etc.).
 - c) Describe the specific benefits that the positions requested in this application will provide to the fire department and community.
 - d) Describe how the awarding of this grant would enhance the department's ability to protect critical infrastructure.
- 2) Impact on Daily Operations (30%)
 - a) Explain how the community and the current firefighters employed by the department are at risk without the positions requested in this application.
 - b) Explain how that risk will be reduced if the applicant is awarded the positions requested in this application.

- c) Discuss the impact the positions requested in this application will have on the department's NFPA compliance.
- 3) Financial Need (30%)
 - a) Provide detail about the department's operating budget, including a high-level breakdown of the budget.
 - b) Describe the department's inability to address financial needs without federal assistance.
 - c) Discuss other actions the department has taken to meet its staffing needs (e.g., state assistance programs, other grant programs, etc.).
 - 4) Cost Benefit (10%)
 - a) Describe the benefits (e.g., anticipated savings, efficiencies) the department and community will realize if awarded the positions requested in this application.

ii. Recruitment and Retention of Volunteer Firefighters Category (Fire Departments)

The Narrative Statement for applications requesting funding in this category must include Elements 1 through 4. Each element will be evaluated independently by a Peer Review Panelist. The relative weight of the evaluation criteria in the determination of the grant award is listed below:

- 1) Project Description (30%):
 - a) Describe the recruitment and/or retention problems or issues identified by the department.
 - b) Describe the recruitment and/or retention plan to address the identified problems or issues.
 - c) Explain how the items or activities requested in this application will help address the identified problems or issues.
 - d) Describe how the recruitment of new volunteer firefighters and/or retention of current volunteer firefighters will impact the department's operational needs or capabilities.
 - e) Describe the specific benefits the new volunteer firefighters and/or retention of current volunteer firefighters will provide for the fire departments and community.
 - f) If your grant will have a regional impact, identify the activities that are part of the regional request and explain which activities are exclusive to the host applicant, if applicable.
- 2) Impact on Daily Operations (30%):
 - a) Describe how the community and current volunteer firefighters in the department are at risk without the items or activities requested in this application.
 - b) Explain how the risk will be reduced if awarded the items or activities requested in this application.
 - c) Explain the impact the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters will have on the department's NFPA compliance, if awarded.
- 3) Financial Need (30%)

- a) Provide detail about the department's operating budget, including a high-level breakdown of the expenditures for day-to-day activities.
 - b) Describe the department's budget shortfalls and the inability to address financial needs without federal assistance.
 - c) Describe other actions the department has taken to meet its staffing needs (e.g., state assistance programs, other grant programs, etc.).
- 4) Cost Benefit (10%)
- a) Describe the benefits (e.g., anticipated savings, efficiencies, etc.) the department and community will realize if awarded the items or activities requested in this application.

iii. Recruitment and Retention of Volunteer Firefighters Activity (National, state, local, or tribal volunteer firefighters interest organizations)

The Narrative Statement for applications requesting funding in this category must include Elements 1 through 4. Each element will be evaluated independently by a Peer Review Panelist. The relative weight of the evaluation criteria in the determination of the grant award is listed below:

- 1) Project Description (30%):
- a) Describe the recruitment and/or retention problems or issues identified by the fire departments participating in this application.
 - b) Describe your organization's recruitment and/or retention plan to address the problems or issues identified by the fire departments participating in this application.
 - c) Describe how the items or activities requested in this application will help address the identified problems or issues.
 - d) Describe how the recruitment of new volunteer firefighters and/or retention of current volunteer firefighters will impact the operational needs or capabilities of the fire departments participating in this application.
 - e) Describe the specific benefits the new volunteer firefighters and/or retention of current volunteer firefighters will provide for the fire departments participating in this application and their respective communities.
 - f) Briefly describe the organization's procurement practices and the timelines to complete the activities requested in this application.
- 2) Impact on Daily Operations (30%):
- a) Describe how the fire departments participating in this application and their current volunteer firefighters and communities are at risk without the items or activities requested in this application.
 - b) Explain how that risk will be reduced if awarded the items or activities requested in this application.
 - c) Describe the impact that the recruitment of new volunteer firefighters and/or the retention of current volunteer firefighters will have on the NFPA compliance of the fire departments participating in this application, if awarded.
- 3) Financial Need (30%)
- a) Provide detail about the organization's operating budget, including a high-level breakdown of the expenditures for day-to-day activities.

- b) Describe the organization's budget shortfalls and the inability to address financial needs without federal assistance.
 - c) Describe other actions the organization has taken to meet the staffing needs of the fire departments participating in this application (e.g., state assistance programs, other grant programs, etc.).
- 4) Cost Benefit (10%)
- a) Describe the benefits (e.g., anticipated savings, efficiencies, etc.) the fire departments participating in this application and their communities will realize if awarded the items or activities requested in this application.

C. Post Panel Review

After the panel review, the Program Office will conduct an additional and final review to assess the request with respect to costs, quantities, feasibility, eligibility, and grantee responsibility prior to recommending any application for award. The applicant's prior AFG, SAFER, and FP&S Grant(s) management performance will also be taken into consideration when making recommendations for award. Each application that scores high under the automated evaluation and peer review process will be deemed in the fundable range. Applications that are in the fundable range will undergo both a Technical Review by a subject matter specialist as well as a Program Office review prior to being recommended for award. All final funding determinations will be made by the Assistant Administrator of the Grant Programs Directorate.

VI. Post-Selection and Pre-Award Guidelines

A. Notice of Award

Upon approval of an application, the award will be made in the form of a grant. The "award date" is the date the approval of award is entered in the e-Grant system. Notification of award approval is made through the e-Grant system by automatic e-mail to the primary point of contact listed in the initial application. Follow the directions in the notification to accept the award.

Grantees must either accept or decline their award no later than 30 days from the award notification date.

Turndown Procedure

SAFER Grants are competitive. Not all applications will be successful, but all unsuccessful applicants will receive a decision letter from FEMA that briefly describes the shortcomings and weaknesses of the application. These aspects are articulated by the technical evaluation process. Due to the historically high number of turndowns for these grants, detailed debriefs for all applicants will not be possible, and will not be offered.

B. Administrative and Federal Financial Requirements

All successful applicants for all DHS Grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions, which are enumerated in the DHS Chief Financial Officer Financial Management Policy Manual and are available online at <http://www.dhs.gov/sites/default/files/publications/Proposed%20FY%2014%20Standard%20TC%202013-12-04.pdf>.

i. Payment

DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, the recipient must complete a Standard Form 1199A, Direct Deposit Form.

FEMA utilizes the e-Grants System for the full lifecycle of the grant. Please access the system by visiting <https://portal.fema.gov/famsVuWeb/home>.

Grantees should not expend funds or request a drawdown until all special conditions listed on the grant award document have been met and the award is approved for payment in the e-Grants system. Grant recipients should maintain procedures to minimize the time elapsing between the transfer of funds and the disbursement of those funds (see 31 CFR Part 205). If the grant recipient does not follow procedures, it will be required to be on a reimbursement for costs incurred method.

Although advance drawdown requests are permissible, grantees remain subject to the interest requirements of the Cash Management Improvement Act (CMIA) and its implementing regulations at 31 CFR Part 205. Interest under CMIA will accrue from the time federal funds are credited to a grantee's account until the time the grantee pays out the funds for program purposes. FEMA strongly encourages recipients to draw down funds as close to disbursement or expenditure as possible to avoid accruing interest.

NOTE: Funds will not be automatically transferred upon issuance of the grant. Grantees must submit a request for advance/reimbursement through the e-Grants system in order for the funds to be transferred to the grantee's account.

C. Reporting Requirements

Awardees are required to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and fund drawdowns may be withheld if these reports are delinquent.

Any reports or documents prepared as a result of this grant shall be in compliance with federal "plain English" policies, directives, etc.

i. Financial and Compliance 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. The audit must be performed in accordance with the requirements of GAO's Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and the requirements of Subpart F of 2 CFR Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?SID=55e12eead565605b4d529d82d276105c&node=2:1.1.2.1.1.6&rgn=div6>.

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend \$500,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO's Government Auditing Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at

http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year.

ii. Financial and Program Reporting Periods and Due Dates

Refer to the next two sections.

iii. Federal Funding Accountability and Transparency Act

This act refers to reporting requirements under the *Federal Funding Accountability and Transparency Act of 2006 (FFATA)* (Public Law 109-282), as amended by Section 6202(a) of the *Government Funding Transparency Act of 2008* (Public Law 110-252). As defined by the OMB, all new federal awards of \$25,000 or more as of October 1, 2010, are subject to FFATA reporting requirements. Federal awards include not only prime awards for grantees, cooperators, and contractors but also awards to sub-recipients. More information can be found at <http://www.usaspending.gov/news>.

iv. Federal Financial Report (FFR)

SAFER Grant recipients are required to submit semi-annual Federal Financial Reports (FFRs, SF-425). FFRs, to be submitted using the online e-Grant system, will be due semi-annually 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, and no later than January 30 for the period July 1-December 31.

Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

vii. Program Performance Reporting Requirements

SAFER Grant recipients are responsible for completing and submitting a programmatic Performance Report using the e-Grants system on a quarterly basis. The programmatic Performance Report is due within 30 days of the end of each of the grant's quarters. The first quarter will end three months after the grant's award date and every three months after, if applicable.

viii. Monitoring

Grant award recipients will be monitored programmatically and financially on an annual and as needed basis by FEMA staff to ensure that the activities and project goals, objectives, performance requirements, timelines, milestone completion, budgets, and other related program criteria are being met.

Monitoring may be accomplished through either a desk-based review or onsite monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance and administrative processes, 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.

The recipient is responsible for monitoring all sub-award activities to ensure compliance with federal and state laws, regulations, and guidance. Responsibilities include the accounting of receipts and expenditures, cash management, maintaining of adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring, or other assessments and reviews.

ix. Close Out

Within 90 days after the end of the period of performance, grantees must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. Grantees must submit these reports within the closeout module in the e-Grants system.

As part of the final report, grantees may also need to submit the Tangible Personal Property Report (SF-428), available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-428.pdf, to provide an inventory of all tangible personal property acquired using SAFER Grant funds.

An inventory of all construction projects that used funds from this program must be reported using the Real Property Status Report (Standard Form SF 429) available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-429.pdf. After these reports have been reviewed and approved by FEMA, a close-out notice will be completed to close out the grant. The grantee is responsible for returning any funds that have been drawn down, but remain as unliquidated on grantee financial records.

1. Extensions

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

1. Grant program, fiscal year, and award number;
2. 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;
3. Current status of the activity/activities;
4. Approved period of performance termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both federal and non-federal;
7. Budget outlining how remaining federal and non-federal funds will be expended;
8. Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion;
9. 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; and

10. Potential impacts if FEMA does not approve the extension request or approves the request for a shorter period of time than requested.

Awardees must submit all proposed extension requests to DHS/FEMA for review and approval at least 60 days prior to the end of the period of performance.

VII. DHS/FEMA Contact Information

This section describes several resources that may help applicants in completing a FEMA Grant Application. These points of contact are also available for successful applicants who may require assistance during execution of their award.

A. For Program Questions

i. SAFER Help Desk

The SAFER Help Desk is available to SAFER Applicants and award recipients. The Help Desk can provide assistance with navigation through the automated application, as well as provide programmatic assistance with respect to questions of eligibility. When necessary, grantees will be directed to a federal point of contact who can answer specific programmatic questions or concerns. The Help Desk can be contacted at (866) 274-0960 or via e-mail at firegrants@dhs.gov. The Help Desk hours of operation during the application period are from 8:00 a.m. to 4:30 p.m. (EST), Monday through Friday. Additional guidance and information can be obtained by visiting <http://www.fema.gov/firegrants/>.

ii. FEMA Regional Fire Program Specialists

Each of the FEMA regions has specialists that can assist applicants with the application process and provide pre- and post-award assistance. For more information, visit <http://www.fema.gov/about/contact/regions.shtm> or <http://www.fema.gov/fire-grant-contact-information>.

B. For Financial and Administrative Questions

i. Grant Programs Directorate (GPD)

FEMA's GPD Grant Operations Division Business Office provides pre- and post-award administration, financial support and technical assistance, such as for password resets and registration requests, and questions regarding Form 1199A. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov.

C. For e-Grant System Questions

For technical assistance with the e-Grant system, please contact the Help Desk. The Help Desk can be contacted at (866) 274-0960 or by e-mail at firegrants@dhs.gov.

D. For Environmental Planning and Historic Preservation (EHP) Questions

All inquiries and communications about GPD projects or the EHP review process, including the submittal of EHP review materials, should be sent to gpdehpinfo@fema.gov.

For information on FEMA's EHP Requirements, applicants should refer to FP 108-023-1, *Environmental Planning and Historic Preservation Policy Guidance*, at <http://www.fema.gov/media-library/assets/documents/85376>, and FEMA Environmental Planning and Historical Preservation Policy 108.024.4, dated December 18, 2013, at <http://www.fema.gov/media-library-data/1388411752234-6ddb79121951a68e9ba036d2569aa488/18Dec13-NoNEPARReview.pdf>.

E. Fraud, Waste, and Abuse

If you have information about instances of fraud, waste, abuse, or mismanagement involving FEMA programs or operations, you should contact the DHS OIG Hotline at (800) 323-8603; by fax at (202) 254-4297; or e-mail DHSOIGHOTLINE@dhs.gov.

VIII. Other Critical Information

A. National Incident Management System (NIMS) Implementation

Prior to allocation of any federal preparedness awards in FY 2014, grantees must ensure and maintain adoption and implementation of NIMS.

Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment, and/or supplies) to meet incident needs. Utilization of the standardized resource management concepts such as typing, inventorying, and cataloging promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management and national Tier I NIMS Resource Types can be found at <http://www.fema.gov/resource-management>.

NOTE: FEMA's current policy does *not* require SAFER Applicants to be in compliance with the National Incident Management System (NIMS) either to apply for SAFER Funding or to successfully receive an SAFER Award. Any department that receives a FY 2014 SAFER Award must achieve the necessary NIMS compliance level prior to the end of the grant's period of performance.

FEMA has developed the NIMS Guideline for Credentialing of Personnel to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes, and identifies tools which Federal Emergency Response Officials (FEROs) and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

The Guideline and the NIMS Guide 0002 can be found at the NIMS Resource Center at the following URLs:

- The Guideline: <http://www.fema.gov/emergency/nims/ResourceMngmnt.shtm#item3>
- The NIMS Guide: 0002 http://www.fema.gov/pdf/emergency/nims/ng_0002.pdf
- For more information on NIMS, visit <http://www.fema.gov/emergency/nims>
- All questions can be directed via e-mail to FEMA-NIMS@dhs.gov or via telephone at (202) 646-3850.

Although state, local, tribal, and private sector partners—including nongovernmental organizations—are not required to credential their personnel in accordance with these guidelines.

FEMA strongly encourages them to do so in order to leverage the federal investment in the Federal Information Processing Standards (FIPS) 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction. Additional information can be found at http://www.fema.gov/pdf/emergency/nims/nims_alert_cred_guideline.pdf.

B. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

SAFER Grantees are required to follow all applicable federal regulations, including regulations governing administrative requirements, cost principles, and audit requirements for federal awards which are in place on the date in which a grant is awarded by FEMA to the grantee.

On December 26, 2013, the Office of Management and Budget (OMB) promulgated the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards that establish a new, uniform set of mandatory requirements for federal awards to non-federal entities. OMB codified this final guidance (also commonly referred to as the “Super Circular” or “Omni Circular”) on December 26, 2013 at 2 CFR Part 200. This final guidance will supersede existing federal regulations governing FEMA grants for future awards which include, but are not limited to, the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments at 44 CFR Part 13, the Cost Principles for State, Local, and Indian Tribal Governments at 2 CFR Part 225, and Audits of States, Local Governments, and Non-Profit Organizations at OMB Circular A-133.

OMB has directed the Department of Homeland Security to adopt these new requirements at 2 CFR Part 200 no later than December 26, 2014. Any grant awards made after DHS’s adoption of the regulations at 2 CFR Part 200 will be required to follow the new regulations. FEMA anticipates that all FY 2014 SAFER Awards will be made after the adoption of the new regulations. Except as otherwise noted, awards made by FEMA prior to that date – including grants made in previous fiscal years – will continue to apply the existing requirements which include, but are not limited to, 44 CFR Part 13 and 2 CFR Part 225. FEMA will provide additional information to SAFER Stakeholders and Applicants upon adoption of the new regulations.

IX. How to Apply

Applying for an award under this program is a multi-step process and requires time to complete. To ensure that an application is submitted on time, applicants are advised to start the required steps well in advance of their submission. **Applicants should allow at least 15 business days (three weeks) to complete the application steps listed below.** Failure of an applicant to comply with any of the required steps before the deadline for submitting their application will automatically disqualify their application from funding.

A. Obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) Number

The applicant must provide a DUNS number with their application. This number is a required field for all subsequent steps in the application submission. The DUNS number provided in your application must match the DUNS number associated with your SAM registration. Applicants should verify they have a DUNS number or take the steps necessary to obtain one.

Applicants can receive a DUNS number at no cost by calling DUNS Number Request Line at (866) 705-5711. FEMA *cannot* assist applicants with questions related to obtaining a current DUNS number.

B. Obtain an Employer Identification Number (EIN)

FEMA requires both the EIN and a DUNS number prior to the issuance of a funding award; both are also required to register with SAM (see below). The EIN base for an organization is the IRS Tax ID number and for individuals, it is their social security number. Organizations and individuals submitting their applications must correctly identify the EIN from the DUNS since both are 9-digit numbers. If these numbers are not correctly identified in the application, this may result in a delay in the issuance of the funding award and/or incorrect payment to a grantee organization.

Organization applicants applying for an EIN should plan on a minimum of two full weeks to obtain an EIN.

If you need assistance registering an EIN, please go to [http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online). FEMA *cannot* assist applicants with questions related to obtaining a current EIN.

C. Register with the System for Award Management (SAM)

SAM registration is required to receive a SAFER Grant award. The applicant may register or update its SAM registration at <http://www.sam.gov>. SAM registration is only active for one year and must be renewed annually.

Per 2 CFR § 25.205, FEMA may not make an award to an entity until the entity has complied with the requirements to provide a valid DUNS number and maintain an active SAM registration with current information.

Payments and amendments are also contingent on the information provided in SAM, so it is imperative that the information in the application is correct, current, and matches the information in SAM.gov. Please ensure that your organization's name, address, DUNS number, and 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.

SAM registration is a multi-step process including validating your EIN with the Internal Revenue Service (IRS) to obtain a Commercial and Government Entity (CAGE) code. The CAGE code is only valid for one year after issuance and must be current at the time of application. If you need assistance registering with SAM, please go to <https://www.fsd.gov/> or call 866-606-8220. FEMA *cannot* assist applicants with questions related to obtaining a current CAGE code.

D. Submit the Application in e-Grants System

i. General Information

The FY 2014 SAFER Grant application is available through the e-Grants system at <https://portal.fema.gov>. Links to the application may also be found on the US Fire Administration's (USFA) Website at <http://www.usfa.fema.gov> and the grants.gov Website at <http://www.grants.gov>.

The automated e-Grant application was designed with many built-in help screens and drop-down menus to assist with the application process.

The e-Grant online application system ONLY supports Internet Explorer (IE) browsers, Version 6 or higher.

- Do not use any other browsers than IE when entering your information.
- Do not have multiple browsers (“windows”) open when entering your information, even if you are using IE.

There are several known problems entering application information using non-IE browsers, or having multiple browsers open, including but not limited to:

- System failure to recognize correct information
- System failure to capture and retain correct information
- System functions like “cut and paste” being disabled
- System resources like Help screens or drop down menus being unavailable

There is no appeal process for inaccurate or incomplete information retained by the system due to improper or multiple browser usage by the applicant. Prior to submission and up to the application deadline, the online application can be saved, retrieved, and edited as required.

IMPORTANT: Once you have submitted your application, you cannot change it. You will not be allowed to update your application for any reason(s). Your primary point-of-contact will automatically be notified via e-mail once your application is received.

ii. How to Apply

Eligible applicants may only apply for SAFER Funding online via the e-Grants application at <https://portal.fema.gov>. The system will allow an authorized representative to login and create a username and password, if needed.

- User Name/Password: If you have submitted any Assistance to Firefighters Grants (AFG, SAFER, FP&S, SCG) applications in a previous grant cycle, then you must continue to use the same username, password, and DUNS number for every FY2014 application. If you have forgotten your password or your primary point(s) of contact have changed, please visit <https://edit.fema.gov/frequently-asked-questions-0> for instructions on how to update and correct your organization’s information.

Applicants will need to completely fill out the following forms as part of the online e-Grants application:

- Standard Form 424, Application for Federal Assistance
- Standard Form 424A, Budget Information (Non-construction)
- Standard Form 424B, Standard Assurances (Non-construction)
- Standard Form LLL, Disclosure of Lobbying Activities (if the grantee has engaged or intends to engage in lobbying activities)
- FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements, available at <http://www.fema.gov/library/viewRecord.do?id=2628>

The program title listed in the CFDA is "Staffing for Adequate Fire and Emergency Response (SAFER)." The CFDA number is 97.083.

To be considered eligible for funding, all applications must be completed and submitted electronically by 5:00 p.m. (EDT) on (March 6, 2015).

Only applications submitted via e-Grants will receive an e-mail confirmation. Applicants should print a copy of their submitted application as well as the submission confirmation for their records upon receiving verification that their application has been successfully submitted. Incomplete applications or applications submitted via any other electronic means, including e-mail or fax, will be considered ineligible.

Applicant tools and Frequently Asked Questions (FAQs) are posted at <http://www.fema.gov/firegrants>.

If you need assistance during the application process, contact the Help Desk at (866) 274 0960 or via e-mail at firegrants@dhs.gov.

iii. Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS)

The TDD/FIRS Number available for this announcement is (800) 462-7585. The automated application is designed with help screens and drop-down lists to assist the applicant throughout the process. Applicants can save and retrieve their work and for updates and revisions through the end of the application period; however, after an application has been completed and submitted, no changes can be made.

The automated system does not allow an applicant to submit an incomplete application. The system alerts the applicant when required information has not been entered. By submitting an application online, the applicant will automatically receive an e-mail confirmation that the application was successfully submitted.

The online system will allow a single authorized representative of an eligible organization to log on and create a user name and password. The selection of the authorized representative is at the discretion of each applicant. Applicants should record their user name and password for future access to their application.

iv. Grant Writer Fees (Recruitment and Retention Category Only)

Applicants under the Recruitment and Retention of Volunteer Firefighters category are allowed to hire and reimburse a grant writer to assist in the application process. Applicants are responsible for ensuring the information contained in their submitted application is a true and accurate reflection of their organization and represents the scope of work being proposed. Applicants are required to review all work produced by grant writers, or other third parties on their behalf, prior to submission of their application. Applications that falsely represent their organization or the proposal in any manner will have their application be considered ineligible by the Program Office and referred to the Office of Inspector General for further action, as appropriate.

Grant writer 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 in the Request Details section of the application. The SAFER Program will only authorize reimbursements for application preparation, not administration, up to but not more than \$1,500. SAFER Applicants are also reminded, for grant writer fees to be eligible for reimbursement under this program, that applicants

must procure their grant writer services in a manner that is consistent with the Federal Grant Procurement Standards located at 2 CFR § 200.317 through 2 CFR § 200.326.

In addition, the fees must have been paid prior to any contact with grants management staff or an award (e.g., paid within 30 days of the end of the application period). Applicants shall be required to provide documentation to support these pre-award expenditures. A copy of the cancelled check and bank statement shall be provided upon request. Failure to provide the requested documentation may result in the grant writer fee being deemed ineligible and the grant reduced accordingly.

NOTE: SAFER requires that all grant writer or preparer information must be entered into the Overview section of the SAFER Application, whether that person, entity or agent is compensated or not.

Appendices

Appendix A: Program Priorities

Criteria Development Process

Each year, FEMA convenes a panel of fire service professionals to develop funding priorities for the SAFER Grant 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 are:

- 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 content of this SAFER FOA reflects implementation of the criteria development panel's recommendations with respect to the priorities, direction, and criteria for awards. Based on the recommendations, funding priority is given to applications that effectively address the evaluation elements as outlined.

Program Priorities Description

This section summarizes the program priorities used to determine grant awards. Program priorities are listed as High **H**, Medium **M**, or Low **L**. Within each identified program priority (H, M, L), all the proposed activities have an equal value.

There are separate evaluation criteria for the following categories:

- Hiring of Firefighters category (including rehiring, retention, attrition, and new hires)
- Recruitment and Retention of Volunteer Firefighters category – Fire Departments
- Recruitment and Retention of Volunteer Firefighters category - National, State, Local, or Tribal Volunteer Firefighter Interest Organizations

I. Hiring of Firefighters Category

Grants awarded under the Hiring of Firefighters category enable combination and career fire departments to improve or restore staffing levels to attain a more effective level of response and a safer incident scene. Grants are awarded directly to volunteer, combination, and career fire departments to help fire departments increase their cadre of frontline firefighters. Funding under these subcategories provides fire departments with funds to pay firefighter salaries and benefits (exclusive of overtime).

A. Meeting the National Standards

FEMA prioritizes bringing non-compliant (NFPA 1710 or 1720) departments back into compliance in the most cost-effective manner.

Applicants will be asked general questions about the NFPA standard they are attempting to meet as well as their current ability to meet that standard (without including the use of overtime). Applicants will also be asked to indicate what their ability will be to meet that same standard if awarded grant funds.

Having additional firefighters on staff should improve a local fire department's ability to comply with the staffing, response, and operational standards that enhance community and firefighter safety.

Applications resulting in the largest percentage increases in compliance with the relevant section of NFPA 1710 (for career departments) or 1720 (for volunteer departments) receive higher consideration than applications resulting in smaller percentage increases in compliance.

Note: SAFER Grants focus only on the Deployment or Staffing and Deployment sections of these two standards, respectively.

NFPA 1710 Assembly Requirements: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Department (Section 5.2.4.2 – Initial Full Alarm Assignment Capability)

This standard applies primarily to all-career fire departments and combination departments if the combination department chooses it.

NFPA 1720 Assembly Requirements: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments (Section 4.3 – Staffing and Deployment)

This standard applies primarily to all-volunteer fire departments, but it may also apply to combination departments if the combination department does not choose to comply with the NFPA 1710 standard. The tables below identify the priority levels for current and new compliance with the NFPA 1710/1720 standard.

Current 1710/1720 Compliance Priorities	
<input type="checkbox"/> Never or 0%	<input type="checkbox"/> Half the time or 40-59%
<input type="checkbox"/> Rarely or 1-19%	<input type="checkbox"/> Very often or 60-79%
<input type="checkbox"/> Sometimes or 20-39%	<input type="checkbox"/> Most of the time or 80-99%

New 1710/1720 Compliance Priorities	
<input type="checkbox"/> Always or 100%	<input type="checkbox"/> Half the time or 40-59%
<input type="checkbox"/> Most of the time or 80-90%	<input type="checkbox"/> Sometimes or 20-39%
<input type="checkbox"/> Very often or 60-79%	<input type="checkbox"/> Rarely or 1-19%

Need More Information?

For more information about these two standards, visit <http://www.nfpa.org/saferactgrant>.

For more information on the standards, contact NFPA at (800) 344-3555 or e-mail questions to stds_admin@nfpa.org.

B. Call Volume and Population Served

Department call volume and population served are both factors in the initial application evaluation. Departments responding to a higher number of incidents and departments who protect a larger jurisdiction will receive higher consideration than those departments responding to fewer incidents and protecting smaller jurisdictions.

C. Firefighter Health Measures

The health and wellbeing of firefighters is of paramount importance. Therefore, applicants who indicate newly recruited firefighters will undergo an entry-level physical and receive immunizations and who indicate they will provide annual medical exams receive higher consideration than applicants who do not specify these benefits will be provided. To qualify for this higher consideration, the physicals must be consistent with those required under NFPA 1582 Chapter 6, Medical Evaluations of Candidates 6.1 and Chapter 9, Essential Job Tasks — Specific Evaluation of Medical Conditions in Members.

Entry-Level Medical Exams

NFPA 1582-compliant physicals

Non-NFPA-compliant physicals

Annual Medical Exams

NFPA 1582-compliant physicals

Non-NFPA-compliant physicals

D. Automatic and Mutual Aid

Automatic and Mutual Aid

Fire departments that have formal automatic and/or mutual aid agreements, and applicants that based requests on a staffing needs assessment, also receive higher consideration.

E. Training Requirements

Minimum Emergency Medical Services (EMS) certification

Applicants will receive higher consideration if the personnel funded under the grant will meet the minimum EMS certification requirements prescribed by the locality or state having jurisdiction.

II. Recruitment and Retention of Volunteer Firefighters Category – Fire Departments

The purpose of these grants is to assist fire departments with the recruitment and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response. The grants are intended to create a net increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies within the grantee's response area. For this reason, projects that are comprehensive in nature and based on a clear needs assessment, implementation plan, and evaluation plan will receive higher consideration.

A. Meeting Staffing Standards

The goal under this SAFER category is to assist departments experiencing a high rate of turnover and that have staffing levels significantly below the ideal staffing level required to comply with NFPA standards 1710 or 1720 (for details, see section 1(c) *Meeting National Standards*). Departments who currently have the lowest recruitment and retention rates are given a higher consideration for funding.

B. Volunteer Membership

Departments or organizations with the highest percentage of volunteers should benefit the most from the recruitment and retention of volunteer firefighters. Therefore, applicants whose membership is comprised of mostly volunteer members, or have a significant number of volunteer firefighters, receive higher consideration.

Percentage of Volunteers	
H 91-100%	M 41-50%
F 81-91%	M 31-40%
F 71-80%	M 21-30%
F 61-70%	M 11-20%
M 51-60%	M 1-10%

C. Recruitment/Retention Plan

It is critical to have a plan for recruitment and/or retention activities. Applications requesting funding for recruitment and/or retention programs should be based on formal plans. Applicants must summarize the departments' recruitment and/or retention plans in the Narrative Statement and explain how the projects/activities will fulfill the plans and meet organizational goals.

R&R Priorities	
<input type="checkbox"/> Applicants that will perform a periodic evaluation of the program's impact will receive higher consideration	<input type="checkbox"/> Applicants who currently have a coordinator and marketing plan in place will receive higher consideration
<input type="checkbox"/> Applicants that will request grant funding for a coordinator's position and marketing plan	

D. Call Volume and Population Served

Department call volume and population served are both factors in the initial evaluation. Departments responding to a higher number of incidents and departments who protect a larger jurisdiction receive higher consideration.

E. Firefighter Health Measures

Applicants who indicate the newly recruited firefighters will undergo an entry-level physical and receive immunizations, who indicate they will provide annual medical exams, and who provide worker's compensation/Accidental Death & Dismemberment (AD&D) benefits to their members receive higher consideration than applicants who do not specify these benefits will be provided.

Entry-Level Medical Exams	
<input type="checkbox"/> NFPA 1582-compliant physicals	<input type="checkbox"/> Non-NFPA-compliant physicals

Annual Medical Exam	
<input type="checkbox"/> NFPA 1582-compliant physicals	<input type="checkbox"/> Non-NFPA-compliant physicals

Worker's Compensation/Accidental Death & Dismemberment (AD&D)	
<input type="checkbox"/> Applicants who currently provide worker's compensation/accidental death and dismemberment insurance receive higher consideration	<input type="checkbox"/> Applicants who plan to supply worker's compensation/accidental death and dismemberment insurance with grant funds

F. Training Requirements

Timeliness of Training
<input type="checkbox"/> Applicants will receive higher consideration if they will train the newly recruited firefighters to meet the minimum fire and EMS certification requirements prescribed by the locality or state within 24 months of appointment to the department.

Training and Certification	
<input type="checkbox"/> FF II/EMT	<input type="checkbox"/> FF I
<input type="checkbox"/> FF II	<input type="checkbox"/> First Responder
<input type="checkbox"/> FF I/EMT	

G. Regional Requests

Requests for recruitment or retention that have a regional impact (i.e., an impact beyond the immediate boundaries of the applicant's first-due area) will receive higher consideration. An eligible applicant, which can include a fire department, may act as a "host applicant" and apply for support of both a regional initiative and its own department's internal needs on one application. In order to apply for a regional project, the host fire department must agree, if awarded, to be responsible for all aspects of the grant. This includes, but is not limited to, accountability for the assets and all reporting requirements. Regional host applicants and participating partner agencies must execute a Memorandum of Understanding (MOU) or equivalent document, signed by all parties participating in the award, prior to submitting an application under the Regional Program activities. 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. Successful Regional applicants shall provide a copy of the signed MOU at the time of award. Any entity named in the application as benefiting from the award shall be a party the MOU or equivalent document.

In completing the Request Details and Narrative Statement sections of the application, the applicant must include a list of participating third-party organizations that will benefit from the regional project if the project is approved. The third-party organizations that will benefit from the recruitment and retention project may also apply for funding under SAFER as long as the third-party organizations do not apply for a project that could conflict with or duplicate the host applicant's project. Applicants must also certify that they will ensure the fire departments participating in this application have not received grants for similar items/activities.

Note: Only applications submitted under the Recruitment and Retention of Volunteer Firefighter category qualify for regional project requests. Regional projects are not eligible under the Hiring of Firefighters category.

III. Recruitment and Retention of Volunteer Firefighters Category – National, State, Local, or Tribal Volunteer Firefighter Interest Organizations

The purpose of these grants is to assist national, state, local, or tribal organizations that represent the interests of volunteer firefighters with the recruitment and retention of volunteer firefighters who are involved with or trained in the operations of firefighting and emergency response. The grants are intended to create an aggregate increase in the number of trained, certified, and competent firefighters capable of safely responding to emergencies on behalf of the fire departments being represented. For this reason, projects that are comprehensive in nature and based on a clear needs assessment, implementation plan, and evaluation plan will receive higher consideration.

In completing the Request Details and Narrative Statement sections of the application, the applicant must include data that approximates the characteristics of the entire region and/or all fire departments affected

by the grant. If awarded, grantees may be required to provide documentation of each fire department's consent to participate in the application. Applicants must also certify that they will ensure the fire departments participating in this application have not received grants for similar items/activities.

A. Meeting Staffing Standards

The goal under this SAFER category is to assist departments experiencing a high rate of turnover that have staffing levels significantly below the ideal staffing level required to comply with NFPA standards 1710 or 1720 (for details, see Section 1c. Meeting National Standards).

Organizations that currently have the lowest recruitment and retention rates among the entire region and/or all fire departments benefiting from the grant funds are given a higher consideration for funding.

B. Volunteer Membership

Organizations with the highest percentage of volunteers should benefit the most from the recruitment and retention of volunteer firefighters. Therefore, applicants whose membership is comprised of mostly volunteer members, or that have a significant number of volunteer firefighters, receive higher consideration.

Percentage of Volunteers	
<input type="checkbox"/> 91-100%	<input type="checkbox"/> 41-50%
<input type="checkbox"/> 81-91%	<input type="checkbox"/> 31-40%
<input type="checkbox"/> 71-80%	<input type="checkbox"/> 21-30%
<input type="checkbox"/> 61-70%	<input type="checkbox"/> 11-20%
<input type="checkbox"/> 51-60%	<input type="checkbox"/> 1-10%

C. Recruitment/Retention Plan

It is critical to have a plan for recruitment and retention activities. Applications requesting funding for recruitment or retention programs should be based on formal plans. Applicants must summarize the organization's recruitment and retention plans in the Narrative Statement and explain how the projects/activities applied will fulfill the plans and meet organizational goals.

R&R Priorities	
<input type="checkbox"/> Applicants that will perform a periodic evaluation of the program's impact	<input type="checkbox"/> Applicants who currently have a coordinator and marketing plan in place
<input type="checkbox"/> Applicants that will request grant funding for a coordinator's position and marketing plan	

Appendix B: Eligible Costs/Restrictions on Cost

The Peer Review Panelists consider all budgeted expenses as part of the cost-benefit determination and may recommend appropriate adjustments. Regardless of the eligibility of any costs requested or the panelists' determination, FEMA reserves the right to reduce any requests for funding, in whole or in part, that it deems excessive or otherwise contrary to the best interests of the program.

Hiring of Firefighters Category – Eligible Costs

- Salary and associated benefits (actual payroll expenses) for the positions funded under the SAFER Grant are eligible.
- Only firefighters hired or rehired after the SAFER Grant award date (except if awarded under the retention activity) are eligible for grant funding. Firefighters hired after the SAFER Grant award date are considered new hires.
- Only full-time positions are eligible for funding. A full-time position is one position that is funded for at least 2,080 hours per year, e.g., 40 hours per week, 52 weeks per year. However, recognizing many departments have shifts exceeding a 40-hour workweek, FEMA also will consider funding the job-sharing of a full-time position if the grantee has sufficient justification. A job-share position is a full-time position occupied by more than one person.
 - **Example:** A department may hire two part-time staff persons at 28 hours each to fulfill the scheduled work hours of one 56-hour shift position.
- Salaries and benefits of firefighters hired under SAFER Funding while they are engaged in training are eligible.
- Costs for overtime that fire departments routinely pay as a part of the base salary or the firefighter's regularly scheduled and contracted shift hours in order to comply with the Fair Labor Standards Act (FLSA) are eligible.
- Volunteer and mostly volunteer fire departments may hire individuals to fill officer-level positions (e.g., chief, fire inspector, training officer, safety officer, etc.).
- SAFER Grant funds will only pay for operational positions whose primary assignment (more than 50 percent of duties) is fire suppression, which includes staffing a fire suppression vehicle, regardless of collateral duties.
- Eligible positions for funding under the Rehiring or Attrition activities must have been laid off or vacated in the two years prior to the start of the application period (February 9, 2015)
- Firefighters who have been issued a formal layoff notice, which includes a specific date for the layoff action, prior to the start of the application period, and those who face imminent layoff – within 120 days of the close of the application period – are eligible for SAFER Funding under the Retention activity. Since the application period closes on (March 6, 2015), the layoffs must become effective on or before (July 4, 2015).
- Any layoff action not executed in accordance with the terms of the official layoff notice or which does not meet the above requirements may not qualify for funding in the rehiring of laid off firefighters or retention categories. Applicants that do not meet these parameters must apply under the Attrition or New Hire activity.
- Eligible positions under the Retention category must be employees of the department at the time of

Hiring of Firefighters Category – Eligible Costs

application.

- Fire departments that are looking to retain contract firefighters should apply under the Attrition category.
- If a retention position becomes vacant after award, departments must fill the vacancy with a new hire in order to maintain the operational staffing level.

Hiring of Firefighters Category – Ineligible Costs

- The salaries and benefits of firefighters who are current employees or were hired prior to the award date (except under the retention activity) are ineligible.
- The SAFER Grant may not be used to fund promotions (e.g., pay a current member a higher salary by placing them in a new SAFER-funded position). If a department chooses to promote a current member, SAFER Grant funding may be used to fund the vacated firefighter position.
- Pre-application costs, such as grant writer fees, administrative costs, and indirect costs associated with hiring or rehiring firefighters are ineligible.
- Costs to train and equip firefighters are ineligible (this does not include the salaries and benefits of firefighters hired under SAFER Funding while they are engaged in training).
- Uniforms and physicals are ineligible.
- Overtime costs are ineligible (except as noted in “eligible costs” above).

Recruitment and Retention Category – Eligible Costs

Overview

Applicants must correlate the activities for which funding is being requested and the identified recruitment or retention problems or issues being addressed. FEMA will not fund activities if an applicant has not provided sufficient information detailing how an activity being funded will enhance recruitment and retention.

Applicants who propose to focus on retention of volunteers will receive equal consideration as applicants focusing on recruitment of volunteers. A focus on retention may include providing incentives for volunteer firefighter members to continue service in a fire department.

Departments may want to consult their jurisdiction to understand the full legal and financial implications involved with implementing or sustaining programs that offer benefits or financial awards to firefighters (such as stipends, Length of Service Award Program [LOSAP], etc.).

All funded activities under Recruitment and Retention must be governed by formally adopted Standard Operating Procedures (SOPs). Minimally, these SOPs should specify who qualifies for each of the incentives, specific requirements for earning the incentives, and the disposition of the awarded incentives if an individual fails to fulfill the stipulations.

FEMA will not fund any activities that are covered under a department’s normal operating budget. Federal

Recruitment and Retention Category – Eligible Costs

funding should not be used to supplant an existing activity or program. Retroactive payments or recognition for services rendered prior to the grant award are ineligible (with the exception of grant writer fees discussed in Section IX(d)(iv)).

Examples of initiatives that may receive funding include, but are not limited to:

- Nominal stipends for firefighters where the primary duty is an operational assignment (fire suppression) regardless of collateral duties.
- Insurance packages such as Accidental Death and Dismemberment (AD&D), disability, health, dental, life, etc.
- Reimbursement to members while attending required basic training (e.g., compensation for lost wages, mileage, lodging, per diem). Note that costs for mileage, lodging, and per diem will only be reimbursed at the Federal Government rate.
- Marketing costs to recruit new volunteer members
- Station internet access
- Computers in common areas
- LED/electronic signs (note: 75 percent of usage must be dedicated to Recruitment and Retention activities – additional restrictions apply; see the full FOA, Section IV. Funding Restrictions, A. Restrictions on Use of Award Funds, iv. Other Cost Requirements, Environmental Planning and Historic Preservation [EHP] Compliance)
- One set of station duty uniforms for each new recruit only (pants, shirts, hats, and boots)
- Non-uniform clothing (t-shirts, jackets, or pullovers) as part of an award program only
- Station modifications (e.g., converting space into bunkroom - restrictions apply; see the full FOA, Section IV. Funding Restrictions, A. Restrictions on Use of Award Funds, iv. Other Cost Requirements, Environmental Planning and Historic Preservation [EHP] Compliance)
- Salary and benefit costs for a recruitment and retention coordinator. Salary and benefit costs should be based on reliable market research (see earnings information published by the US Bureau of Labor Statistics). Information on how the associated costs were determined should be provided in the Request Details portion of the application.
- Physicals for new recruits only. All grant-funded physicals 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.
- Explorer, cadet, and mentoring programs (see page 43 for specific eligible costs)
- Staffing needs assessment
- Administrative costs up to three percent of the total awarded amount in accordance with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Applicants may apply for administrative costs if the costs are directly related to the implementation of the program for which they are applying. Administrative costs are identifiable costs directly associated with the implementation and management of the grant and cannot exceed three percent of the award.
- Tuition assistance for higher education (including college tuition and not limited to firefighter training)

Recruitment and Retention Category – Eligible Costs

or education) and professional certifications (Note: coursework or certifications in this category should be more advanced than what the department typically funds for required minimum-staffing requirements)

- Books and lab fees for higher education or professional certification (not including computers)
- Costs for training not currently covered under the department's operating budget. Training requests must be detailed in the Request Details and Narrative Statement sections of the application and must closely correlate to the applicant's recruitment and/or retention goals.
- Awards program for participation in operational activities, like operational training and/or responding to incidents (e.g., length of service plaques, gift cards, non-uniform clothing)
- New Length of Service Award Programs (LOSAP)
- Mileage reimbursement for operational activities (NOTE: mileage will only be reimbursed at the Federal Government rate)
- Applications for funding in the Recruitment and Retention category could include activities requiring up to four years to complete (with proper justification)
- Indirect costs for national, state, local, or tribal volunteer firefighter interest organizations that have a federally approved indirect cost rate agreement
- Exercise equipment and gym memberships limited to no more than \$10,000 (total per grant award).
- Grant writer fees (see the full FOA, Section IX. How to Apply, D. Submit the Application in e-Grants System, iv. Grant Writer Fees (Recruitment and Retention Category Only))

Personal Protective Equipment

Personal Protective Equipment (PPE) may be funded for newly recruited firefighters (after they have successfully passed an NFPA 1582 compliant physical), but PPE for other types of members or existing members is not eligible.

Funds are available to acquire OSHA-required and NFPA-compliant PPE for firefighting personnel. Only actual costs for PPE are allowed and will be paid on a reimbursable basis. Allowable costs may be limited to reasonable amounts, as determined by FEMA.

Grantees are required to provide documentation to support the purchase of PPE (proof that the firefighter(s) have undergone an NFPA 1582 compliant physical and are certified as "fit for duty"). PPE purchased with SAFER Grant funding must be utilized by adequately trained staff. In addition to these requirements, PPE must meet any national or state standards and increase firefighter safety. Failure to meet these requirements may result in ineligibility for PPE funding. Copies of NFPA standards may be reviewed at <http://www.NFPA.org>.

- Eligible PPE Expenditures:
 - One set of PPE for structural or wildland firefighting per new recruit.
 - SAFER considers a complete set of structural PPE to be comprised of one SCBA mask/face piece, one pair of pants, one coat, one helmet, one hood, one pair of boots, one pair of gloves, and one pair of suspenders. In those jurisdictions where additional PPE, like Personal Safety/Rescue Bailout Systems are statutorily required, SAFER will consider all statutorily required items to be part of a complete PPE set.
 - SAFER considers a complete set of wildland PPE to be comprised of: one set of boots, one set of coveralls (or pants, coat, and suspenders), one pair of gloves, one hood, one

Recruitment and Retention Category – Eligible Costs

set of goggles, one helmet, and one fire shelter).

- American National Standards Institute (ANSI)-approved retro-reflective highway apparel
- Ineligible PPE Expenditures:
 - Three-quarter length rubber boots
 - Self-Contained breathing Apparatus (SCBAs) (not including SCBA masks/face pieces)
 - PASS Devices
 - Spare cylinders
 - Bomb disposal suits
 - PPE for hazardous materials and other specialized incidents
 - More than one set of PPE per member

Construction/Remodeling/Renovation of Existing Facilities

- Project construction using SAFER Funds may not exceed \$10,000.
- Remodeling/renovations to an existing facility are allowable. The renovations must be minor interior alterations not to exceed \$10,000 (total per grant award).
- Eligible applicants must provide a cost breakdown in the Request Details section of the application. The costs must be justified in the Narrative Statement section as well.
- Remodeling/renovations may not change the footprint or profile of the building.
- Any request for modifications to facilities may require Environmental and Historic Preservation (EHP) review (see the full FOA, Section IV. Funding Restrictions, A. Restrictions on Use of Award Funds, iv. Other Cost Requirements, Environmental Planning and Historic Preservation (EHP) Compliance). Grantees are encouraged to have completed as many steps as possible for a successful EHP review in support of their proposal for funding (i.e., coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects; compliance with all state and EHP laws and requirements).
- Written approval must be provided by FEMA prior to the use of any SAFER Funds for construction or renovation. If awarded funds for construction, grantees may be required to submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits, and a notice of interest.

Explorer/Cadet Programs

Eligible items include but are not limited to:

- One set of station duty uniforms (pants, shirts, hats, and boots) per explorer/cadet
- Training (Non-Immediate Danger to Life and Health or IDLH)
- One set of structural or wildland PPE (as defined above but not including an SCBA mask/face piece because PPE for explorers or cadets may not be used in an IDLH atmosphere)
- Insurance
- Coordinator's position
- Workers compensation insurance
- Transportation costs
- Medical exams

Recruitment and Retention Category – Eligible Costs

Items that are NOT eligible include the following:

- SCBA including mask/face piece
- Anything involving the IDLH atmosphere
- Vehicles
- Warning lights for private vehicles
- Any activities precluded by the authority having jurisdiction
- Radios, cell phones, or pagers

Audit Costs

Certain recipients of federal funding must comply with the Single Audit Acts Amendments of 1996 (31 USC §§ 7501-7507); 31 USC §§ 503, 1111; Executive Order 8248; Executive Order 11541; and the federal regulations applicable at the time a grant is awarded to a grantee. Reasonable costs incurred for such an audit are an eligible expenditure and should be included in the applicant's proposed budget. For more information about OMB Circulars, please visit www.whitehouse.gov/omb/circulars.

Audit costs are considered administrative expenditures and may be treated as a direct cost or an allocated indirect cost, as determined in accordance with the provisions of applicable OMB cost principles circulars or other applicable cost principles or regulations.

If the AFG Grantee is the recipient of *multiple* federal funding sources then *only* a pro rata share of the audit cost(s) may be chargeable to their SAFER Award.

Example: Total Audit Costs of \$1,000.00:

During their fiscal year, an organization expends \$150,000 from a SAFER Award and \$600,000 from other federal sources for a total of \$750,000.

The SAFER pro rata share is $(\$150,000/\$750,000 = 1/5$ or 20 percent), of the \$1,000 total audit costs; so only \$200 (20 percent of \$1,000) would be an eligible audit cost that can be charged to the SAFER Award.

SAFER does *not* require any other audits; therefore, you cannot charge any audit expenses that are not directly related to an audit required by either OMB Circular A-133 or Subpart F of 2 CFR Part 200.

Pre-award Costs

Generally, grantees cannot use grant funds to pay for products and services contracted for or purchased prior to the effective date of the grant award.

- Fees for grant writers may be included as a pre-award expenditure. Fees payable on a contingency basis are not an eligible expense (see full FOA, Section IX. How to Apply, D. Submit the Application in e-Grants System, iv. Grant Writer Fees (Recruitment and Retention Category Only)
 - The only costs or acquisitions that may be considered for pre-award are those costs obligated after an application's submission but prior to an offer of award.
 - An applicant must notify FEMA in writing and in advance of their intent to spend local funds that will be requested as a pre-award expense. This notification shall be sent via e-mail to the SAFER Help Desk (FireGrants@fema.dhs.gov), so the request may be reviewed and entered

Recruitment and Retention Category – Eligible Costs

- into their e-Grants application file.
- A grantee may only request pre-award costs after an offer of award has been made, via a Scope of Work Amendment to the SAFER Program Office, using the online e-Grants management system.
- All pre-award costs will be decided on a case-by-case basis. Pre-award costs are only permitted with the written approval of FEMA.
- Expenses incurred after the application deadline, but prior to award, may be eligible for reimbursement if the expenses were justified, unavoidable, consistent with the grant's scope of work, and specifically approved in writing by FEMA (Scope of Work Amendment) after an offer of award has been made and accepted. Pre-award purchases made for the purpose of convenience, to obtain more favorable pricing, or to replace equipment that is still operational are not considered to be unavoidable and will not be considered for reimbursement.
- Final approval will be given after all invoices and related procurement documents have been reviewed by FEMA to ensure the obligation occurred after the application submission, but prior to an offer of award, and is justified, unavoidable, and consistent with the grant's scope of work.

Recruitment and Retention Category – Ineligible Costs

- Salary and benefits for firefighters
- Costs incurred prior to award except for grant writer fees; see full FOA, Section IX. How to Apply, D. Submit the Application in e-Grants System, iv. Grant Writer Fees (Recruitment and Retention Category Only)
- Vehicles
- Fire suppression equipment or vehicles
- Fire simulators, fire evolution, or fire training props (e.g., burn trailers, forcible entry, rescue/smoke maze, flashover simulators, etc.),
- Sirens or other outdoor warning devices
- Communication equipment including cell phones, pagers, portable radios, or Computer-Aided Dispatch (CAD) systems
- Cash payments for non-operational activities
- Payments for travel to or participation in leisure activities such as theatre tickets, entertainment tickets, and trips (professional sporting events, etc.)
- Costs associated with award banquets, such as food, refreshments, entertainment, or rental facilities. Reimbursement for actual awards (e.g., plaques and trophies) is eligible.
- Costs for food or refreshments
- Costs for training currently covered under the department's operating budget, such as tuition or instructor fees for department-mandated, basic-level training, etc.
- Services at a member's personal residence (e.g., internet access, plowing of driveways)
- Furniture (except for newly converted bunkrooms), televisions, fixtures, appliances (e.g., refrigerators),

Recruitment and Retention Category – Ineligible Costs

and entertainment equipment

- “Giveaways,” such as pencils, pens, t-shirts, cups, mugs, or balloons, for recruitment events
- Fees for courses and training that are available free of charge on the internet or at a state/local training facilities (e.g., NIMS 100, 700, 800)
- Costs for fuel
- Annual medical exams (not including NFPA 1582 physicals for new recruits)

Appendix C: Grantee Responsibilities

SAFER Award Recipients (grantees) must agree to the following:

1. Grantees must perform all tasks (scope of work) as outlined in the grantee's application approved by FEMA within the period of performance, comply with the terms of this FOA, comply with all the terms and conditions of their grant award, including any special conditions in accordance with the articles of agreement, and comply with all applicable Federal statutory and regulatory requirements. Grantees that do not fulfill their obligations under their SAFER Grant will be considered in default and may be required to return the federal funds disbursed under the grant award.
2. Grantees under the Hiring of Firefighters category who lay off any operational personnel during the two-year period of performance will be considered in default of their grant and the award will be terminated. Grantees may be required to return the federal funds disbursed under the grant award.
3. Grantees under the Hiring of Firefighters category must agree to maintain operational staffing at the level that existed at the time of award and must also retain all SAFER-funded positions throughout the grant's full two year period of performance unless the grantee has been afforded a waiver of this requirement. At the time of award, grantees under the Hiring of Firefighters category must submit a current (pre-SAFER) roster listing paid operational/firefighting personnel in support of NFPA 1710 or NFPA 1720, who are in full-time or job share positions. The program office will work with a grantee to establish the correct staffing maintenance number which combines the number of pre-SAFER and SAFER-funded operational positions. Once this is established, grantees must agree to maintain this number throughout the two year period of performance by taking active and timely steps to fill any vacancies.

Grantees who are unable (due to documentable economic hardship) to backfill non-SAFER operational positions that are vacated through attrition (e.g., resignation, retirement) after award may petition FEMA for a waiver of staffing maintenance requirements. An approved waiver allows a grantee to decrease and reestablish the staffing maintenance number agreed to at the time of award by the number of positions that a grantee is unable to fill. In order to qualify for this waiver, the economic hardship must affect the entire public safety sector in a grantee's jurisdiction, not only the fire department. *Waivers will not be granted for SAFER-funded positions. Grantees who fail to maintain this level of staffing risk losing the federal funds awarded under this grant.*

4. Since the goal of the SAFER Grant Program is to enhance incident scene safety, grantees must certify that the primary assignment (more than 50 percent of duties) of all SAFER-funded firefighters will be an operational assignment (fire suppression) regardless of collateral duties, which includes staffing a fire suppression vehicle.
5. Grantees must retain grant files and supporting documentation for three years after receipt of the official notification that the grant has been closed. FEMA may require access to any pertinent books, documents, papers, or records belonging to a grant recipient. The DHS Office of Inspector General or the Comptroller General of the United States may also require access to a grantee's books and records. The required documentation for federally funded purchases should include specifications, solicitations, competitive quotes or proposals, basis for selection decisions, purchase orders or contracts, invoices, and cancelled checks. Grantees who fail to document purchases may find their expenditures will be questioned and disallowed.

6. Grantees must provide periodic performance reports to FEMA. In all years of the grant's period of performance, for both the Hiring of Firefighters and the Recruitment and Retention of Volunteer Firefighters Categories, grantees must submit quarterly performance reports as well as a final performance report at grant closeout. Payments are requested online using the automated system and payments are based on actual expenses incurred during the period covered by the payment request. Quarterly performance reporting is required even if the grantee has not requested funding within the quarter.

At the end of the grant's period of performance, all grantees are required to produce a final report on how the grant funding was used and the benefits realized from the award. Grantees must submit a final financial report and a final performance report (e.g., closeout report) within 90 days after the end of the period of performance. After these reports have been reviewed and approved by FEMA, grantees are given an official notice that the closeout has been accepted and completed. Any remaining grant funds are de-obligated. The grantee is responsible for returning any funds that have been drawn down but remain unspent.

7. Administer the grant in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards found at 2 CFR Part 200.
8. Follow the audit requirements of OMB Circular A-133 or 2 CFR Part 200, Subpart F (as applicable) which require a non-federal entity that expends \$500,000 or more in federal funds during its fiscal year for fiscal years beginning prior to December 26, 2014 and \$750,000 or more in federal funds during its fiscal year for fiscal years beginning on or after December 26, 2014 to have a single or program-specific audit conducted for that year (for more information, see Section VI(C)(i) of this FOA and 2 CFR Part 200).
9. Notwithstanding any provision of other laws, firefighters hired under these grants shall not be discriminated against, or be prohibited from, engaging in volunteer firefighting activities in another jurisdiction during off-duty hours.
10. Homeland Security Presidential Directive-5 requires that, beginning October 1, 2005, all recipients of federal preparedness funds (including recipients of federal grants and contracts) adopt the National Incident Management System (NIMS) as a condition for the receipt of the federal funds. Recipients of FY 2014 SAFER Grants will be considered to be in compliance with the NIMS requirement if the grantee:
 - a) Has an operational knowledge of the Incident Command System (ICS)
 - b) Has an understanding of NIMS' principles and policies
 - c) Agrees to adopt and/or comply with all directives, ordinances, rules, orders, edicts, etc., passed down by the local or state authorities with respect to incident management.

Responders who have already been trained in ICS do not need retraining if their previous training is consistent with DHS standards. In order for us to document compliance, grantees will be required to certify their compliance with the NIMS/ICS requirements as part of their grant closeout process. Grantees may contact their State Emergency Preparedness Officer or State Fire Marshal for local NIMS compliance requirements.

11. To the extent possible, grantees should seek, recruit, and appoint women and members of racial and ethnic minority groups to increase their ranks within the applicant's department (see eligibility requirements).
12. FEMA strongly encourages applicants, to the extent practicable, to seek, recruit, and hire military veterans to increase their ranks within their departments. In FY 2014, all SAFER Applicants who have a policy in place addressing their intent to implement strategies to recruit military veterans will receive higher consideration.
13. Equipment Marking: Awardees must use, manage, and dispose of any equipment purchased with SAFER Grant funds in a manner that is consistent with the requirements of 2 CFR § 200.313. Awardees may consider marking equipment in the manner of "purchased with funds provided by the US Department of Homeland Security" to facilitate their own audit processes, as well as federal audits and monitoring visits, which may result from receiving federal funding.
14. Grantees may use their own procurement procedures, which reflect applicable state and local laws and regulations, provided their procurements conform to the Federal Grant Procurement Standards located at 2 CFR § 200.317 through 2 CFR § 200.326.

Grantees who fail to adhere to their own procurement policy, or otherwise fail to fully comply with the federal laws and standards regarding purchases involving federal funds, may be subject to questioning and subsequently disallowed costs.

Through audits conducted by the Department of Homeland Security's Office of Inspector General (OIG) and the AFG Program Office grant monitoring, findings have shown that some AFG Recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with federal procurement policies jeopardizes the integrity of the grant as well as the grant program. Below, we highlight the federal procurement requirements for fire department, State Fire Training Academy, and nonaffiliated EMS organization grantees when procuring goods and services with federal grant funds. DHS will include a review of grantees' procurement practices as part of the normal monitoring activities. All procurement activity must be conducted in accordance with applicable Federal regulations in effect at the time a grant is awarded to a grantee.

Competition: All procurement transactions shall be conducted in the following manner:

- Provides open and free competition
- Promotes competition and ensures advantageous pricing

NOTE: In addition to following applicable federal regulations in effect at the time a grant is awarded to a grantee, grantees must also follow their own written procurement procedures as well as all applicable state and local laws and regulations.

NOTE: AFG will consider acquisitions by a grantee who has formally adopted internal or governing policies and authorizes acquisitions through prequalified lists of persons, firms, or products which are used in acquiring goods and services, e.g., Government Services Administration (GSA) schedule or cooperative or group purchasing, as having satisfied AFG Program requirements for competition, so long as those prequalified lists are current and include qualified sources to ensure maximum open and free competition. Also, the grantee must not preclude potential bidders from qualifying during the solicitation period. AFG will consider existing previously bid or state contracts ("tag along" contracts) to satisfy federal requirements for competition so long as they also conform to the applicable federal procurement regulations in effect at the time the grant is awarded.

NOTE: Grantees who fail to adhere to their own procurement policy, or otherwise fail to fully and openly compete any procurement involving federal funds, may find that their expenditures questioned and subsequently disallowed.

NOTE: To the greatest extent possible, the AFG Program recommends that the use of federal grant funds be used for the purchase of goods and services manufactured, assembled, and distributed in the United States.

NOTE: Grantees must provide FEMA with written notification of their intent to utilize a non-competitive procurement process for the acquisition of AFG-funded products or services. Examples of non-competitive procurements include, but are not limited to, the use of sole source procurements and specifying products or services by brand name.

Documentation

At a minimum, grantees are required to maintain and retain the following:

- Backup documentation, such as bids and quotes;
- Cost/price analyses on file for review by federal personnel; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a grantee.

The required documentation for federally funded purchases should include the following:

- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Cancelled checks

NOTE: Grantees who fail to fully document their purchases may find their expenditures questioned and subsequently disallowed.

Specifications: When creating your bid specifications, and prior to being sent to the prospective bidders, you should ensure the following:

- Bids and specifications are not proprietary to any one product or manufacturer.
- Applicable federal regulations in place at the time a grant is awarded are followed.
- In-state or local geographical preferences are not imposed in the evaluation of bids or proposals.
- Product information is obtained from vendors in order to be more informed about the items they plan to purchase.
- Specifications obtained from vendors for any solicitation with federal grant funds are not used if the specifications would be found to be restrictive.

NOTE: Vendors and manufacturers may provide product and technical information to grantees for consideration. The applicants may use this information during the grantees' product evaluation and drafting of solicitation specifications. However, vendors and manufacturers that develop or draft

specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements.

Grantees may not use the vehicle(s) being awarded as collateral for any type of financial loan(s). Any grantee activity that encumbers or clouds the title of an awarded vehicle may result in actions:

- By FEMA or other federal agencies to modify or revoke the award
- That may include federal actions to claim or seize awarded vehicle
- Debarment and Suspension.*

** Executive Orders 12549 and 12689 provide protection from fraud, waste, and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the Federal Government.*

Personal and Organizational Conflicts of Interest

The grantee must adhere to standards of conduct and avoid conflicts of interest when procuring goods or services with federal grant funds in accordance with applicable federal regulations in effect at the time a grant is awarded to a grantee.

The grantee must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent must 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 a conflict 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 which 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 must 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 grantee.

NOTE: For the purposes of this program, FEMA considers volunteers of an organization and grant writers to be employees, officers, and/or agents of the grantee. As such, no volunteer or member of an organization or anyone involved in the application for funding can participate in, or benefit from, the procurement if federal funds are involved.

Grantees that purchase items with grant funds from vendors who employ any of their volunteers/members will have to document how they avoided a *Conflict of Interests* during the procurement process (i.e., specific details regarding how the members/volunteers removed themselves or how they were prevented from participating in the process). Grantees may be required to provide this documentation upon request. Grantees who fail to fully document their purchases may find their expenditures questioned and subsequently disallowed. Remember that FEMA reserves the right to request and review any and all bids/spec prior to purchase. Grantees may be subject to an audit after award.

Appendix D: Glossary

The following definitions apply to SAFER Grants.

Attrition: A gradual reduction in work force without firing of personnel, as when workers resign or retire and are not replaced.

Automatic-aid: An agreement whereby fire departments are dispatched simultaneously on the initial alarm or where fire departments participate in closest-unit response dispatching.

Benefits: Includes regular compensation paid to employees during periods of authorized absences from the job, such as vacation leave, sick leave, military leave, etc.

These costs are absorbed by all organization activities in proportion to the relative amount of time or effort actually devoted to each. Employer contributions or expenses for social security, employee insurance, workmen's compensation, pension plan costs, and the like, whether treated as indirect costs or as direct costs, shall be distributed to particular awards and other activities in a manner consistent with the pattern of benefits accruing to the individuals or group of employees whose salaries and wages are chargeable. Overtime expenses, other than those meeting FLSA requirements, are *not* eligible as benefits costs.

Career Fire Department: A fire department that has an all-paid force of firefighting personnel other than paid-on-call firefighters (fire departments that provide reimbursement on a paid-on-call basis are considered to be a combination fire department for the purposes of this program).

Combination Fire Department: A fire department that has paid firefighting personnel and volunteer firefighting personnel. At a minimum, a combination fire department must have at least one active firefighter who receives financial compensation for services (including paid-on-call) and/or at least one active firefighter who does not receive financial compensation for services, other than life, health, and workers' compensation insurance.

Emergency Medical Services Organization: A public or private organization that provides direct emergency medical services, including medical transport.

Fire Department: An agency or organization that has a formally recognized arrangement with a state, territory, local government, or tribal authority (city, county, parish, fire district, township, town, or other governing body) to provide fire suppression on a first-due basis to a fixed geographical area. Fire departments may be comprised of members who are volunteer, career, or a combination of volunteer and career.

Firefighter: An individual having the legal authority and responsibility to engage in fire suppression; employed by a fire department of a municipality, county, fire district, or state, engaged in the prevention, control, and extinguishing of fires; and/or responding to emergency situations in which life, property, or the environment is at risk. This individual must be trained in fire suppression, but may also be trained in emergency medical care, hazardous materials awareness, rescue techniques, and any other related duties provided by the fire department.

Formal Layoff Notice: Any layoff notice should align with the local rules and regulations that govern civil service employment in the jurisdiction. In order to be reasonable to employees, and to provide employees facing layoff actions a clear understanding of the impending action, any notice of layoff should be in writing and delivered to a specific employee affected by the action. The notice should identify a specific date employment will cease or specific event that would trigger the termination of employment.

The notice should be delivered or otherwise presented directly to the affected employee in advance of the layoff action in accordance with the civil service provisions or union agreement in force in the jurisdiction taking

action, e.g., 60 days prior to the effective date of the layoff action. The notice should specify whether the action is permanent or temporary as well as provide the anticipated schedule of layoffs. For the purposes of the SAFER Program, a notice that is not executed within the specified terms will be considered void unless an additional notice is provided within 14 days of the original action date.

Initial Full Alarm Assignment: Personnel, equipment, and resources ordinarily dispatched upon notification of a structural fire.

Majority Career: A department is considered majority career if 50 percent or more of the active firefighting membership is salaried staff.

Majority Volunteer: A department is considered majority volunteer if more than 50 percent of the active firefighting membership is NOT compensated for service other than a nominal stipend and/or insurance.

Mutual-aid: An agreement whereby assisting fire departments are dispatched into another fire department's jurisdiction only when the first-arriving unit on a scene calls for assistance, or when specially requested by dispatch.

National, State, Local, or Tribal Organizations that Represent the Interests of Volunteer Firefighters: Organizations that support or represent the interests of firefighters in front of legislative bodies at the local, state, tribal, and federal level. Such organizations include, but are not limited to, state or local firefighter and/or fire chiefs' associations, volunteer firefighter relief organizations, and associations. FEMA shall make the final determination as to whether an applicant is an appropriate volunteer firefighter interest group.

Nominal Stipend: A stipend is nominal if it does not exceed 20 percent of what the fire department would otherwise pay to hire a full-time firefighter to perform the services for which the stipend is provided. Whether a stipend falls above or below the 20 percent threshold may be determined in one of two ways. Departments that maintain paid full time firefighters on their payrolls may compare the stipend to the salary they pay a full time firefighter who performs similar services to determine whether the stipend is more or less than 20 percent of that salary. Departments that do not maintain full time firefighters on their payrolls may make the determination based on a comparison to the salary paid to a full time firefighter in a neighboring jurisdiction, elsewhere in the state, or ultimately the nation, and may also utilize data from the Department of Labor's Bureau of Labor Statistics. A nominal stipend may also include reimbursements to volunteer firefighters for approximate out-of-pocket expenses they incur.

If a stipend paid exceeds 20 percent of the prevailing wage calculated as described above, then the firefighter receiving compensation would not qualify as a volunteer and is considered an employee who may be covered by the FLSA minimum wage and overtime provisions.

Operational Budget: The budget supporting fire-related programs and/or emergency response activities (salaries, maintenance, equipment, apparatus, etc.).

Paid-on-Call: Firefighters who are paid a stipend for each event to which they respond. Paid-on-call firefighters may be considered paid firefighters or volunteer firefighters, depending on whether the stipend they receive is a nominal stipend. For the purposes of this SAFER Program, a department whose membership is comprised of all volunteer firefighters, including any paid-on-call firefighters who receive only a nominal stipend, will be considered a volunteer fire department. Also, for the purposes of this SAFER Program, a department whose membership is comprised of any paid-on-call firefighters who receive more than a nominal stipend will be considered a combination fire department. *Also refer to the definition of a nominal stipend.*

Part-Time Firefighter: A firefighter who works less than 40 hours per week. When more than one part-time firefighter shares a position that results in work in excess of 40 hours per week, FEMA considers that shared

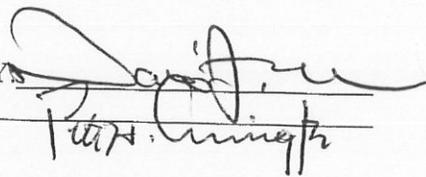
assignment to be a Full-time Equivalent (FTE) position that must be accounted for in the staffing information provided in the application.

State: Any of the 50 states, the District of Columbia, Puerto Rico, the US Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Staffing and Deployment: The minimum staffing requirements to ensure a sufficient number of members are available to operate safely and effectively as defined in NFPA 1710 and 1720.

Volunteer Fire Department: A fire department that has an all-volunteer force of firefighting personnel. For a fire department to have an all-volunteer force, no member may receive financial compensation (in the form of salary or wages) for their services other than life and health insurance, workers' compensation insurance, and/or a nominal stipend per call. FEMA considers a department to be majority volunteer if more than 50 percent of its membership is made up of personnel who do not receive financial compensation for services.

INTRODUCED BY: _____
SECONDED BY: _____


Peter Crinella

6

CITY OF HOBOKEN
RESOLUTION NO. _____

**RESOLUTION AWARDING A PROFESSIONAL SERVICE
CONTRACT TO T&M ASSOCIATES FOR CITY ENGINEER
FOR THE FIRE DEPARTMENT HEADQUARTERS PARKING
LOT PROJECT IN AN AMOUNT OF TWELVE THOUSAND
FIVE HUNDRED DOLLARS (\$12,500.00), FOR A TOTAL NOT
TO EXCEED AMOUNT OF TWELVE THOUSAND FIVE
HUNDRED DOLLARS (\$12,500.00), AND FOR A ONE YEAR
TERM TO COMMENCE FEBRUARY 15, 2015 AND EXPIRE
FEBRUARY 14, 2016**

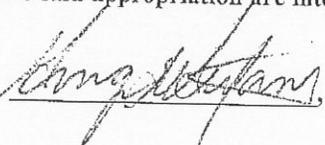
WHEREAS, the City of Hoboken published RFP's for general municipal engineering services, in accordance with the City's public contracting regulations and the State's Fair and Open Process; and,

WHEREAS, the Administration evaluated the proposals provided in response to said RFP, and the Administration and City Council included T&M Associates on the CY2015 annual list of Pool Engineers from which the City may choose for independent engineering projects throughout the year, and the Administration has now determined that T&M Associates can provide the City with the most effective and efficient Engineering services for the Fire Department Headquarters Parking Lot Project, in accordance with their attached proposal; and,

WHEREAS, in accordance with the direction of the Administration, the City Council is asked to award a contract to T&M Associates for the City's Engineering for the Fire Department Headquarters Parking Lot Project, in accordance with their attached proposal, for a total contract amount of Twelve Thousand Five Hundred Dollars (\$12,500.00), with a one (1) year term to commence on February 15, 2015 and expire on February 14, 2016; and,

WHEREAS, certification of funds is available as follows:

I, George DeStefano, Chief Financial Officer of the City of Hoboken, hereby certify that \$12,500.00 is available in the following temporary appropriation 5-01-31-461-000 in the CY2015 budget; and I further certify that this commitment together with all previously made commitments and payments does not exceed the funds available in said temporary appropriation for the CY2015 budget; and I further certify that the funds available in the said appropriation are intended for the purpose herein committed.

Signed:  George DeStefano, CFO

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Hoboken that a contract with the below listed vendor is awarded for an amount not to exceed Twelve Thousand Five Hundred Dollars (\$12,500.00), with a one (1) year term to commence on February 15, 2015 and expire on February 14, 2016, for the Fire Department Parking Lot Project, in accordance with the attached proposal, and with the additional contract terms as follows:

1. The above recitals are incorporated herein as though fully set forth at length.
2. The terms of T&M's attached proposal shall govern the contract, and no changes

- may be made without the prior written consent of both parties.
3. Any change orders which shall become necessary shall be subject to the City's ability to appropriate sufficient funds, which appropriation shall be at the sole discretion of the City Council.
 4. The Council hereby authorizes the Mayor, or her designee to execute any and all documents and take any and all actions necessary to complete and realize the intent and purpose of this resolution.
 5. The Mayor, or her designee is hereby authorized to execute an agreement, for the above referenced goods and/or services based upon the following information:

T&M Associates
 Middletown, New Jersey

Reviewed:

Quentin Wiest
 Quentin Wiest
 Business Administrator

Approved as to Form:

Melissa L. Longo
 Melissa L. Longo, Esq.
 Corporation Counsel

Meeting Date: March 4, 2015

Councilperson	Move	Second	Yea	Nay	Abstain	No Vote
Ravinder Bhalla			/			
Theresa Castellano			/			
Peter Cunningham			/			
James Doyle			/			
Jen Giattino			/			
Elizabeth Mason			/			
David Mello			/			
Tim Occhipinti			/			
Michael Russo			/			

A TRUE COPY OF A RESOLUTION ADOPTED BY
 THE COUNCIL OF THE CITY OF HOBOKEN, N.J.
 AT A MEETING HELD ON:

MAR 05 2015

James J. Sarnia
 CITY CLERK

March 3, 2015
12:39 PM

CITY OF HOBOKEN
Budget Entry Verification Listing

Page No: 1

Batch Id: GDS Batch Date: 03/03/15 Batch Type: Standard

Account No. Account Description	Type	Entry Description	Amount	Seq
5-01-31-461-000 Engineering	Encumbrance	CFO Cert Council Meeting 03/04/2015	12,500.00	1

	Entries	Amount
Expenditures:	0	0.00
Reimbursements:	0	0.00
Transfer In:	0	0.00
Transfer Out:	0	0.00
Cancel:	0	0.00
Encumbrance:	1	12,500.00
Total:	1	12,500.00

There are NO errors in this listing.

	Updated Entries	Updated Amount			
Reimbursements:	0	0.00			
Expenditures:	0	0.00			
Transfer In:	0	0.00			
Transfer Out:	0	0.00			
Cancel:	0	0.00			
Encumbrances:	1	12,500.00			
Batch: GDS	Updated Entries:	1	Updated Amount:	12,500.00	Ref Num: 3360



YOUR GOALS. OUR MISSION.

HOBK-00070

February 24, 2015

Mr. Quentin Wiest
Business Administrator
Hoboken City Hall
94 Washington St.
Hoboken, NJ 07030

**Re: Proposal for Professional Services for the design of the
Fire Department Headquarters Parking Lot Resurfacing**

Dear Mr. Wiest:

Pursuant to your request, we are pleased to present our proposal for design services for the resurfacing of the parking lot at the Fire Department Headquarters at 201 Jefferson Street. Below is a detailed description of the project, our intended scope of design services and our proposed fee to provide these services.

Scope of Work

Based on a site visit with the Fire Department Chief and communication with your office, it is our understanding that the project will consist of the following improvements:

- Regrading of the existing gravel parking lot.
- Based on the existing topography of the lot, it is expected that a portion of the resurfaced parking lot will be graded to direct stormwater runoff towards Second Street and a portion will be directed to a new drainage inlet at the rear of the property. This new drainage inlet will be connected via a new pipe to the existing drainage system on Jefferson Street. A new inlet or manhole will be provided at the point of connection in Jefferson Street. The areas of existing sidewalk and concrete driveway disturbed will be restored.
- Removal of the existing chain link fence and posts along the property frontage on Second Street.
- Resurfacing with new asphalt (base and surface courses) the entire existing gravel parking lot. The proposed resurfacing will extend to the property limits. *It is assumed that the City will provide a boundary survey of the property and/or indicate the limits of the property.*

Based on the scope and size of the project, a soil erosion and sediment control permit is not anticipated for this work and the preparation of a permit has not been included in this fee proposal.

Design Services

Based upon the above scope of work, the following is a description of the services we will provide:

- a. Attend a preliminary site meeting with the Fire Department to review the proposed improvements.



- b. Discuss the proposed improvements with the City's LSRP and the need to identify any monitoring wells that are on the site or are proposed. *It is assumed that no environmental permits are required and the identification, preparation or filing of any permits is not included in this scope of services.*
- c. Perform a site visit to identify the existing features of the property.
- d. Perform a limited topographic survey of approximately 50 survey shots to identify the existing drainage pattern of the property.
- e. Prepare a base map with tax map accurate right-of-way lines shown.
- f. Design the proposed paving, drainage and grading improvements for the parking lot.
- g. Prepare standard construction details and technical specifications to conform to the 2007 NJDOT Standard Specifications for Road and Bridge Construction.
- h. Prepare final plans, specifications and a construction cost estimate for submittal to the City for review and attend a final plan review meeting.
- i. Prepare the bid advertisement and coordinate the publishing with the City's three (3) newspapers and arrange to have the bid documents sold from our office.
- j. Answer questions that arise during the bidding phase of the project, either from City Officials or prospective bidders.
- k. Assist the City with the bid review process including an evaluation of the bid submissions and prepare a bid tabulation sheet comparing the bids received, review the credentials of the prospective contractors, and prepare a recommendation for award letter.

Proposed Fee

Based on our proposed scope of work for design services discussed above we propose a not to exceed fee of **\$12,500**. The effort for our professional services will be billed monthly in accordance with our current billing rate schedule. If additional services are required outside of the scope listed above, we will prepare a separate proposal for consideration and no additional work will commence without written authorization from the City.

On behalf of T&M Associates, I would like to thank you and the Governing Body for the opportunity to submit this Proposal. We look forward to **working with you and** members of your staff in the future.

Very truly yours,
T&M ASSOCIATES

JACLYN FLOR, P.E., P.P., CME
SUPERVISING ENGINEER/PLANNER

K:\HOBK\00070\Correspondence\Wiest_PB_Firehouse Parking Lot Paving Proposal.docx

INTRODUCED BY
SECONDED BY:

[Handwritten signatures]

CITY OF HOBOKEN
RESOLUTION NO. _____

RESOLUTION AWARDING A CHANGE ORDER (#1) TO THE CONTRACT TO REGGIO CONSTRUCTION FOR (BID 14-17) ROAD RESURFACING PROJECT – PROJECT B, IN AN INCREASED AMOUNT NOT TO EXCEED \$23,790.00 (2.77 % INCREASE) FOR A TOTAL NOT TO EXCEED AMOUNT OF \$882,342.69

WHEREAS, the City of Hoboken previously awarded a contract for Road Resurfacing Project B (Bid 14-17) to Reggio Construction; and,

WHEREAS, the City has modified its standard bollard specification to a vehicle-resistant, bendable bollard to keep vehicles from parking in designated "No Parking" areas; and

WHEREAS, the City wishes to provide for the installation of the new bollard throughout the project area; and

WHEREAS, the Administration intends to continue to use Reggio Construction for said services and provisions; and,

WHEREAS, in accordance with the direction of the Administration, the City Council is asked to award a change order (#1) to the contract for Road Resurfacing Project B to Reggio Construction for a total increase in the contract amount by Twenty Three Thousand Seven Hundred Ninety Dollars and Zero Cents (\$23,790.00), which constitutes a 2.77 % increase, for a total not to exceed amount of Eight Hundred Eighty Two Thousand Three Hundred Forty Two Dollars and Sixty Nine cents (\$882,342.69) of which the change order (#1) to the contract shall be for purchases and installation in accordance with the T&M Engineering Change Order Request, dated February 11, 2015; and,

WHEREAS, certification of funds is available as follows:

I, George DeStefano, Chief Financial Officer of the City of Hoboken, hereby certify that \$23,790.00 is available in the following appropriation C-04-60-714-110 in the capital budget; and I further certify that this commitment together with all previously made commitments and payments does not exceed the funds available in said appropriation for the capital budget or the capital/trust funds; and I further certify that the funds available in the said appropriation are intended for the purpose herein committed.

Signed: *[Signature]* George DeStefano, CFO

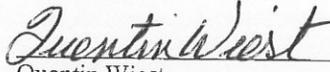
NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Hoboken that a change order (#1) be authorized to the contract for Road Resurfacing Project B to Reggio Construction for a total increase in the contract amount by Twenty Three Thousand Seven Hundred Ninety Dollars and Zero Cents (\$23,790.00), which constitutes a 2.77 % increase, for a total not to exceed amount of Eight Hundred Eighty Two Thousand Three Hundred Forty Two Dollars and Sixty Nine cents (\$882,342.69) of which the change order (#1) to the contract shall be for purchases and installation in accordance with the T&M Engineering Change Order Request, dated February 11, 2015; and,

1. The above recitals are incorporated herein as though fully set forth at length.
2. The terms of the referenced engineering correspondence shall govern the change order, and no changes may be made without the prior written consent of both parties.
3. Any further change orders which shall become necessary hereafter shall be subject to the City's ability to appropriate sufficient funds, which appropriation shall be at the sole discretion of the

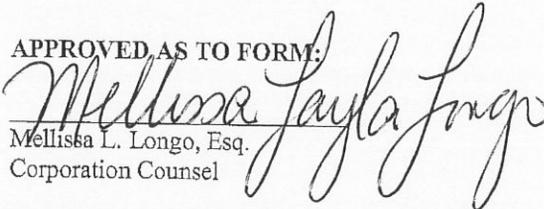
- City Council.
4. The Council hereby authorizes the Mayor, or her designee to execute any and all documents and take any and all actions necessary to complete and realize the intent and purpose of this resolution.
 5. The Mayor, or her designee is hereby authorized to execute an agreement, for the above referenced goods and/or services based upon the information herein.
 6. The Administration shall be authorized to issue a warrant in payment of the full amount of this change order, to Reggio Construction, and this authorization shall be in lieu of the requirement that the Administration obtain Council authorization of a claim prior to issuance of payment.

Meeting date: March 4, 2015

APPROVED:

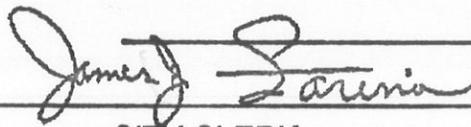

 Quentin Wiest
 Business Administrator

APPROVED, AS TO FORM:


 Melissa L. Longo, Esq.
 Corporation Counsel

Councilperson	Yea	Nay	Abstain	No Vote
Ravi Bhalla	/			
Theresa Castellano	/			
Peter Cunningham	/			
James Doyle	/			
Jen Giattino	/			
Elizabeth Mason		/		
David Mello	/			
Tim Occhipinti	/			
Michael Russo		/		

A TRUE COPY OF A RESOLUTION ADOPTED BY
 THE COUNCIL OF THE CITY OF HOBOKEN, N.J.
 AT A MEETING HELD ON: MAR 05 2015


 CITY CLERK

March 3, 2015
12:38 PM

CITY OF HOBOKEN
Budget Entry Verification Listing

Page No: 1

Batch Id: GDS Batch Date: 03/03/15 Batch Type: Standard

Account No. Account Description	Type	Entry Description	Amount	Seq
C-04-60-714-110 Z-296 \$2M ROAD IMPROVMNT-CONTRACTOR COST	Encumbrance	CFO Cert Council Meeting 03/04/2015	23,790.00	1

	Entries	Amount
Expenditures:	0	0.00
Reimbursements:	0	0.00
Transfer In:	0	0.00
Transfer Out:	0	0.00
Cancel:	0	0.00
Encumbrance:	1	23,790.00
Total:	1	23,790.00

There are NO errors in this listing.

March 3, 2015
12:38 PM

CITY OF HOBOKEN
Budget Batch Update/Posting Report

Page No: 1

	Updated Entries	Updated Amount			
Reimbursements:	0	0.00			
Expenditures:	0	0.00			
Transfer In:	0	0.00			
Transfer Out:	0	0.00			
Cancel:	0	0.00			
Encumbrances:	1	23,790.00			

Batch: GDS Updated Entries: 1 Updated Amount: 23,790.00 Ref Num: 3359



YOUR GOALS. OUR MISSION.

HOBK-00031

February 11, 2015

VIA REGULAR MAIL AND EMAIL: smarks@hobokennj.gov

Stephen D. Marks, PP, AICP, CFM, LEED GA
Municipal Manager
City of Hoboken
94 Washington Street
Hoboken, NJ 07030

Re: Change Order No. 1
2014 Road Resurfacing Program, Project B
City of Hoboken

Dear Mr. Marks:

Enclosed herewith please find four copies of Change Order No. 1 which increases the original contract amount for Reggio Construction, Inc. from \$858,552.69 to \$882,342.69, resulting in a net increase of \$23,790.00. The following is a summary of the proposed change order:

Reductions

- *Item #35 – Flexible Reflective Bollard*
Decrease from 122 units to 0 units
122 units @ \$105.00 per unit = \$12,810.00 decrease

Reason: The City has requested that the specified bollards be eliminated from the contract. The City has modified their standard bollard selection to a vehicle resistant, bendable bollard to keep vehicles from parking in designated “No Parking” areas.

Supplemental Items:

- *Item S-1 – Contract Completion Date Extended to May 22, 2015.*

Reason: Based upon the “Notice to Proceed” the contractor was to complete all work by March 15, 2015. Due to the shutdown of the project due to the winter season, the contractor was due additional time to complete the project. There is no cost differential for this item.

- *Item #S-2 – Supply and Install X-Last Bendable Bollard*
122 units @ \$300.00 per unit = \$36,600.00

Reason: Item 35 – Flexible Reflective Bollard has been eliminated from the contract and the City has modified their standard bollard selection to a vehicle resistant, bendable bollard to keep vehicles from parking in designated “No Parking” areas.

Pursuant to the above, we hereby recommend that Change Order No. 1 for Reggio Construction, Inc. be placed on the agenda for approval at the next available Council Meeting.



YOUR GOALS. OUR MISSION.

Sheet 2
HOBK-00031
February 11, 2015

To: Stephen D. Marks, PP, AICP, CFM, LEED GA
Re: Change Order No. 1
2014 Road Resurfacing Program, Project B
City of Hoboken

If you have any questions or require additional information, please contact me at 732-865-9527.

Very truly yours,

T&M ASSOCIATES

LOUIS A. TEDESCO, P.E., C.M.E., C.P.W.M.
PROJECT MANAGER

Enclosures as Noted

H:\HOBK\00031\Correspondence\Marks CO No. 1 2-11-15.docx

CHANGE ORDER NO. 1

DATE: February 11, 2015

PROJECT: 2014 Road Resurfacing Program - Project B

OWNER: City of Hoboken

CONTRACTOR: Reggio Construction, Inc.

DESCRIPTION OF CHANGE:

REDUCTIONS:

Item 35 is reduced to reflect as-built quantity

EXTRA:

SUPPLEMENTARY:

S-1 Contract Completion Date Extended to May 22, 2015
S-2 Supply and Install X-Last Bendable Bollard

APPROVAL RECOMMENDED:

S.J. Shallcross
STEPHEN J. SHALLCROSS

ACCEPTED:

CONTRACTOR:
Reggio Construction, Inc.

OWNER'S APPROVALS:

NOTE: All work to be done according to Contract Specifications.

SEE ATTACHED DETAIL	ADDITIONAL	REDUCTION
A. TOTAL REDUCTIONS THIS C.O.	XXXXXXXXXXXX	\$12,810.00
B. TOTAL EXTRAS THIS C.O.	\$0.00	XXXXXXXXXXXX
C. TOTAL SUPPLEMENTARY THIS C.O.	\$36,600.00	XXXXXXXXXXXX
TOTALS THIS C.O.	\$36,600.00	\$12,810.00
NET CHANGE THIS CHANGE ORDER	\$23,790.00	\$0.00
PREVIOUS CHANGE ORDERS	\$0.00	\$0.00
TOTAL CHANGE ORDERS TO DATE	\$36,600.00	\$12,810.00
NET CHANGE IN CONTRACT	\$23,790.00	\$0.00

ORIGINAL CONTRACT BID PRICE	\$858,552.69
CHANGE ORDERS TO DATE	\$23,790.00
REVISED CONTRACT PRICE	\$882,342.69

PROJECT: 2014 Road Resurfacing Program - Project B

OWNER: City of Hoboken

CONTRACTOR: Reggio Construction, Inc.

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	PRICE	AMOUNT	
R E D U C T I O N	35	Flexible Reflective Bollard	122.00	UN	\$105.00	\$12,810.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00

A. TOTAL REDUCTIONS \$12,810.00

E X T R A					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00

B. TOTAL EXTRA \$0.00

S U P P L E M E N T A R Y	S-1	Contract Completion Date Extended to May 22, 2015	1.00	LS	0.00	\$0.00
	S-2	Supply and Install X-Last Bendable Bollard	122.00	UN	\$300.00	\$36,600.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00

C. TOTAL SUPPLEMENTARY \$36,600.00

INTRODUCED BY:
SECONDED BY:

8
 Patricia ...

**CITY OF HOBOKEN
RESOLUTION NO. _____**

**THIS RESOLUTION APPROVES THE LICENSE
APPLICATIONS OF THE BELOW LISTED LIGHT AND
HEAVY TOWING SUPPLY COMPANIES FOR A TERM TO
COMMENCE AT 1200H ON JANUARY 1, 2015 AND
TERMINATE AT 1200H ON DECEMBER 31, 2015**

WHEREAS, the City Code, at Chapter 184, allows the City to authorize both heavy and light duty towing licenses to qualified, responsive applicants; and,

WHEREAS, the City of Hoboken has received responsive applications from the following towing service providers who have certified to their qualifications in their applications:

Provider	Heavy Tow License	Light Tow License
Johns Main Auto Body 1445 Union Turnpike North Bergen, NJ 07047	Yes	Yes
Tumino's Towing Inc. 5419 Tonnelle Avenue North Bergen, NJ 07047	Yes	Yes
Logan Towing Inc. 45 Lewis Avenue Jersey City, NJ 07306	Yes	Yes
New Jersey Towing 309 5 th Street Union City, NJ 07087	No	Yes

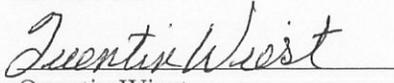
WHEREAS, the grant of each above listed license shall be at all times subject to the continuing obligations and regulations found in the Hoboken City Code, as well as any and all state and federal regulations applicable to such services;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Hoboken that the above listed towing service providers be provided with heavy and/or light duty towing licenses for a period to commence retroactively at 1200H on January 1, 2015 and terminate at 1200H on December 31, 2015, subject to the following:

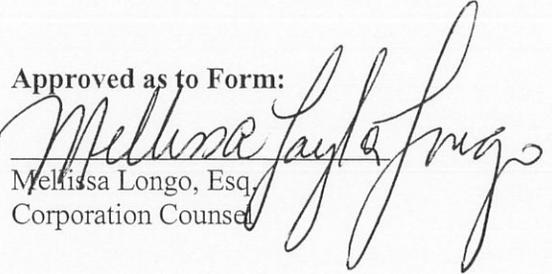
- a) The licenses granted herein are at all times subject to all applicable local, state and federal laws, including without limitation Chapter 184.
- b) If any of the information provided during the application process is found to be untruthful or false, or shall become false during the course of the license, the license granted may be summarily revoked.
- c) All licensees shall maintain compliance with all applicable affirmative action laws, rules and regulations during the period of the license, and shall indemnify

the City of Hoboken for any damages, costs and fees resulting from alleged violations.

Reviewed:


Quentin Wiest
Business Administrator

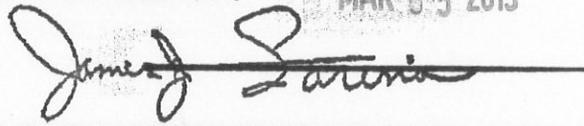
Approved as to Form:


Melissa Longo, Esq.
Corporation Counsel

Meeting Date: March 4, 2015

Councilperson	Yea	Nay	Abstain	No Vote
Ravi Bhalla	/			
Theresa Castellano		/		
Peter Cunningham	/			
James Doyle	/			
Jen Giattino	/			
Elizabeth Mason		/		
David Mello	/			
Tim Occhipinti		/		
Michael Russo		/		

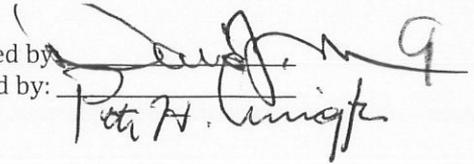
A TRUE COPY OF A RESOLUTION ADOPTED BY
THE COUNCIL OF THE CITY OF HOBOKEN, N.J.
AT A MEETING HELD ON: MAR 05 2015



CITY CLERK

Introduced by: _____

Seconded by: _____

 9
Peter H. Amighe

**CITY OF HOBOKEN
RESOLUTION NO. : ___**

**RESOLUTION TO AUTHORIZE AN EXTENSION OF THE PROFESSIONAL SERVICE CONTRACT WITH
FLORIO KENNY AS SPECIAL LEGAL COUNSEL- OUTSTANDING LITIGATION (FROM CY2014 AND
CY2013) TO THE CITY OF HOBOKEN TO EXPIRE DECEMBER 31, 2015 WITH NO CHANGE IN THE
NOT TO EXCEED AMOUNT**

WHEREAS, service to the City as Special Counsel –Outstanding Litigation is a professional service as defined by N.J.S.A. 40A:11-1 et seq. and as such, is exempt from public bidding requirements pursuant to N.J.S.A. 40A:11-5; and,

WHEREAS, in CY2013, CY2014, and CY2015, the City of Hoboken published its annual Request for Proposals for the Professional Services of Special Legal Counsel in accordance with the Fair and Open Process and Hoboken Ordinance #DR-154, which Florio Kenny responded to, and having performed the function of special counsel on the outstanding matters, Florio Kenny has specialized knowledge and special skills which are necessary for the proper and effective continuation of representation in the outstanding matters during CY2015; and,

WHEREAS, Florio Kenny is hereby required to continue to abide by the “pay-to-play” requirements of the Hoboken Public Contracting Reform Ordinance, codified as §20A-11 et seq. of the Administrative Code of the City of Hoboken as well as the Affirmative Action laws and policies under which the City operates; and,

WHEREAS, certification of funds is not required for this resolution.

NOW THEREFORE, BE IT RESOLVED, (*a majority of the full council concurring*) that the contract with Florio Kenny to represent the City as Special Legal Counsel- Outstanding Litigation be extended, for a term to expire December 31, 2015, without increasing the not to exceed amount (there is \$2,388.19 remaining appropriated from the original NTE amount of \$10,000.00 as of 2/25/2015); and,

BE IT FURTHER RESOLVED, the contract shall include the following term: Florio Kenny shall be paid maximum hourly rates of \$150.00/hour for attorneys, \$50.00/hour for paralegals, and \$20/hour for support staff for services rendered, these are the only charges for services allowable under this agreement, and charges for filing fees and costs shall be allowable, but must be clearly identified and described in full in the appropriate monthly invoice; and

BE IT FURTHER RESOLVED, this contract shall cover outstanding litigation only, and this contract shall not be for a sum certain but rather, a retainer, the level of representation in the matters shall be determined as the need arises at the sole discretion of the City; and, this contract is not a guarantee of availability of services or assignment; and,

BE IT FURTHER RESOLVED, the contract shall expressly state that said firm shall be obligated to provide prompt written notice to the City when its invoicing reaches 80% of the not to exceed amount, if the firm believes additional funds will be necessary, and the City shall have no liability for payment of funds in excess of the not to exceed amount; and

BE IT FURTHER RESOLVED that the City Council of the City of Hoboken specifically finds that compliance with Hoboken Ordinance #DR-154 (codified as §20A-4 of the Code of the City of Hoboken), and any and all state Pay to Play laws, is a continuing obligation of Florio Kenny; and

BE IT FURTHER RESOLVED the City Clerk shall publish this resolution as required by law and keep a copy of the resulting contract on file in accordance with N.J.S.A. 40A:11-1 et seq.; and,

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be provided to Mayor Dawn Zimmer and Corporation Counsel for action in accordance therewith and to take any other actions necessary to complete and realize the intent and purpose of this resolution; and,

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

Reviewed:

Approved as to Form:

Quentin Wiest
Quentin Wiest
Business Administrator

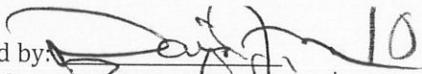
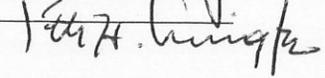
Melissa Longo, Esq.
Melissa Longo, Esq.
Corporation Counsel

Meeting Date: March 4, 2015

Councilperson	Move	Second	Yea	Nay	Abstain	No Vote
Ravinder Bhalla			/			
Theresa Castellano			/			
Peter Cunningham			/			
James Doyle			/			
Jen Giattino			/			
Elizabeth Mason			/			
David Mello			/			
Tim Occhipinti			/			
Michael Russo			/			

A TRUE COPY OF A RESOLUTION ADOPTED BY
THE COUNCIL OF THE CITY OF HOBOKEN, N.J.
AT A MEETING HELD ON: MAR 05 2015

James J. Sarnia
CITY CLERK

Introduced by:  10
 Seconded by: 

**CITY OF HOBOKEN
 RESOLUTION NO. : _____**

**RESOLUTION TO REFUND HANDICAPPED PARKING APPLICATION FEE TO APPLICANT
 CARMELINA DONES IN THE AMOUNT OF \$125.00 EACH**

WHEREAS, The Subcommittee for Handicapped Parking denied approval;

NOW, THEREFOR, BEIT RESOLVED, by the Council of the City of Hoboken, that warrant be draw on the City Treasure to the order of the following sum opposite the name as reimbursement for handicapped parking fees:

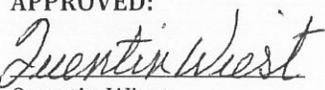
NAME	ADDRESS	AMOUNT
Carmelina Dones	232 Harrison Street Apt. 1A	\$125.00

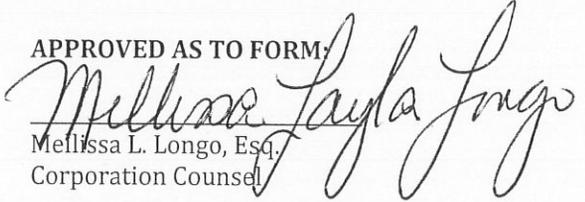
BE IT FURTHER RESOLVED the City Clerk shall publish this resolution as required by law and keep a copy of the resulting contract on file in accordance with N.J.S.A. 40A:11-1 et seq.; and,

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be provided to Mayor Dawn Zimmer, Corporation Counsel, and the CFO for action, including a warrant for payment to the above mentioned individual, in accordance therewith and to take any other actions necessary to complete and realize the intent and purpose of this resolution; and,

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

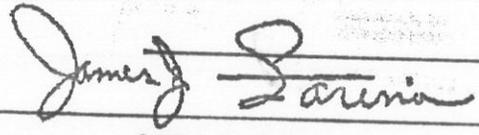
Meeting date: March 4, 2015

APPROVED:

 Quentin Wiest
 Business Administrator

APPROVED AS TO FORM:

 Melissa L. Longo, Esq.
 Corporation Counsel

Councilperson	Yea	Nay	Abstain	No Vote
Ravi Bhalla	/			
Theresa Castellano	/			
Peter Cunningham	/			
James Doyle	/			
Jen Giattino	/			
Elizabeth Mason	/			
David Mello	/			
Tim Occhipinti	/			
Michael Russo	/			

A TRUE COPY OF A RESOLUTION ADOPTED BY
 THE COUNCIL OF THE CITY OF HOBOKEN, N.J.
 AT A MEETING HELD ON: **MAR 05 2015**



 CITY CLERK

Introduced by: [Signature]
Seconded by: [Signature]

CITY OF HOBOKEN
RESOLUTION NO. _____

RESOLUTION AWARDING A CONTRACT TO MARANO & SONS AUTO SALES INC FOR THE PROVISIONS OF TWO (2) 2014 JEEP COMPASS SPORT 4WD IN ACCORDANCE WITH THE CITY'S BID NO. 15 - 07 IN THE TOTAL AMOUNT OF \$35,551.00

WHEREAS, proposals were received for Bid Number 15-07 for the provisions of two (2) 2014 Jeep Compass Sport 4WD for the HPU; and,

WHEREAS, one (1) bid was received, which was fully responsive, as follows:

<u>VENDOR</u>	<u>UNIT PRICE</u>	<u>EXTENDED TOTAL</u>
Marano & Sons Auto Sales Inc 507-13 South Avenue Garwood, New Jersey 07027	\$17,775.50	\$35,551.00

WHEREAS, pursuant to the recommendation of the Purchasing Department (attached hereto) the City wishes to contract for the goods and services specified in Bid No. 15-07, and Marano & Sons Auto Sales Inc. submitted a responsible, and responsive bid for the unit and extended price,

WHEREAS, certification of funds is available as follows:

I, George DeStefano, Chief Financial Officer of the City of Hoboken, hereby certify that \$35,551.00 is available in the following appropriations: 5-31-55-740-100 in the CY2015 temporary appropriations; and I further certify that this commitment together with all previously made commitments and payments does not exceed the funds available in said appropriation for the CY2015; and I further certify that the funds available in the said appropriation are intended for the purpose herein committed.

Signed: [Signature] George DeStefano, CFO

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Hoboken as follows:

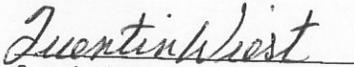
- A. This resolution awards a contract to Murano & Sons Auto Sales Inc. for two 2014 Jeep Compass Sport 4WD vehicles, pursuant to the unit price proposed, for two (2) units, under Bid No. 15-07, in the total amount of Thirty Five Thousand Five Hundred Fifty One Dollars (\$35,551.00).
- B. A warrant may be drawn in the total amount of the contract, and delivered to the vendor immediately upon passage of this agreement, and said warrant shall be payable and deliverable to the vendor without further action of the council, in exchange for delivery in full of the goods contracted for hereunder.
- C. If the contract, as awarded pursuant to Bid 15-07 by the City of Hoboken, is not executed by the vendor within 21 days of adoption of this award, the City may

cancel this award and rebid the contract.

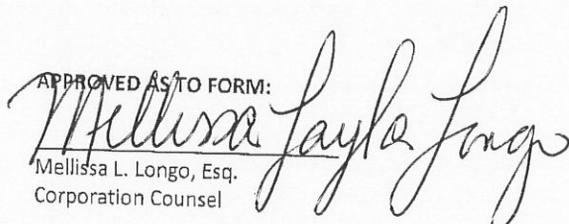
- D. The contract shall be in accordance with the terms of the specifications and the vendor's corresponding bid proposal documents. No exceptions were noted in the bid or Purchasing Agent's recommendation; therefore, none will be accepted in performing obligations under the bid.
- E. Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the Mayor or her agent is hereby authorized to enter into an Agreement with the vendor for said purchase and sale.
- F. This resolution shall take effect immediately upon passage.

Meeting date: March 4, 2015

APPROVED:

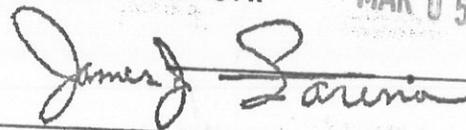

Quentin Wiest
Business Administrator

APPROVED AS TO FORM:


Melissa L. Longo, Esq.
Corporation Counsel

Councilperson	Yea	Nay	Abstain	No Vote
Ravi Bhalla	✓			
Theresa Castellano	✓			
Peter Cunningham		✓		
James Doyle	✓			
Jen Giattino	✓			
Elizabeth Mason		✓		
David Mello	✓			
Tim Occhipinti	✓	✓		
Michael Russo				

A TRUE COPY OF A RESOLUTION ADOPTED BY
THE COUNCIL OF THE CITY OF HOBOKEN, N.J.
AT A MEETING HELD ON: MAR 05 2015



CITY CLERK

Budget Account Maintenance

Account: **5-31-55-740-100** Desc: **HPU CAPITAL PROJECTS**

Acct Type: **Sub** ChkAcct: **IPARK UTILITY** Cap Flag:

Fund Type: **Budget** Class Id: Class Id 2:

Activity: **Misc** G/L Accounts: **Adopted Budget Detail**

Activity To Date		YTD Requested		Current Period	
Encumber	35,551.00	Budgeted Balance	59,521.54	Expended	.00
Expended	.00		23,970.54	Trans-In	.00
Trans-In	.00			Trans-Out	.00
Trans-Out	.00	Requested Balance	23,970.54	Reimburse	.00
Reimburse	.00				
Cancel	.00				

Control Balance: 23,970.54 Control Requested Balance: 23,970.54



March 3, 2015
12:37 PM

CITY OF HOBOKEN
Budget Detail Inquiry

Page No: 1

Account No: 5-31-55-740-100
 Description: HPU CAPITAL PROJECTS
 Starting Date: 01/01/15
 Type: Sub Account
 Ending Date: 03/03/15
 Po Transactions: Summarized
 * Transaction is included in Previous and/or Opening Balance ** Transaction is not included in Balance
 En = PO Line Item First Encumbrance Date BC = Blanket Control BS = Blanket Sub

Date	Description	Trans Amount	Balance
	OPENING BALANCE		0.00
01/07/15	Change To Acct Old: 0.00 New: 59521.54 Temporary Budget	59,521.54	59,521.54
02/19/15	PO 15-00594 1 Open Vn 11096 MARANO AND SONS 2014 JEEP COMPASS	17,775.50-	41,746.04
02/19/15	PO 15-00594 2 Open Vn 11096 MARANO AND SONS 2014 JEEP COMPASS	17,775.50-	23,970.54

Bid Proposal

Bid Number: 15 - 07

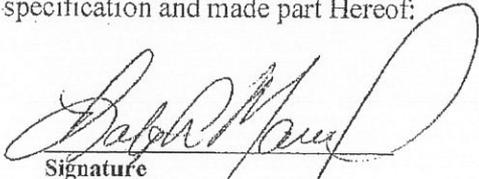
**2 EACH USED 2014 JEEP COMPASS SPORT 4WD
(Or Equivalent)**

The undersigned proposes to furnish and deliver the goods/services pursuant to the bid specifications and made part hereof:

QTY	Description	Unit Price	Extended Price
2 EA	<u>2014 Jeep Compass</u>	<u>\$17,775.50</u>	<u>\$35,551.00</u>
Total Bid Price			<u>\$35,551.00</u>

(Total Bid price in Words)

We the undersigned propose to furnish and deliver the above item pursuant to the bid specification and made part Hereof:


Signature 2-16-15
Date
Ralph Marano, Jr.
Print Name V.PRES.
Title/Position

Bidder/Company

MARANO + SONS AUTO SALES INC.

Company Address

908-789-0555

Telephone #

908-789-1792

Fax #

MARANOSONS@VERIZON.NET

Email Address

PO Email Address

Note: The above individual must be authorized to sign on behalf of company submitting bid proposal.



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: MARANO & SONS AUTO SALES, INC.

Trade Name:

Address: 507-513 SOUTH AVE
GARWOOD, NJ 07027-1236

Certificate Number: 0468804

Effective Date: June 28, 1982

Date of Issuance: November 11, 2013

For Office Use Only:

2013111121242907

Introduced by: *[Signature]*
Seconded by: *Patty H. Amigo*

CITY OF HOBOKEN
RESOLUTION NO. : _____

RESOLUTION TO AUTHORIZE EXECUTION OF THE ATTACHED SOFTWARE AGREEMENT BETWEEN SEAMLESS DOCS AND THE CITY OF HOBOKEN

WHEREAS, the City wishes to enter into the attached agreement with Seamless Docs, for document control and compilation software, in accordance with the attached agreement; and

WHEREAS, certification of funds is available as follows:

I, George DeStefano, Chief Financial Officer of the City of Hoboken, hereby certify that \$4950.00 is available in the following appropriation account 5-01-20-112-020 in the CY2015 temporary appropriation; and I further certify that this commitment together with all previously made commitments does not exceed the appropriation balance available for this purpose for the CY2015 budget; and I further certify that the funds available in the said appropriation are intended for the purpose herein committed.

Signed: *[Signature]* George DeStefano, CFO

NOW THEREFORE, BE IT RESOLVED, that the City is authorized to enter into the attached agreement with Seamless Docs which provides for a license to utilize the vendor's document control and compilation software; and

BE IT FURTHER RESOLVED, this agreement shall be for a sum certain and the services therein authorized at that sum certain amount, and any change in the sum certain shall be subject to the City Council's prior approval of an amendment to the contract, and the Council properly and adequately appropriating funds, which shall be at the Council's sole discretion, and no damages shall accrue to the vendor for services proposed and/or rendered which are not approved as part of this resolution;

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be provided to Mayor Dawn Zimmer and Corporation Counsel for action in accordance therewith and to take any other actions necessary to complete and realize the intent and purpose of this resolution; and,

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

Meeting date: March 4, 2015

APPROVED:
[Signature]
Quentin Wiest
Business Administrator

APPROVED AS TO FORM:
[Signature]
Melissa L. Longo, Esq.
Corporation Counsel

Councilperson	Yea	Nay	Abstain	No Vote
Ravi Bhalla	/			
Theresa Castellano	/			
Peter Cunningham	/			
James Doyle	/			
Jen Giattino	/			
Elizabeth Mason	/			
David Mello	/			
Tim Occhipinti	/			
Michael Russo	/			

A TRUE COPY OF A RESOLUTION ADOPTED BY THE COUNCIL OF THE CITY OF HOBOKEN, N.J. AT A MEETING HELD ON:

[Signature]
James J. Sarcina

MAR 05 2015

CITY CLERK

March 3, 2015
12:34 PM

CITY OF HOBOKEN
Budget Entry Verification Listing

Page No: 1

Batch Id: GDS Batch Date: 03/03/15 Batch Type: Standard

Account No. Account Description	Type	Entry Description	Amount	Seq
5-01-20-112-021 Office Supplies/Business Adm	Encumbrance	CFO Cert Council Meeting 03/05/2015	4,950.00	1

	Entries	Amount
Expenditures:	0	0.00
Reimbursements:	0	0.00
Transfer In:	0	0.00
Transfer Out:	0	0.00
Cancel:	0	0.00
Encumbrance:	1	4,950.00
Total:	1	4,950.00

There are NO errors in this listing.

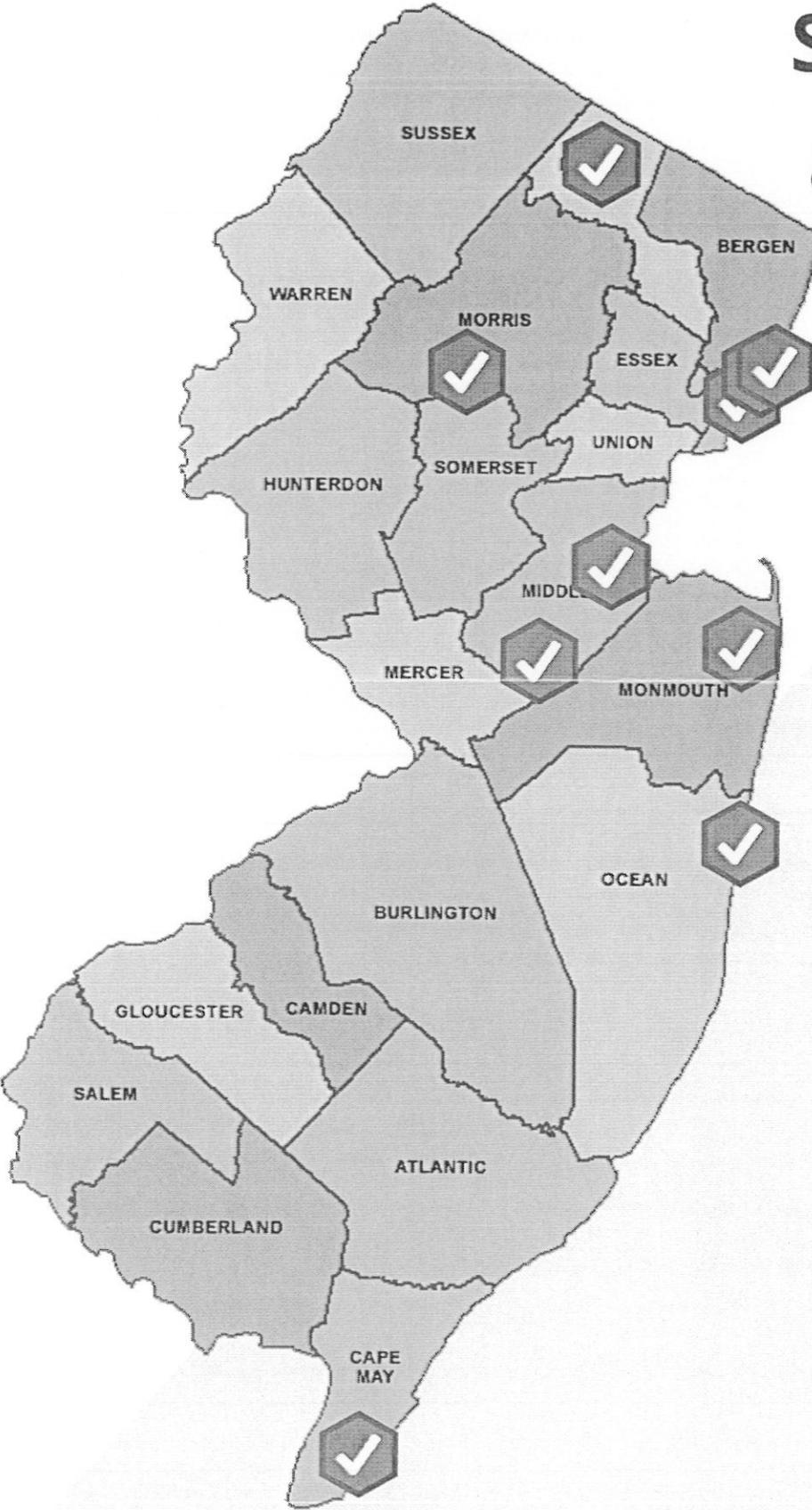
March 3, 2015
12:34 PM

CITY OF HOBOKEN
Budget Batch Update/Posting Report

Page No: 1

	Updated Entries	Updated Amount			
Reimbursements:	0	0.00			
Expenditures:	0	0.00			
Transfer In:	0	0.00			
Transfer Out:	0	0.00			
Cancel:	0	0.00			
Encumbrances:	1	4,950.00			
Batch: GDS	Updated Entries:	1	Updated Amount:	4,950.00	Ref Num: 3358

SeamlessGov & New Jersey



Hoboken

Exclusive Proposal

This proposal, and any attachments or links, is for the intended recipient(s) only, may contain information that is privileged, confidential and/or proprietary and subject to important terms and conditions available at seamlessdocs.com. If you are not the intended recipient, please disregard this proposal.



Prepared For: **Juan Melli of Hoboken, NJ**



Prepared By: **Walsh Costigan of SeamlessGov**

Overview

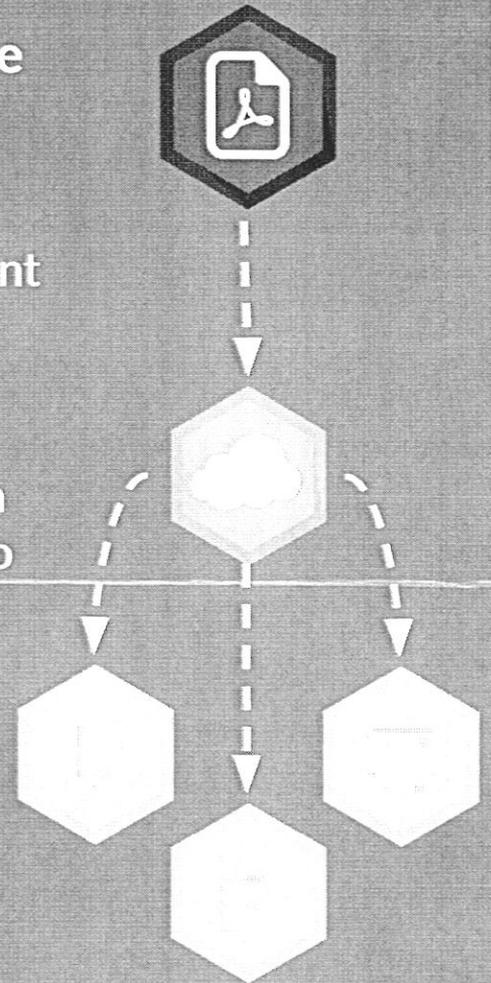
Comprehensive Forms Engine and eSignature Platform

SeamlessDocs, the parent to SeamlessGov, was founded to help governments become more efficient and effective organizations by streamlining the entire form process, from creation to storage. The platform turns simple forms into smart automated business processes. Our form specialists work with your government to help you use our technology to "seamlessly" become paperless.

SeamlessGov exclusively works with the governments (federal, state, local). We specialize in solving paperless & efficiency initiatives across all departments and for any forms process.

We are also proud members of the government accelerator Code for America whose mission is to empower civic innovation.

Whether you want to convert existing paper forms, create new web forms or surveys, or easily electronically sign documents, the SeamlessDocs platform will be the solution for your organization.



CODE *for*
AMERICA

Hoboken & SeamlessGov

*“We want to turn Hoboken into the tech hub of N.J.”
- Mayor Zimmer*

Hoboken’s citizens will be able to submit any form, permit and application **24/7 to the city hall**. Staff will never process any forms without all required information, attachments, and **payments**.

Automated internal forms allow more time to achieve initiatives and allocate resources to the city. For example, automate your **Time Sheets, Purchase Orders, Inspections, Police Reports, and HR forms!**

As Hoboken moves forward in fulfilling its mission and pursuing its vision, the organization is committed to upholding its organizational values which include: **Sustainability & Innovation, Optimism & Friendliness, Public Service & Engagement, Responsibility & Accountability, Integrity & Ethics, Diversity & Inclusion, and Excellence in Everything.**



Save citizens’ time. Save staff’s time.



Bring in more revenue online.



Make Hoboken a leader in innovative technology.

With SeamlessGov, Hoboken can move forward in fulfilling Mayor Zimmer’s mission to simplify all business processes, and make them accessible through the City’s webiste.

Seamless Benefits

By 2020, 1 in 3 Government transactions will be digital.



Online Forms

Allowing staff & citizens to fill out, eSign, pay, and actually submit ANY type of form from the web, tablet, or smartphone.



Creating Forms

An easy to use drag & drop form builder, allowing you to build robust forms & surveys to effectively collect data.



Cost Effective

Reduce amount of funds that are budgeted to operating expenses (paper, printers, scanners & legacy outdated solutions)



Efficiency

From creation of forms to storage & management, we automate the entire process of handling forms.



Going Green

Eliminates the dependence on paper both for your citizens & staff. **You never have to print paper forms again!**



Security

Increased level of security for completing & submitting forms, in addition to a more secure records management solution.



Service

Constituents will receive a higher level of service that includes not only faster approval, but improved response times.



Productivity

Staff will spend less time completing manual, time intensive paperwork tasks like data entry and scanning paper forms.

Why SeamlessGov?



More Cost Effective

- ✓ Save \$4,000 on annual paper savings.
- ✓ Save \$15,000 annually by eliminating excess legacy softwares.
- ✓ Save \$5,000 on printing, scanning, faxing services annually.
- ✓ Save 200 hours on labor annually.
- ✓ Save \$150 per misfiled form



Improved Time Efficiency

- ✓ Eliminate (avg) 25 hours/week (per department) of data entry.
- ✓ 24/7 access to all forms from smartphone, tablet or computer.
- ✓ Reduce time for document approval from days to hours.
- ✓ Increased production for your entire staff.
- ✓ Better experience. No need to download, print, scan or fax.



Increased Security & Compliance

- ✓ Real time access allows for the security & tracking of all forms.
- ✓ Fulfill paperless reduction mandates & initiatives.
- ✓ Full security methods with audit logs & activity feeds.
- ✓ Fully compliant with 508 requirements.
- ✓ Increased transparency for completed forms and data.
- ✓ Increased workflow oversight aimed at optimized productivity.

Pricing Proposal

Annual Licensing Fees

SeamlessDoc Package Type:	30 Forms	
 # of SeamlessDocs	25	INCLUDED
 # of Web Forms	5	INCLUDED
 # of Submissions	Unlimited	INCLUDED
 # of Admin Users	3	INCLUDED
 Virtual Training Sessions and Support	Unlimited	INCLUDED
		\$4,950

Included free with your SeamlessDocs Package is Unlimited eSignatures, Yearly Account Management, the SeamlessDoc PDF Viewer, Phone, Email & Chat Support, and a Dedicated Account Manager!

Upgrades & Add Ons

 Payment Integration (one time)	Optional	\$2,500
Start collecting payments directly from your form submissions. Set up an integration between your payment gateway. Use any payment provider or we will help you find one!		
 Private Labeling (one time)	Optional	\$1,500
Rather than going to a URL like government.seamlessdocs.com/f/formname you will have a private labeled address, like docs.government/formname .		
 Additional Administrative Users (annual)	Optional	\$500

Add additional admin or group users to your account. This includes the ability to set permissions on what certain users see once logged in.

SeamlessDoc Package Type:	\$4,950
Payment Integration (one time)	\$0
Private Labeling (one time)	\$4,950
Total Proposal	\$4,950

Pricing Quote (cont'd)

Upgrades & Add Ons



Client Portal

Optional

Inquire

A way for your end citizens to login to SeamlessDocs and view the status of their form submission. This includes the ability to save and continue the process of filling out forms.



Full API Access

Optional

Inquire

Full access to the SeamlessDocs API which allows your development team to customize plug-ins and add-ons for your existing systems.



Database Integration

Optional

Inquire

We can set up integrations with any 3rd party database which includes both the PDF and/or a CSV file automatically be synced to your database.



Custom Email Query

Optional

Inquire

Allow staff members to select the next signer from a list of internal staff email directory.



On Site Training

Optional

\$2,000

In depth, hands-on training from a SeamlessDocs Expert for you and your team at your business. 1 full day of training with all of your users. **We will even buy lunch for the whole crew!**

Total Subscription Fees:

\$4,950

Custom Add Ons

\$0

Total Upfront Fees:

\$4,950

Total Proposal

\$4,950

Implementation

Go Live with Smarter SeamlessDocs
in Days, not Months.

Phase 1: Discovery Call & Form Consulting
+ 1 Hour

Phase 2: Account Setup & User Training
+ 1 Day

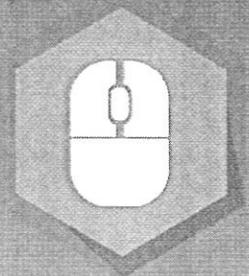
Phase 3: SeamlessDoc Creation
+ 1 to 3 Business Days

Phase 4: Account Customizations
+ 1 to 3 Business Days

Implement: Go Live and Get Seamless!

Getting started is that easy. You will receive a dedicated account manager that's sole purpose it to help you use SeamlessDocs to the best of its ability.

Our paperless pros have seen more forms than the USPS! We guarantee your satisfaction and we look forward to working with you and your forms.



Agreement:

This Agreement is between:

 Organization Name	
 Street Address	
 City, State, ZIP	
 Primary Contact Name	
 Primary Contact Email	
 Billing Contact Name	
 Billing Contact Email	

and Bizodo Inc. dba SeamlessDocs ("SeamlessDocs") with an address of 214 W 29th Street, 5th Floor, New York, NY 10001.

Payment Terms:

Other Notes or Comments:

This Agreement is between the above Licensee and Bizodo Inc, dba SeamlessDocs. By executing this Agreement you are approving the pricing and subscription details for your custom plan.

Hoboken Representative:

Signature
Signer Name
Title
Date

Government Consultant:

Signature
Signer Name
Title
Date

1. LICENSE; LICENSEE OBLIGATIONS

1.1 LICENSE GRANT

Subject to the terms and conditions of this License Agreement (the "Agreement"), including without limitation the payment of any required license fees by, Bizodo Inc dba

SeamlessDocs ("SeamlessDocs"), grants to Licensee a non exclusive, non transferable license to use, for the purposes of the Licensee's internal professional use only: (i) SeamlessDocs's designated software in object code form only, whether accessed remotely via SeamlessDocs's Internet site (the "Site") or otherwise; (ii) any associated access data, such as a password or passphrase; and (iii) all related documentation (collectively referred to as the "Licensed Property").

1.2 RESTRICTIONS ON USE

Licensee acknowledges that the Licensed Property and their structure, organization, content, and source code constitute valuable intellectual property and/or trade secrets of SeamlessDocs and its suppliers. Licensee may provide access and/or the passwords/passcodes to the authorized user accounts and any sub accounts thereunder to any employee or authorized agent of the Licensee, but shall not provide its password(s) to, or otherwise provide access to the Licensed Property to, any other third party. Licensee shall not, and shall not permit any third party to: (i) modify, adapt, alter, translate, or create derivative works from the Licensed Property; (ii) merge the Licensed Property with other software or other content, whether online or otherwise; (iii) sub-license, distribute, sell, provide for service bureau use, lease, rent, loan, or otherwise transfer the Licensed Property to any third party; (iv) reverse engineer, decompile, disassemble, or otherwise attempt to derive the source code for the Licensed Property; (v) remove or alter any notices in the Licensed Property; or (vi) otherwise use on any other equipment or copy the Licensed

Property except as expressly permitted. Without limiting the foregoing, the restrictions on use of the Licensed Property shall apply to any Licensed Property supplied to SeamlessDocs by its suppliers.

1.3 ACKNOWLEDGEMENTS, WARRANTIES, & INDEMNITY

Licensee acknowledges and agrees that although the Site may include legal related information, no recommendations are being made by SeamlessDocs regarding Licensee's decisions related to any agreements, forms or related advice. Nothing on the Site or otherwise provided by SeamlessDocs constitutes, and Licensee should not consider anything on the Site or provided via SeamlessDocs to be, investment, accounting, tax, or legal advice. For any such advice, please contact Licensee's own financial advisors, accountants or attorneys regarding Licensee's individual circumstances and needs.

LICENSEE FURTHER REPRESENTS AND WARRANTS THAT: (1) LICENSEE WILL NOT HOLD OUT SEAMLESSDOCS AS AN

U.S. INVESTMENT ADVISERS ACT OF 1940 OR ANY OTHER APPLICABLE FEDERAL, STATE, LOCAL, OR TRIBAL LAW OR REGULATION ("ADVISERS ACTS"); (2) LICENSEE ASSUMES ALL RESPONSIBILITIES FOR ITS CLIENTS; AND (3) IF ANY "INVESTMENT ADVICE" (AS THAT TERM IS DEFINED UNDER THE ADVISERS ACTS) IS PROVIDED TO ANY THIRD PARTY, LICENSEE WILL ACT AS THE "INVESTMENT ADVISER" TO THAT PERSON AND COMPLY WITH ALL APPLICABLE LAWS AND OBLIGATIONS RELATED TO THAT ROLE. LICENSEE SHALL INDEMNIFY AND HOLD SEAMLESSDOCS, AND ITS AFFILIATES, TELECOMMUNICATIONS PROVIDERS, SERVICE PROVIDERS, OFFICERS, EMPLOYEES AND AGENTS HARMLESS FROM ANY CLAIM OR DEMAND, INCLUDING ATTORNEYS' FEES, DUE TO OR ARISING OUT OF (A) ANY BREACH OR ALLEGED BREACH BY LICENSEE OF ANY PROVISION UNDER THIS AGREEMENT OR THE APPLICABLE TERMS OF USE, (B) VIOLATION OF ANY THIRD PARTY RIGHTS, OR VIOLATION OF ANY APPLICABLE LAWS, IN EACH CASE, AS RESULTING FROM THE USE OF THE LICENSED PROPERTY.

1.4 FEES

In consideration for SeamlessDocs's performance under this Agreement, Licensee agrees to pay the amounts set forth on the Cover Page. All amounts due hereunder shall be due within forty five (45) days after invoice is received by Licensee for fees due under this Agreement. SeamlessDocs reserves the right to charge, and Licensee agrees to pay, a late charge equal to one and one half percent (1½%) per month on any amount that is not the subject of a good faith dispute that is unpaid on such amount's due date, and on any other outstanding balance. All amounts payable under this Agreement shall exclude all applicable sales, use and other taxes and all applicable export and import fees, customs duties and similar charges. Licensee will be responsible for payment of all fees, duties and charges, and any related penalties and interest, arising from the payment of any fees or other charges hereunder, the grant of license rights hereunder, or the delivery of services; provided, however, that SeamlessDocs will be responsible for payment of all such taxes (other than taxes based on Licensee's income), fees, duties and charges, and any related penalties and interests, arising from payment of referral fees hereunder, if any, to Licensee.

2. TERM OF AGREEMENT AND TERMINATION

The term of this Agreement shall begin on the Effective Date and extend for a period of twelve (12) months. SeamlessDocs may terminate this Agreement in the event of a breach by the Licensee of any term or condition of this Agreement upon ten (10) days prior written notice (which may be provided via e-mail to the e-mail address provided by the Licensee), except in the case of a breach of Section 1.2 hereof in which case SeamlessDocs may terminate this Agreement immediately upon written notice. In addition, SeamlessDocs may terminate this Agreement immediately if the Licensee becomes insolvent, files for bankruptcy or is adjudged to bankruptcy proceedings. The

parties agree to enter into good faith negotiations regarding the terms and conditions of this agreement, if either party deems there is a material change in Subscriber's organizational structure, including, but not limited to merger, acquisitions, divestitures or downsizing.

3. UPGRADES AND ENHANCEMENTS TO LICENSED PROPERTY

During the term of this Agreement, SeamlessDocs may provide or make available to Licensee certain upgrades, bug fixes and the like which it makes generally available, at no additional charge (to the extent generally provided at no additional charge). Licensee agrees that SeamlessDocs may provide any of the foregoing by means of making a download available on its Internet site.

4. LIMITED WARRANTY

For the term of the Agreement SeamlessDocs will immediately take commercially reasonable steps to modify or replace any Licensed Property which in either Parties judgment fail, when properly installed, to conform substantially to the functional specifications set forth in the applicable product user documentation found on the SeamlessDocs website. Alternatively, SeamlessDocs may at its option refund the license fee(s) paid by the Licensee or a ratable share of the license or access fee(s) paid under any master license or group access agreement, with the amount to be refunded in either case being proportionate to the license period during which the Licensed Property failed to conform.

SEAMLESSDOCS MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, WARRANTIES OF TITLE TO INTELLECTUAL PROPERTY, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH REGARD TO THE LICENSED PROPERTY. THE WARRANTY SET FORTH IN THIS SECTION 4 DOES NOT APPLY WITH RESPECT TO ANY DEFECT, FAILURE OR NONCONFORMITY OF THE LICENSED PROPERTY RESULTING FROM IMPROPER INSTALLATION, NEGLIGENCE, ACCIDENT, UNREASONABLE USE, OR SERVICING OR MODIFICATION OF THE LICENSED PROPERTY BY ANYONE OTHER THAN SEAMLESSDOCS OR AN ORGANIZATION CERTIFIED BY SEAMLESSDOCS.

5. LIMITATION ON DAMAGES

THE PROVISIONS OF SECTION 4 REPRESENT SEAMLESSDOCS'S SOLE WARRANTIES AND THE LICENSEE'S SOLE REMEDIES FOR ANY VIOLATION BY SEAMLESSDOCS OF ITS OBLIGATIONS HEREUNDER. IN NO EVENT SHALL SEAMLESSDOCS'S LIABILITY TO THE LICENSEE OR ANY OTHER PARTY ARISING UNDER THIS AGREEMENT OR IN CONNECTION WITH ANY LICENSED PROPERTY EXCEED THE LICENSE FEE PAID BY THE LICENSEE. SEAMLESSDOCS SHALL NOT BE LIABLE FOR ANY CLAIMS,

LOSSES OR DAMAGES OF THE LICENSEE OR ANY OTHER INDIVIDUAL OR ENTITY OR FOR LOST PROFITS OR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES (EXCEPT FOR LOST PROFITS OR COSTS OF PROCUREMENT OF SUBSTITUTE PRODUCTS OR SERVICES ARISING UNDER THIS AGREEMENT OR IN CONNECTION WITH ANY LICENSED PROPERTY,) HOWSOEVER ARISING, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES BEFOREHAND.

6. ASSIGNMENT

Except in the case of a transfer of all or substantially all of its assets, neither Party may assign or transfer any of its rights or obligations under this Agreement without the written consent of the other Party.

7. MISCELLANEOUS

This Agreement shall be construed in accordance with the laws of the State of New Jersey, without regard to any conflict of law provisions. Any dispute arising under this Agreement shall be resolved exclusively by the state and federal courts of the State of New Jersey in Hudson County. None of the terms and conditions contained herein may be added to, modified, superseded or otherwise altered except by an instrument executed and delivered by each of Licensee and SeamlessDocs. Should any clause or part of this Agreement be declared invalid or unenforceable, such holding shall not invalidate the remainder. Neither party will be liable for any failure or delay in performance under this Agreement to the extent due to any contingency, delay, failure or cause of, any nature beyond the reasonable control of such party, including unavailability of telecommunications network or the Internet, computer viruses or hacker attacks, fire, explosion, earthquake, storm or other weather, unavailability of necessary utilities or raw materials, strike or other labor difficulties, war or terrorist attack, insurrection, riot, acts of God, proclamation, ordinance or instructions of government or other public authorities, or judgment or decree of a court of competent jurisdiction (not arising out of breach by such party of this Agreement). The failure of either Party to exercise or enforce in any respect any right provided for herein shall not be deemed to be a waiver by said Party of the same or any other right contained herein in the future. The provisions contained herein which would by their nature survive the termination or expiration of this Agreement shall so survive.

Frequently Asked Questions

Are SeamlessDocs simply fillable PDFs?

Nope! SeamlessDocs allow any form to be filled out, eSigned, and submitted electronically. We then automate the workflow of that form in multiple ways. Email notifications, a backend form management system, as well as existing database integrations.

How do I convert my existing paper forms?

Extremely simple! Login to your SeamlessDocs account and click on Upload. Choose from any existing format and in seconds we give you a simple URL Link so you can now access your cloud SeamlessDoc. In a matter of seconds you can get paperless.

Where is my data stored?

We host all data with Amazon Web Servers (AWS); a world class server provider. We take privacy and security seriously. Our security officers have made sure that we have state of the art architecture to make sure that we can comply with any State or Federal certifications.

How do I replace the existing PDFs on my website?

Your SeamlessDocs will have a unique URL link. Simply create a new hyperlink and place it on your website. Once someone clicks on that URL link they will instantly see your form and have the ability to fill it out, eSign (if necessary), and submit it. No download or sign up needed.

What type of forms can I use?

Any form that you have, whether it is a .pdf, .doc, .docx, .xls, .xlsx can be turned into a new cloud SeamlessDoc. Our technology will automatically detect the fields in any form you have and allow you to customize the form with eSignatures and field validation. You can also create forms from scratch with our form builder.

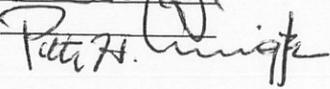
Can attachments be submitted along with SeamlessDocs?

We allow anyone to upload and attach supporting documentation to any form. Once they click submit, you will instantly have access to the files they upload. For example, they can upload a copy of their photo ID, or voided check by taking a picture on their cell phone.

Can we accept payment integration with SeamlessDocs?

Yep! Regardless of what payment gateway you currently use, we can integrate your SeamlessDocs to allow for instant payment. If you don't currently support online payments we can set you up with our authorized government online payment provider to make the process more Seamless!



Introduced by: 
Seconded by: 

CITY OF HOBOKEN
RESOLUTION NO. _____

RESOLUTION AWARDING A CONTRACT TO REGGIO CONSTRUCTION FOR THE PROVISIONS OF 2014 MUNICIPAL STREET RESURFACING AND INTERSECTION SAFETY IMPROVEMENT - PACKAGE "A" IN ACCORDANCE WITH THE CITY'S BID NO. 15-02 IN THE TOTAL AMOUNT OF \$1,295,677.93.

WHEREAS, bids were received for construction services to resurface the roads in the City, as specified in Bid Number 15-02; and,

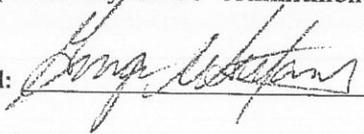
WHEREAS, Seven (7) bids were received, the lowest three (3) being:

<u>VENDOR</u>		<u>TOTAL BID</u>
1. Reggio Construction 1575 West Street Fort Lee, NJ 07024	Base Bid	\$1,295,677.93
2. Mark Paving Co., Inc. 77 Cutters Dock Road Woodbridge, NJ 07085	Base Bid	\$1,333,633.50
3. J.A. Alexander, Inc. 130-158 John F. Kennedy Dr. Bloomfield, NJ 07003	Base Bid	\$1,339,625.23

WHEREAS, pursuant to the recommendation of the City Engineer (attached hereto) the City wishes to contract for the services specified in Bid No. 15-02, and Reggio Construction submitted the lowest responsible, and responsive bid in the amount of \$1,295,677.93; and,

WHEREAS, certification of funds is available as follows:

I, George DeStefano, Chief Financial Officer of the City of Hoboken, hereby certify that \$1,295,677.93 is available in the following appropriations: T-26-56-850-851 in the amount of \$31,537.50, C-04-60-714-105 in the amount of \$100,000.00, C-04-60-714-110 in the amount of \$617,657.31, C-04-60-714-205 in the amount of \$90,000.00, C-04-60-714-210 in the amount of \$456,483.12; and I further certify that this commitment together with all previously made commitments does not exceed the appropriation balance for this purpose.

Signed: , George DeStefano, CFO

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Hoboken as follows:

- A. This resolution awards a contract to Reggio Construction for Bid No. 15-02, in the

total amount of One Million Two Hundred Ninety Five Thousand Six Hundred Seventy Seven Dollars and Ninety Three Cents (\$1,295,677.93) for the City's 2014 Road Resurfacing and Intersection Safety Improvement - Package "A" and said contract shall be to Reggio Construction in accordance with the specifications as set forth in Bid No. 15-02.

- B. If the contract, as provided by the City of Hoboken, is not executed by the vendor within 21 days of execution of this award, the City may cancel this award and rebid the project.
- C. The contract shall be in accordance with the terms of the specifications and the vendor's corresponding bid proposal documents. No exceptions were noted in the City Engineer's recommendations; therefore, none will be accepted in performing obligations under the bid.
- D. Any change orders required shall be subject to formal City Council authorization, and the City shall not be held liable for any amounts above the within contracted amounts unless/until same is authorized and appropriated by formal resolution of the City Council.
- E. Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the Mayor or her agent is hereby authorized to enter into an Agreement with the vendor for said purchase and sale.
- F. This resolution shall take effect immediately upon passage.

MEETING: March 4, 2015

REVIEWED:

Quentin Wiest
 Quentin Wiest
 Business Administrator

APPROVED AS TO FORM:

Melissa L. Longo
 Melissa L. Longo, Esq.
 Corporation Counsel

Councilperson	Yea	Nay	Abstain	No Vote
Ravi Bhalla	/			
Theresa Castellano	/			
Peter Cunningham	/			
James Doyle	/			
Jen Giattino	/			
Elizabeth Mason	/			
David Mello	/			
Tim Occhipinti	/			
Michael Russo	/			

**A TRUE COPY OF A RESOLUTION ADOPTED BY
 THE COUNCIL OF THE CITY OF HOBOKEN, N.J.
 AT A MEETING HELD ON:**

MAR 05 2015

James J. Sarunia

CITY CLERK

March 3, 2015
12:32 PM

CITY OF HOBOKEN
Budget Entry Verification Listing

Page No: 1

Batch Id: GDS Batch Date: 03/03/15 Batch Type: Standard

Account No. Account Description	Type	Entry Description	Amount	Seq
T-26-56-850-851 Municipal Open Space Trust	Encumbrance	CFO Cert Council Meeting 03/05/2015	31,537.50	1
C-04-60-714-105 Z-296 \$2M ROAD IMPROVEMENTS CIF	Encumbrance	CFO Cert Council Meeting 03/05/2015	100,000.00	2
C-04-60-714-110 Z-296 \$2M ROAD IMPROVMT-CONTRACTOR COST	Encumbrance	CFO Cert Council Meeting 03/05/2015	617,657.31	3
C-04-60-714-205 Z299 \$1.8M Road Improvement CIF	Encumbrance	CFO Cert Council Meeting 03/05/2015	90,000.00	4
C-04-60-714-210 Z299 \$1.8M Road Impvmnt Contractor Cost	Encumbrance	CFO Cert Council Meeting 03/05/2015	456,483.12	5

	Entries	Amount
Expenditures:	0	0.00
Reimbursements:	0	0.00
Transfer In:	0	0.00
Transfer Out:	0	0.00
Cancel:	0	0.00
Encumbrance:	5	1,295,677.93
Total:	5	1,295,677.93

There are NO errors in this listing.

March 3, 2015
12:32 PM

CITY OF HOBOKEN
Budget Batch Update/Posting Report

Page No: 1

	Updated Entries	Updated Amount		
Reimbursements:	0	0.00		
Expenditures:	0	0.00		
Transfer In:	0	0.00		
Transfer Out:	0	0.00		
Cancel:	0	0.00		
Encumbrances:	5	1,295,677.93		

Batch: GDS Updated Entries: 5 Updated Amount: 1,295,677.93 Ref Num: 3357

CITY OF HOBOKEN

Division of Purchasing

DAWN ZIMMER
Mayor



AL B. DINEROS, QPA
Purchasing Agent

Date: February 25, 2015

To: Quentin Wiest, Business Administrator
Corporation Counsel

From: Al B. Dineros

Subject: **Resolution to Award the Contract for Bid 15 - 02 –
2014 Municipal Street Resurfacing and Intersection
Safety Improvement – Package “A”**

Reference: (a) Memorandum from Boswell McClave Engineering

Boswell McClave Engineering reviewed the bid documentation submitted by three lowest bidders and were satisfied that it met the intent of the specifications and are in compliance with current regulations.

I reviewed the documents submitted by the lowest bidder and I fully concurred with the recommendation from Boswell McClave Engineering to award the contract to the lowest responsive and responsible bidder.

Total amount of the contract is \$ 1,295,677.93. The vendor will be:

- a. Reggio Construction, Inc.
1575 West Street
Fort Lee, NJ 07024



February 25, 2015

Stephen D. Marks, P.P., AICP
Municipal Manager
City of Hoboken
94 Washington Street
Hoboken, New Jersey 07030

Re: 2014 Municipal Street Resurfacing & Intersection
Safety Improvements Program (Package "A")
Bid No. 15-02
City of Hoboken
Hudson County, New Jersey
Our File No. HO-495

Dear Mr. Marks:

On February 24, 2015, the City of Hoboken (City) received seven (7) bids for the *2014 Municipal Street Resurfacing & Intersection Safety Improvements Program (Package "A")* project. As you are aware the construction costs for this project are being funded by the City Of Hoboken and a Local Aid Grant from the New Jersey Department of Transportation. Below is a summary of the three (3) lowest bids:

<u>Bidder</u>	<u>Bid Amount</u>	
Reggio Construction, Inc. 1575 West Street Fort Lee, New Jersey 07024	\$1,295,677.93	Base Bid Price
Mark Paving Co., Inc. 77 Cutters Dock Road Woodbridge, New Jersey 07085	\$1,333,633.50	Base Bid Price
J.A. Alexander, Inc. 130-158 John F. Kennedy Dr. N Bloomfield, New Jersey 07003	\$1,339,625.23	Base Bid Price

The remaining four (4) bidders submitted total bid prices ranging from \$1,365,325.00 to \$1,631,390.00. A summary of all bids received is attached, as well as a tabulation of unit costs for all seven (7) bidders. Boswell McClave Engineering (Boswell) reviewed all bid documentation submitted by the three lowest bidders and provides the following comments.

BID DOCUMENTATION

Reggio Construction, Inc.

1. Reggio Construction, Inc. computed the extended total of Bid Item No. 43 "Beam Guide Rail" incorrectly. Reggio Construction, Inc. provided a unit price of \$105.00/lf (both written and numeric) with an extended total of \$27,510.00. The actual extended total was corrected to reflect the correct extended total of \$27,562.50. This discrepancy was corrected by the Engineer on behalf of the City in accordance with the INFORMATION FOR BIDDERS, Section III INTERPRETATION AND ADDENDA, Subsection D (2)
2. Reggio Construction, Inc. appears to have a complete submission.

Mark Paving Co., Inc.

1. Mark Paving Co., Inc. appears to have a complete submission.

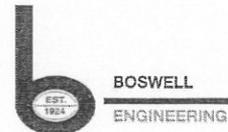
J.A. Alexander, Inc.

1. J.A. Alexander, Inc. appears to have a complete submission.

RECOMMEDATION

It is our understanding that the City of Hoboken has adequate funding to award the total Base Bid for this project. Therefore, Boswell recommends that this contract be awarded to Reggio Construction, Inc. in the amount of \$ 1,295,677.93.

This recommendation is subject to Corporation Counsel's satisfactory review of all bid documentation as well as the CFO's certification that adequate funding has been appropriated. It is also subject to the City to being in receipt of the following, as applicable, before contracts are issued: Performance Bond, Payment Bond, Certificate of Insurance, Affirmative Action Affidavit, and Initial Project Workforce Report (Form AA-201).

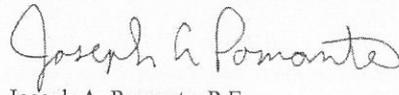


Stephen D. Marks, P.P., AICP
Municipal Manager
February 25, 2015
Page 3 of 3

Please do not hesitate to contact the undersigned with any questions.

Sincerely,

BOSWELL McCLAVE ENGINEERING



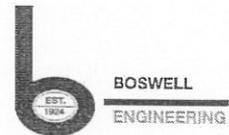
Joseph A. Pomante, P.E.
City Engineer Representative

JAP/s

Attachments

cc: Quentin Wiest, Business Administrator
Corporation Counsel, City of Hoboken
City of Hoboken Purchasing Department

150225JAPL1 Bid Recommendation.doc



2014 MUNICIPAL STREET RESURFACING & INTERSECTION SAFETY
 IMPROVEMENTS PROGRAM (PACKAGE A) BID NO. 15-02
 CITY OF HOBOKEN
 HUDSON COUNTY, NEW JERSEY
 OUR FILE NO. HO-495

Bid Date: February 24, 2015

Engineer: Joseph Pomante

Time: 11:00 A.M.

Engineer's Estimate: \$1.1 Mil - \$1.3 Mil

1.	A. Macchione Brothers, Inc.	Base Bid	_____
2.	Top Line Construction Corp.	Base Bid	_____
✓ 3.	A.J.M. Contractors, Inc.	Base Bid	<u>1,518,325.00</u> (1)
4.	Tilcon New York, Inc.	Base Bid	_____
5.	NY Asphalt, Inc.	Base Bid	_____
× 6.	Mark Paving Co., Inc.	Base Bid	<u>1,333,533.50</u> (2)
× 7.	D&L Paving Contractors, Inc.	Base Bid	<u>\$1,428,192.25</u> (6)
8.	New Prince Concrete Constr. Co.	Base Bid	_____
× 9.	Black Rock Enterprises, LLC	Base Bid	<u>1,631,390.00</u> (5)
× 10.	Smith-Sondy Asphalt Co.	Base Bid	<u>1,365,325.00</u> (4)
× 11.	J.A. Alexander, Inc.	Base Bid	<u>1,339,625.23</u> (3)
× 12.	Reggio Construction, Inc.	Base Bid	<u>1,295,522.43</u> (1)

Boswell McClave Engineering
330 Phillips Avenue
South Hackensack, NJ 07606

2014 MUNICIPAL STREET RESURFACING & INTERSECTION SAFETY IMPROVEMENTS PROGRAM (PACKAGE A)
CITY OF HOBOKEN
HUDSON COUNTY, NEW JERSEY
OUR FILE NO. HO-485

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	BASE BID		J.A. Alexander		Smith Stony Asphalt		Black Rock Enterprises	
				UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST
1	Breakaway Barricade	UNIT	10	\$0.01	\$15.00	\$0.01	\$150.00	\$100.00	\$1,500.00	\$150.00	\$1,500.00
2	Drum	UNIT	25	\$0.25	\$10.00	\$0.25	\$250.00	\$0.25	\$125.00	\$175.00	\$1,625.00
3	Traffic Cone	UNIT	50	\$0.01	\$5.00	\$0.01	\$250.00	\$0.01	\$250.00	\$75.00	\$1,000.00
4	Construction Signs	SF	200	\$0.01	\$2.00	\$0.01	\$2,000.00	\$0.01	\$2,000.00	\$16.00	\$3,200.00
5	Allowance for Police Traffic Directors	Allowance	1	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00
6	Fuel Price Adjustment	Dollar	1	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
7	Asphalt Price Adjustment	Dollar	1	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00
8	Excavation, Unclassified	CY	50	\$0.50	\$24.10	\$1,205.00	\$60,250.00	\$0.50	\$25,000.00	\$40.00	\$2,000.00
9	Excavation, Test Pit	CY	50	\$0.01	\$100.00	\$5,000.00	\$500.00	\$0.01	\$500.00	\$50.00	\$2,500.00
10	HMA Milling, 3" or Less	SY	22,000	\$3.65	\$80,300.00	\$80,300.00	\$80,300.00	\$3.65	\$80,300.00	\$4.85	\$106,700.00
11	Hot Mix Asphalt Pavement Repair	SY	400	\$4.00	\$1,600.00	\$1,600.00	\$1,600.00	\$4.00	\$1,600.00	\$5.00	\$2,000.00
12	Hot Mix Asphalt 12.5M4 Surface Course	TON	3,300	\$84.00	\$277,320.00	\$277,320.00	\$277,320.00	\$84.00	\$277,320.00	\$85.00	\$280,500.00
13	15" Reinforced Concrete Pipe	LF	272	\$80.00	\$21,760.00	\$21,760.00	\$21,760.00	\$80.00	\$21,760.00	\$85.00	\$23,120.00
14	Reset Existing Casting	UNIT	63	\$0.01	\$0.63	\$0.63	\$0.63	\$0.01	\$0.63	\$0.01	\$0.63
15	Inlet, Type 'A'	UNIT	2	\$2,200.00	\$4,400.00	\$4,400.00	\$4,400.00	\$2,200.00	\$4,400.00	\$3,400.00	\$6,800.00
16	Inlet, Type 'B'	UNIT	10	\$2,700.00	\$27,000.00	\$27,000.00	\$27,000.00	\$2,700.00	\$27,000.00	\$3,800.00	\$38,000.00
17	Reconstructed Inlet, Type 'B', Using New Casting	UNIT	5	\$1,200.00	\$6,000.00	\$6,000.00	\$6,000.00	\$1,200.00	\$6,000.00	\$1,000.00	\$5,000.00
18	Bicycle Safe Grate	UNIT	3	\$350.00	\$1,050.00	\$1,050.00	\$1,050.00	\$275.00	\$825.00	\$200.00	\$600.00
19	Curb Piece	UNIT	40	\$350.00	\$14,000.00	\$14,000.00	\$14,000.00	\$300.00	\$12,000.00	\$350.00	\$14,000.00
20	No Item										
21	Concrete Sillwalk, Reinforced, 6" Thick	SY	3,500	\$75.50	\$264,250.00	\$264,250.00	\$264,250.00	\$77.00	\$269,500.00	\$81.00	\$283,500.00
22	Reset Brick Paver Sillwalk	SY	225	\$0.01	\$2.25	\$2.25	\$2.25	\$0.01	\$2.25	\$0.01	\$2.25
23	Brick Paver Sillwalk	SY	75.0	\$100.00	\$7,500.00	\$7,500.00	\$7,500.00	\$95.00	\$7,125.00	\$95.00	\$7,125.00
24	Detachable Warning Surface	SY	120.0	\$110.00	\$13,200.00	\$13,200.00	\$13,200.00	\$150.00	\$18,000.00	\$140.00	\$16,800.00
25	8" x 18" Concrete Vertical Curb	LF	4,250	\$31.00	\$131,750.00	\$131,750.00	\$131,750.00	\$30.00	\$127,500.00	\$32.00	\$136,000.00
26	Traffic Stripes, 4"	LF	22,000	\$1.25	\$27,500.00	\$27,500.00	\$27,500.00	\$0.87	\$19,100.00	\$0.80	\$17,600.00
27	Traffic Markings	SF	16,000	\$6.25	\$100,000.00	\$100,000.00	\$100,000.00	\$4.35	\$69,600.00	\$5.00	\$80,000.00
28	High Friction Surface Treatment, Traffic Grade	SF	10,500	\$9.50	\$99,750.00	\$99,750.00	\$99,750.00	\$8.33	\$87,465.00	\$8.50	\$89,250.00
29	RPM, Bi-Directional, Blue Lens	UNIT	20	\$150.00	\$3,000.00	\$3,000.00	\$3,000.00	\$71.50	\$1,430.00	\$90.00	\$1,800.00
30	RPM, Bi-Directional, Green Lens	UNIT	139	\$400.00	\$55,600.00	\$55,600.00	\$55,600.00	\$300.00	\$41,700.00	\$350.00	\$48,750.00
31	Flexible Reflective Bollard	UNIT	10	\$475.00	\$4,750.00	\$4,750.00	\$4,750.00	\$71.50	\$715.00	\$90.00	\$900.00
32	Permanent Pedestrian Crossing Sign System	UNIT	10	\$350.00	\$3,500.00	\$3,500.00	\$3,500.00	\$300.00	\$3,000.00	\$350.00	\$3,500.00
33	Regulatory and Warning Sign	SF	300.0	\$30.01	\$9,003.00	\$9,003.00	\$9,003.00	\$60.00	\$18,000.00	\$40.00	\$12,000.00
34	Tree Removal, Under 12" Diameter	UNIT	4	\$1,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$550.00	\$2,200.00	\$650.00	\$2,600.00
35	Inlet Converted to Manhole	UNIT	2	\$2,500.00	\$5,000.00	\$5,000.00	\$5,000.00	\$1,500.00	\$3,000.00	\$1,900.00	\$3,800.00
36	No Item										
37	Manhole, 4" Diameter	UNIT	1	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$4,000.00	\$4,000.00	\$3,700.00	\$3,700.00
38	Traffic Markings, Epoxy-Resin	SF	1,200	\$5.00	\$6,000.00	\$6,000.00	\$6,000.00	\$5.40	\$6,480.00	\$5.00	\$6,000.00
39	Flashing LED R-1 Sign System	UNIT	3	\$3,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$3,300.00	\$9,900.00	\$3,000.00	\$9,000.00
40	Reset Brick Paver Roadway	SY	70	\$0.70	\$49.00	\$49.00	\$49.00	\$150.00	\$10,500.00	\$100.00	\$7,000.00
41	Manhole Casting	UNIT	1	\$800.00	\$800.00	\$800.00	\$800.00	\$500.00	\$500.00	\$600.00	\$600.00
42	Manhole, 6" Diameter	UNIT	2	\$5,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$5,000.00	\$10,000.00	\$4,700.00	\$9,400.00
43	Beam Guide Rail	LF	262.5	\$105.00	\$27,262.50	\$27,262.50	\$27,262.50	\$115.50	\$30,318.75	\$142.00	\$37,275.00
44	Rail	LF	48.00	\$8.00	\$384.00	\$384.00	\$384.00	\$6.00	\$288.00	\$8.00	\$384.00
45	Tangent Guide Rail Terminal	UNIT	1	\$1,900.00	\$1,900.00	\$1,900.00	\$1,900.00	\$1,900.00	\$1,900.00	\$2,100.00	\$2,100.00
46	Beam Guide Rail Anchorage	UNIT	1	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$600.00	\$600.00
				TOTAL		\$1,296,673.93		\$1,333,625.23		\$1,331,390.00	

Boswell McClave Engineering
 330 Phillips Avenue
 South Hackensack, NJ 07605

2014 MUNICIPAL STREET RESURFACING & INTERSECTION SAFETY IMPROVEMENTS PROGRAM (PACKAGE A)
 BID NO. 16.02
 CITY OF HOBOKEN
 HUDSON COUNTY, NEW JERSEY
 OUR FILE NO. HO-495

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	D&L Paving		KJM Construction		TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST
				UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST					
1	Breakaway Barricade	UNIT	10	\$100.00	\$1,000.00	\$40.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Drum	UNIT	25	\$0.01	\$0.25	\$25.00	\$625.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Traffic Cone	UNIT	50	\$10.00	\$500.00	\$12.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Construction Signs	SF	200	\$10.00	\$2,000.00	\$15.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Allowance for Police Traffic Directors	Allowance	1	\$60,000.00	\$60,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00
6	Fuel Price Adjustment	Dollar	1	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
7	Asphalt Price Adjustment	Dollar	1	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00
8	Excavation, Unclassified	CY	50	\$468.00	\$23,400.00	\$38.00	\$1,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	Excavation, Test Pit	CY	22,000	\$3.00	\$66,000.00	\$3.75	\$82,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	Hot Mix Asphalt	SY	22,000	\$78,200.00	\$1,720,400.00	\$39.00	\$858,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	Hot Mix Asphalt Pavement Repair	SY	22,000	\$45.90	\$1,005,800.00	\$130.00	\$2,862,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	Hot Mix Asphalt 12.5MM Surface Course	TON	3,300	\$80.00	\$264,000.00	\$160.00	\$528,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	15" Reinforced Concrete Pipe	LF	272	\$80.00	\$21,760.00	\$110.00	\$29,920.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	Reinforcing Casting	UNIT	63	\$2,500.00	\$157,500.00	\$3,000.00	\$189,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	Initial Type A	UNIT	2	\$3,000.00	\$6,000.00	\$3,500.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	Initial Type B	UNIT	10	\$3,500.00	\$35,000.00	\$3,500.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	Reinforced Inlet, Type B' Using New Casting	UNIT	3	\$2,800.00	\$8,400.00	\$3,500.00	\$10,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	Bicycle Safe Gate	UNIT	3	\$2,800.00	\$8,400.00	\$3,500.00	\$10,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	Curb Piece	UNIT	40	\$325.00	\$13,000.00	\$350.00	\$14,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	No Item											
21	Concrete Sidewalk, Reinforced, 6" Thick	SY	3,500	\$68.00	\$238,000.00	\$75.00	\$262,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	Concrete Sidewalk	SY	225	\$170.00	\$38,250.00	\$110.00	\$24,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	Block Paved Sidewalk	SY	5.0	\$140.00	\$700.00	\$200.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	Detectable Warning Surface	SY	12.50	\$140.00	\$1,750.00	\$200.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	9" x 18" Concrete Vertical Curb	LF	4,250	\$28.00	\$119,000.00	\$1.25	\$5,312.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26	Traffic Stripes, 4"	LF	22,000	\$1.10	\$24,200.00	\$1.25	\$27,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27	Traffic Markings	SF	19,000	\$8.05	\$152,950.00	\$8.50	\$161,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	Sign With Signum Treatment, Traffic Grade	SF	10,500	\$9.25	\$97,125.00	\$9.50	\$99,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29	Sign With Signum Treatment, Traffic Grade	UNIT	20	\$225.00	\$4,500.00	\$250.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30	RPM Bi-Directional Green Lens	UNIT	138	\$625.00	\$86,250.00	\$650.00	\$90,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31	Flexible Reflective Bollard	UNIT	10	\$625.00	\$6,250.00	\$650.00	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
32	Permanent Pedestrian Crossing Sign System	UNIT	10	\$625.00	\$6,250.00	\$650.00	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
33	Regulatory and Warning Sign	UNIT	300.0	\$55.00	\$16,500.00	\$55.00	\$16,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
34	Tree Removal, Under 12" Diameter	UNIT	4	\$500.00	\$2,000.00	\$800.00	\$3,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
35	Tree Removal, 12" Diameter	UNIT	2	\$3,500.00	\$7,000.00	\$4,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
36	No Item											
37	Manhole, 4" Diameter	UNIT	1	\$4,000.00	\$4,000.00	\$1,800.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
38	Traffic Mirrors, Epoxy-Resin	SF	1,200	\$8.00	\$9,600.00	\$8.00	\$9,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
39	Flashing LED R-1 Sign System	UNIT	3	\$4,000.00	\$12,000.00	\$5,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40	Reset Brick Paver Roadway	SY	70	\$2,000.00	\$140,000.00	\$1,750.00	\$122,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
41	Reset Brick Paver Roadway	UNIT	1	\$950.00	\$950.00	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
42	Manhole 6" Diameter	UNIT	1	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
43	Beam Guide Rail	LF	262.5	\$10.00	\$2,625.00	\$9,000.00	\$2,362,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
44	Rail	UNIT	1	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
45	Tangent Guide Rail Terminal	UNIT	1	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
46	Beam Guide Rail Endcap	UNIT	1	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL					\$1,426,182.26		\$1,516,326.00			\$63,300.00		\$63,300.00

INTRODUCED BY:
SECONDED BY:

CITY OF HOBOKEN
RESOLUTION NO. _____

14

[Signature]
[Signature]

**RESOLUTION AWARDING AN AMENDMENT TO THE
PROFESSIONAL SERVICE CONTRACT TO OCEAN
COASTAL CONSULTANTS FOR PROFESSIONAL
ENGINEERING SERVICES FOR THE PIER A REHABILITATION
IN AN INCREASED AMOUNT NOT TO EXCEED \$9,975.00
AND FOR AN EXTENSION OF THE TERM, TO EXPIRE JUNE
18, 2016**

WHEREAS, the City of Hoboken published RFP's for professional engineering services for the Pier A Rehabilitation; and,

WHEREAS, on June 18, 2014, the Council awarded the contract to Ocean Coastal Consultants ("OCC"), and the City now wishes to amend that contract award in accordance with OCC's November 17, 2014 proposal for additional services; and,

WHEREAS, in accordance with the direction of the Administration, the City Council is now asked to authorize an amendment to the award to OCC, in accordance with their November 17, 2014 proposal, for an increase in the not to exceed amount by \$9,975.00, and for an extended term to expire June 18, 2016; and,

WHEREAS, certification of funds is available as follows:

I, George DeStefano, Chief Financial Officer of the City of Hoboken, hereby certify that \$9,975.00 is available in the following appropriation T-24-20-700-020 in the City's trust; and I further certify that this commitment together with all previously made commitments and payments does not exceed the funds available in said appropriation for the designated trust; and I further certify that the funds available in the said appropriation are intended for the purpose herein committed.

Signed: *[Signature]*, George DeStefano, CFO

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Hoboken that an amendment to the award to OCC, in accordance with their November 17, 2014 proposal, for an increase in the not to exceed amount by \$9,975.00, and for an extended term to expire June 18, 2016, for services as Professional Engineers for the Pier A Rehabilitation project, be authorized as follows:

1. The above recitals are incorporated herein as though fully set forth at length.
2. The terms of the RFP and OCC's responsive proposal and 11/17/14 proposal shall govern the contract, and no changes may be made without the prior written consent of both parties.
3. Any change orders which shall become necessary shall be subject to the City's ability to appropriate sufficient funds, which appropriation shall be at the sole discretion of the City Council.
4. The Council hereby authorizes the Mayor, or her designee to execute any and all

documents and take any and all actions necessary to complete and realize the intent and purpose of this resolution.

5. The Mayor, or her designee is hereby authorized to execute an agreement, for the above referenced goods and/or services based upon the following information:

Ocean Coastal Consultants
35 Corporate Drive
Suite 1200
Trumbull, CT 06611

Reviewed:

Quentin Wiest

Quentin Wiest
Business Administrator

Approved as to Form:

Melissa Longo

Melissa Longo, Esq.
Corporation Counsel

Meeting Date: March 4, 2015

Councilperson	Yea	Nay	Abstain	No Vote
Ravi Bhalla	✓			
Theresa Castellano	✓			
Peter Cunningham	✓			
James Doyle	✓			
Jen Giattino	✓			
Elizabeth Mason		✓		
David Mello	✓			
Tim Occhipinti	✓			
Michael Russo		✓		

A TRUE COPY OF A RESOLUTION ADOPTED
THE COUNCIL OF THE CITY OF HOBOKEN, N.J.
AT A MEETING HELD ON: MAR 05 2015

James J. Sarcina

CITY CLERK

Batch Id: GDS Batch Date: 03/03/15 Batch Type: Standard

Account No. Account Description	Type	Entry Description	Amount	Seq
T-24-20-700-020 Reserve for O & M/SOUTH/BL A	Encumbrance	CFO Cert Council Meeting 03/04/2015	9,975.00	1

	Entries	Amount
Expenditures:	0	0.00
Reimbursements:	0	0.00
Transfer In:	0	0.00
Transfer Out:	0	0.00
Cancel:	0	0.00
Encumbrance:	1	9,975.00
Total:	1	9,975.00

There are NO errors in this listing.

March 3, 2015
12:28 PM

CITY OF HOBOKEN
Budget Batch Update/Posting Report

Page No: 1

	Updated Entries	Updated Amount		
Reimbursements:	0	0.00		
Expenditures:	0	0.00		
Transfer In:	0	0.00		
Transfer Out:	0	0.00		
Cancel:	0	0.00		
Encumbrances:	1	9,975.00		
Batch: GDS	Updated Entries:	1	Updated Amount:	9,975.00 Ref Num: 3356

Memorandum

Title: Hoboken Pier A Additional Services
Project Number: 214060.0
Date: 11/17/2014
To: Leo Pellegrini
Copy: Scott Anastasio (OCC), Stephen Famularo (OCC)
From: David A Jones

This memorandum is being provided to detail the additional services provided and pending for the Hoboken Pier A rehabilitation project. Each task is defined below with an explanation of the task, deliverable definition, and an estimated cost. The estimated total for additional services detailed below is:

\$9,975

1 Task 6A – 11/06/2014 Committee Meeting

This task included the preparation and participation in a committee meeting. The purpose of this meeting was to provide an update to committee members about the results of the Hoboken Pier A Structural Analysis and Feasibility Study. This included providing handouts, presenting results, and fielding questions. This task was completed on 11/06/2014 and the table below details the work already billed:

Deliverable: Onsite participation in committee meeting
(Completed)

Position	Task	Hours	Total
Project Director	Preparation and meeting.	4.5	\$990
Project Manager	Preparation and meeting.	4.5	\$945
Project Engineer	Prepare presentation materials, coordinate efforts, and Meeting.	8	\$1,000
Task 6A Total			\$2,935

2 Task 6B – Anode Design

As a result of limited 'As-Built' drawings additional information needs to be collected in the field. Ensuring that anodes are designed for the existing electrical current requirements is imperative for proper corrosion protection and maximizing the

life span of the anode. Utilizing conservative assumptions typically results in life span which range between 10 to 15 years. Depending on conditions observed it may be possible to extend an anode service life to 20 years.

This task will require one (1) additional field diving day with an additional corrosion specialists included in the team. A breakdown of this effort is provided below:

Deliverable: Anode rehabilitation design (Pending)

Position	Task	Hours	Total
Project Engineer	Mobilization	2	\$250
Prevailing Wage Crew w/ Boat	Equipment and three (3) person dive crew.	24	\$4,350
Corrosion Specialist	Mobilization / Field Data Collection	8	\$800
Task 6B Total			\$5,400

3 Task 6C – 70 Year Cost Projection

As a result of the committee meeting held on 11/06/2014 the committee charged OCC with developing a 70 year projected life cost of the structure for each of the three rehabilitation options presented. The results of Task 6B will have a significant effect on the projected costs. As a result this task cannot be finalized until after the anode design task is complete. A breakdown of this effort is provided below:

Deliverable: 70 Year Projected Cost Analysis
(Pending Anode Design)

Position	Task	Hours	Total
Project Director	Validation Review	1	\$220
Chief Technical Specialist	Verification Review	2	\$420
Project Engineer	Develop 70 year projected cost analysis	8	\$1,000
Task 6C Total			\$1,640

Sponsored: [Signature] 15
 Seconded: [Signature]

The City of Hoboken of The County of Hudson
Resolution No.

A RESOLUTION TO LAPSE APPROPRIATION RESERVE TO SNOW REMOVAL TRUST

BE IT RESOLVED, by the Governing Body of the City of Hoboken, County of Hudson, New Jersey that the following 2014 appropriation reserve balance be lapsed to the Snow Removal Trust pursuant to N.J.S.A. 40A:4-62.1.

<u>Account Description</u>	<u>Account #</u>	<u>Balance to Lapse</u>
Snow Removal	4-01-26-291-040	\$45,000.00

Adopted this ____ day of _____, 20__
 and certified as a true copy of an original.

 James Farina, Registered Municipal Clerk

Councilperson	Yea	Nay	Abstain	No Vote
President Ravi Bhalla	/			
Theresa Castellano	/			
James Doyle	/			
Peter Cunningham	/			
Jen Giattino	/			
Elizabeth Mason	/			
David Mello	/			
Tim Occhipinti	/			
Michael Russo	/			

A TRUE COPY OF A RESOLUTION ADOPTED BY
 THE COUNCIL OF THE CITY OF HOBOKEN, N.J.
 AT A MEETING HELD ON:

MAR 05 2015

 James J. Farina
 CITY CLERK

10

Introduced By: [Signature]
 Second By: [Signature]

**CITY OF HOBOKEN
 RESOLUTION NO. _____**

RESOLUTION AUTHORIZING THE REFUND OF TAX OVERPAYMENTS

WHEREAS, an overpayment of taxes has been made on property listed below: and

WHEREAS, Sharon Curran, Collector of Revenue recommends that refunds be made;

NOW THEREFORE BE IT RESOLVED, that a warrant be drawn on the City Treasurer made payable to the following totaling \$22,461.10

<u>NAME</u>	<u>BL/LT/UNIT</u>	<u>PROPERTY</u>	<u>QTR/YEAR</u>	<u>AMOUNT</u>
Limor Faraguna 1112 Hudson Street #3L Hoboken, NJ 07030	243/24/C003L	1112 Hudson St	3&4/14 & 1/15	\$5,813.79
Wells Fargo Real Estate Taxing Service, LLC Attn: Financial Support 1 Home Campus MAC X2302-04D DesMoines, IA 50328-0001	261.01/1/C1107	1100 Maxwell Lane	1/15	\$1,929.95
Chase OH4-7326 Attn: Kathy DeGarmo PO Box 24695 Columbus, OH 43224-9935	261.03/1/CP012	1125 Maxwell Lane	4/14	\$ 129.95
Bruce Thompson & Emma Trewartha 1302 Park Avenue #4S Hoboken, NJ 07030	117/10/C004S	1302 Park Avenue	1/15	\$2,181.27
James & Tracy Child c/o The Lehman Law Firm 281 Main Street Woodbridge, NJ 07095	30/23/C0002	112 Adams Street	3/14	\$1,728.49
Keith Callanan & Judy Im 510 East 20 th Street #MD New York, NY 10009	34/20	132 Park Avenue	2/14	\$2,039.15

<u>NAME</u>	<u>BL/LT/UNIT</u>	<u>PROPERTY</u>	<u>QTR/YEAR</u>	<u>AMOUNT</u>
Citibank, NA 1000 Technology Dr O'Fallon, MO 63368	247/22	1247 Bloomfield St	1/15	\$5,124.74
Laura Peck 510 Monroe Street #409 Hoboken, NJ 07030	66/27/C0409	506-514 Monroe St	3/14	\$1,361.25
Hormoz & Farah Shayegan 200 Winston Drive #2019 Cliffside Park, NJ 07010	261.03/1/CP047	1125 Maxwell Lane	1/15	\$120.70
Wells Fargo Home Mortgage 1 Home Campus MAC X2301-04D Des Moines, IA 50328	262.02/1/C1106	1450 Washington St	4/12	\$2,031.81 _(excel 4)

A TRUE COPY OF A RESOLUTION ADOPTED BY
THE COUNCIL OF THE CITY OF HOBOKEN, N.J.
AT A MEETING HELD ON:

MAR 05 2015

Meeting: March 4, 2015

James J. Savino

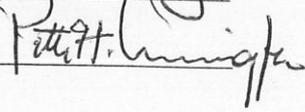
CITY CLERK

Approved as to Form:

Melissa Layla Ingo
CORPORATION COUNSEL

Sharon Curran
Sharon Curran, Tax Collector

Introduced By:  17

Second By: 

**CITY OF HOBOKEN
RESOLUTION NO. _____**

**RESOLUTION AUTHORIZING THE REFUND OF TAX APPEALS
STATE TAX COURT**

WHEREAS, an overpayment of taxes has been made on property listed below; and

WHEREAS, Sharon Curran, Collector of Revenue recommends that the refund be made;

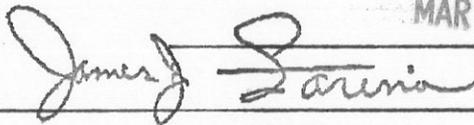
NOW THEREFORE BE IT RESOLVED, that a warrant be drawn on the City Treasurer made payable to the following totaling \$671,124.76

<u>NAME</u>	<u>BL/LOT/UNIT</u>	<u>PROPERTY</u>	<u>YEAR</u>	<u>AMOUNT</u>
Zipp & Tannenbaum, LLC 166 Gatzmer Avenue Jamesburg, NJ 08831	140/1	1600-1614 Clinton St	2011	\$27,933.95
Zipp & Tannenbaum, LLC 166 Gatzmer Avenue Jamesburg, NJ 08831	140/1	1600-1614 Clinton St	2012	\$33,463.75
Zipp & Tannenbaum, LLC 166 Gatzmer Avenue Jamesburg, NJ 08831	140/1	1600-1614 Clinton St	2013	\$38,599.91
Zipp & Tannenbaum, LLC 166 Gatzmer Avenue Jamesburg, NJ 08831	140/9	1616-28 Clinton St	2011	\$24,449.71
Zipp & Tannenbaum, LLC 166 Gatzmer Avenue Jamesburg, NJ 08831	140/9	1616-28 Clinton St	2012	\$29,882.25
Zipp & Tannenbaum, LLC 166 Gatzmer Avenue Jamesburg, NJ 08831	140/9	1616-28 Clinton St	2013	\$34,982.22

<u>NAME</u>	<u>BL/LOT/UNIT</u>	<u>PROPERTY</u>	<u>YEAR</u>	<u>AMOUNT</u>
McCarter & English,LLP 100 Mulberry Street Four Gateway Center Newark, NJ 07102	89/1	801 Madison St/800 Jeff	2011	\$118,094.28
McCarter & English,LLP 100 Mulberry Street Four Gateway Center Newark, NJ 07102	89/1	801 Madison St/800 Jeff	2012	\$145,141.00
McCarter & English, LLP 100 Mulberry Street Four Gateway Center Newark, NJ 07102	89/1	801 Madison St/800 Jeff	2013	\$218,577.69

A TRUE COPY OF A RESOLUTION ADOPTED
THE COUNCIL OF THE CITY OF HOBOKEN, ...
AT A MEETING HELD ON:

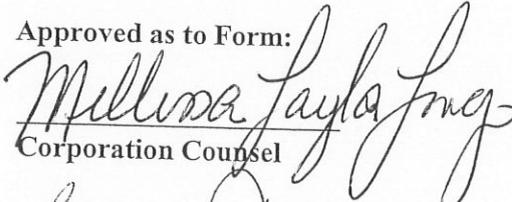
MAR 05 2015



CITY CLERK

Meeting: March 4, 2015

Approved as to Form:

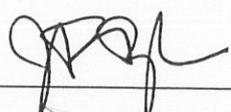


Corporation Counsel



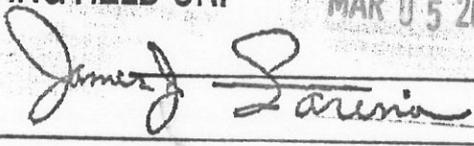
Sharon Curran, Tax Collector

A TRUE COPY OF A RESOLUTION ADOPTED BY
THE COUNCIL OF THE CITY OF HOBOKEN, N.J.
AT A MEETING HELD ON:

Sponsored by: 

Seconded by: 

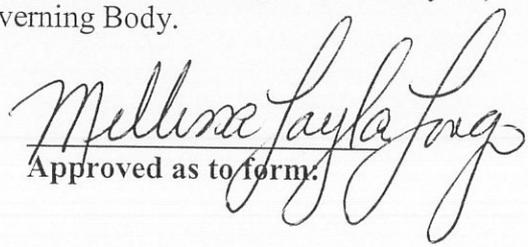
MAR 05 2015



CITY CLERK City of Hoboken

Resolution No. _____

RESOLVED, that filed minutes for the Hoboken City Council **Special and Regular meetings of February 18, 2015 and the Special meeting of February 23, 2015** have been reviewed and approved by the Governing Body.


Approved as to form.

Meeting Date: March 4, 2015

Councilperson	Yea	Nay	Abstain	No Vote
Theresa Castellano	✓			
Peter Cunningham	✓			
Jim Doyle	✓			
Jennifer Giattino	✓			
Elizabeth Mason		✓		
David Mello	✓			
Tim Occhipinti	✓			
Michael Russo	✓			
President Ravi Bhalla	✓			