

MARTHA'S VINEYARD COMMISSION



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REGIONAL PLANNING AGENCY OF DUKES COUNTY
SERVING AQUINNAH, CHILMARK, EDGARTOWN, GOSNOLD, OAK BLUFFS, TISBURY, & WEST TISBURY

Date: September 19, 2023
To: participating Fire Departments
From: Dan Doyle, Special Projects Planner
Re: **CWDG budget & materials guidance**

Background

To help advance CWPP goals and in response to the past year of discussion with the ad hoc fire council, MVC will submit a CWDG grant request. The three central planks of the request are to secure funds for the following:

- Salary for a Community Wildfire Mitigation Specialist (CWMS) x 4 years
- Implement site mitigation projects identified in the CWPP, largely found in high or extreme risk areas
- Install dry hydrants to address risk in high or extreme risk areas at sites identified by town Fire Chiefs

This memo seeks to provide guidance on the items that should **be submitted to MVC by Friday, October 6th**. Application deadline is 10/31 and we need to build in time for budget revision. With the budgets you provide, MVC will seek input from the grant admin team to ensure they reflect all requirements, and reach back out to each of you accordingly. I have culled specific sections from the CWDG materials, in the pages below and have added some clarifications.

In addition to the mitigation project budget, the following should be provided to MVC:

- Benefits – a list is adequate
- Project sustainability: document that the FD will be responsible for maintenance, or identify another party that will take on this commitment
- Timeline: awards will be announced in early 2024; work can begin thereafter – please provide an estimated timeline for the work beginning in Spring of 2024.

The cost estimate should be structured as follows:

Budget

	Grant	Match	TOTAL
	Funds requested	Non-Federal Funds	Total Project Cost
Personnel/Labor			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other			
TOTAL			

If selected, we will not be able to go back and ask for more – and for this particular submission, only MVC can budget for indirect costs as the award recipient.

- **Personnel:** Expenses for personnel and staff salary.
- **Fringe Benefits:** Fringe benefits should be based upon actual known costs or established formula. Fringe benefits are for the personnel listed in the above category, and only for the percentage of time devoted to project.
- **Equipment:** Non-expendable items with a single-item value >\$5,000 to be purchased. Applicants should analyze the cost benefits of purchasing verses leasing equipment, especially high-cost items. Rented or leased equipment costs go in the “Contractual” category.
- **Supplies:** Expenses for supplies <\$5,000.
- **Contractual:** Expenses for product or services to be paid to a consultant, contractor, or lease/rental.
- **Other:** any other eligible costs not captured in the categories above.

For this particular grant application, only MVC will collect on Indirect costs.

Labor Standards: All laborers and mechanics employed by the applicant, subrecipients, contractors or subcontractors in the performance of construction, alteration, or repair work on an award or project in excess of \$2,000 funded directly by or assisted in whole or in part by funds made available under this grant program shall be paid wages at rates not less than those prevailing on similar projects in the locality, as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code commonly referred to as the “Davis-Bacon Act” (DBA).

What are the requirements for a Davis-Bacon Act (DBA)/Davis-Bacon Related Acts (DBRA) contract?

Contracts covered by either the DBA or a DBRA must contain clauses stating the labor standards requirements of the DBA. Under these labor standards, contractors and their subcontractors are required to pay laborers and mechanics employed directly upon the site of the work no less than the locally prevailing wages and fringe benefits paid on projects of a similar character.

The DBA directs the U.S. Department of Labor (DOL) to determine such local prevailing wage rates or wage determinations. Federal agency contracting officials then place the wage determinations, also known as "general schedules," in covered contracts. The geographic scope of the DBA is limited to the 50 states and the District of Columbia. The geographic scope of each Related Act is determined by the terms of the specific statute under which the federal assistance is provided.

For prime contracts in excess of \$100,000, contractors and subcontractors must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over 40 in a workweek. The overtime provisions of the Fair Labor Standards Act may also apply to DBRA-covered contracts.

Match requirement (25%)

A number of the Fire Departments have indicated they will be contributing their 25% match requirement in cash should we receive the award, and that these funds will be conditioned upon approval at Annual Town Meeting. If the match can be guaranteed with existing funds, that is the preferable approach. While a conditioned match is acceptable, it comes with a level of risk for the grant review committee and our application. If opting for the conditioned match on Town Floor, **please provide MVC with a history from the past ten town meetings of the total number of Fire Department related funding requests, approvals, and the aggregate amount of funds.** These histories will be included in the grant application and will help mitigate concerns that the award will be issued only for the match request to be denied.

Cost Share Match Requirements and Waivers

Matching Requirements

Cost-share is required for all applications funded under the CWDG Program. The cost share rates for this program are:

- Not less than 10 percent for a grant awarded to develop or revise a CWPP; and
- Not less than 25 percent for a grant awarded to carry out projects described in a CWPP that is not more than 10 years old.

This means Federal funding is available for up to 90 percent of eligible costs for developing or revising CWPPs and 75 percent for projects described in a CWPP. The non-Federal cost-share may consist of cash, donated or third-party in-kind services, materials, or any combination thereof. Cash and third-party in-kind matches must consist of eligible costs (i.e., same eligibility as the Federal share).

- Cash match is from the applicant's budget, such as personnel salary, fringe benefits, travel, equipment, and supplies, or cash provided by another party. Source of cash match cannot be derived from another Federal award or grant.
- In-Kind match is a non-cash contribution of value. A non-Federal entity's in-kind match must meet the following criteria:
 - Are verifiable from the non-Federal entity's records (See Appendix K for examples);
 - Are not included as contributions for any other Federal award;
 - Are necessary and reasonable for accomplishment of project or program objectives;
 - Are allowable under subpart E of 2 CFR 200;
 - Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
 - Are provided for in the approved budget when required by the Federal awarding agency; and
 - Conform to other provisions of 2 CFR 200, as applicable.

Letters of support

Please provide MVC with a supporting letter by **Friday, October 20th** on town letterhead. Ideally, the letter articulates an interest in extending the Community Wildfire Mitigation Specialist position once the four years' worth of salary funds are exhausted – and that the Towns will cost share to that effect if key benchmarks have been met.

The letter can certainly include other supporting language, including but not limited to the added suppression capability the dry hydrant installation sites will provide.

Reach out to Dan Doyle with concerns or questions.

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