

**FEDERALLY-FUNDED SUBGRANT AGREEMENT**

THIS AGREEMENT is entered into by the State of Florida, Division of Emergency Management, with headquarters in Tallahassee, Florida (hereinafter referred to as the "Division"), and City of Miami, (hereinafter referred to as the "Recipient").

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

A. The Recipient represents that it is fully qualified and eligible to receive these grant funds to provide the services identified herein; and

B. The Division has received these grant funds from the State of Florida, and has the authority to subgrant these funds to the Recipient upon the terms and conditions below; and

C. The Division has statutory authority to disburse the funds under this Agreement.

THEREFORE, the Division and the Recipient agree to the following:

(1) SCOPE OF WORK.

The Recipient shall perform the work in accordance with the Budget and Scope of Work, Attachment A of this Agreement.

(2) INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES

The Recipient and the Division shall be governed by applicable State and Federal laws, rules and regulations, including those identified in Attachment B.

(3) PERIOD OF AGREEMENT.

This Agreement shall begin upon execution by both parties or **October 1, 2012**, whichever is later, and shall end **June 30, 2014**, unless terminated earlier in accordance with the provisions of Paragraph (12) of this Agreement.

(4) MODIFICATION OF CONTRACT

Either party may request modification of the provisions of this Agreement. Changes which are agreed upon shall be valid only when in writing, signed by each of the parties, and attached to the original of this Agreement.

(5) RECORDKEEPING

(a) As applicable, Recipient's performance under this Agreement shall be subject to the federal OMB Circular No. A-102, "Common Rule: Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" (53 Federal Register 8034) or OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations," and either OMB Circular No. A-87, "Cost Principles for State, Local and Indian

Tribal Governments," OMB Circular No. A-21, "Cost Principles for Educational Institutions," or OMB Circular No. A-122, "Cost Principles for Non-profit Organizations."

(b) The Recipient shall retain sufficient records to show its compliance with the terms of this Agreement, and the compliance of all subcontractors or consultants paid from funds under this Agreement, for a period of five years from the date the audit report is issued, and shall allow the Division or its designee, the State Chief Financial Officer or the State Auditor General access to the records upon request. The Recipient shall ensure that audit working papers are available to them upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Division. The five year period may be extended for the following exceptions:

1. If any litigation, claim or audit is started before the five year period expires, and extends beyond the five year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
2. Records for the disposition of non-expendable personal property valued at \$5,000 or more at the time it is acquired shall be retained for five years after final disposition.
3. Records relating to real property acquired shall be retained for five years after the closing on the transfer of title.

(c) The Recipient shall maintain all records for the Recipient and for all subcontractors or consultants to be paid from funds provided under this Agreement, including documentation of all program costs, in a form sufficient to determine compliance with the requirements and objectives of the Budget and Scope of Work - Attachment A - and all other applicable laws and regulations.

(d) The Recipient, its employees or agents, including all subcontractors or consultants to be paid from funds provided under this Agreement, shall allow access to its records at reasonable times to the Division, its employees, and agents. "Reasonable" shall ordinarily mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, on Monday through Friday. "Agents" shall include, but not be limited to, auditors retained by the Division.

#### (6) AUDIT REQUIREMENTS

(a) The Recipient agrees to maintain financial procedures and support documents, in accordance with generally accepted accounting principles, to account for the receipt and expenditure of funds under this Agreement.

(b) These records shall be available at reasonable times for inspection, review, or audit by state personnel and other personnel authorized by the Division. "Reasonable" shall ordinarily mean normal business hours of 8:00 a.m. to 5:00 p.m., local time, Monday through Friday.

(c) The Recipient shall provide the Division with the records, reports or financial statements upon request for the purposes of auditing and monitoring the funds awarded under this Agreement.

(d) If the Recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised, and in the event that the Recipient expends \$500,000 or more in Federal awards in its

fiscal year, the Recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this Agreement shows the Federal resources awarded through the Division by this Agreement. In determining the Federal awards expended in its fiscal year, the Recipient shall consider all sources of Federal awards, including Federal resources received from the Division. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the Recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this paragraph.

In connection with the audit requirements addressed in this Paragraph 6 (d) above, the Recipient shall fulfill the requirements for auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

If the Recipient expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the Recipient expends less than \$500,000 in Federal awards in its fiscal year and chooses to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal funds.

(e) Send copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by subparagraph (d) above, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the Recipient to:

The Division at the following address:

Division of Emergency Management  
Office of Inspector General  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

Send the Single Audit reporting package and Form SF-SAC to the Federal Audit Clearinghouse by submission online at

<http://harvester.census.gov/fac/collect/ddeindex.html>

and to any other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

(f) Pursuant to Section .320 (f), OMB Circular A-133, as revised, the Recipient shall send a copy of the reporting package described in Section .320 (c), OMB Circular A-133, as revised, and any management letter issued by the auditor, to the Division at the following address:

Division of Emergency Management  
Office of Inspector General  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

(g) By the date due, send any reports, management letter, or other information required to be submitted to the Division pursuant to this Agreement in accordance with OMB Circular A-133, Florida Statutes, and

Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

(h) Recipients should state the date that the reporting package was delivered to the Recipient when submitting financial reporting packages to the Division for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General,

(i) If the audit shows that all or any portion of the funds disbursed were not spent in accordance with the conditions of this Agreement, the Recipient shall be held liable for reimbursement to the Division of all funds not spent in accordance with these applicable regulations and Agreement provisions within thirty days after the Division has notified the Recipient of such non-compliance.

(j) The Recipient shall have all audits completed by an independent certified public accountant (IPA), either a certified public accountant or a public accountant licensed under Chapter 473, Fla. Stat. The IPA shall state that the audit complied with the applicable provisions noted above. The audit must be received by the Division no later than nine months from the end of the Recipient's fiscal year.

#### (7) REPORTS

(a) The Recipient shall provide the Division with quarterly reports and a close-out report. These reports shall include the current status and progress by the Recipient and all subrecipients and subcontractors in completing the work described in the Scope of Work and the expenditure of funds under this Agreement, in addition to any other information requested by the Division.

(b) Quarterly reports are due to the Division no later than 30 days after the end of each quarter of the program year and shall be sent each quarter until submission of the administrative close-out report. The ending dates for each quarter of the program year are March 31, June 30, September 30 and December 31.

(c) The close-out report is due 60 days after termination of this Agreement or 60 days after completion of the activities contained in this Agreement, whichever first occurs.

(d) If all required reports and copies are not sent to the Division or are not completed in a manner acceptable to the Division, the Division may withhold further payments until they are completed or may take other action as stated in Paragraph (11) REMEDIES. "Acceptable to the Division" means that the work product was completed in accordance with the Budget and Scope of Work.

(e) The Recipient shall provide additional program updates or information that may be required by the Division.

(f) The Recipient shall provide additional reports and information .

#### (8) MONITORING.

The Recipient shall monitor its performance under this Agreement, as well as that of its subcontractors and/or consultants who are paid from funds provided under this Agreement, to ensure that time schedules are being met, the Schedule of Deliverables and Scope of Work are being accomplished within the specified time periods, and

other performance goals are being achieved. A review shall be done for each function or activity in Attachment A to this Agreement, and reported in the quarterly report.

In addition to reviews of audits conducted in accordance with paragraph (6) above, monitoring procedures may include, but not be limited to, on-site visits by Division staff, limited scope audits, and/or other procedures. The Recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Division. In the event that the Division determines that a limited scope audit of the Recipient is appropriate, the Recipient agrees to comply with any additional instructions provided by the Division to the Recipient regarding such audit. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Florida Chief Financial Officer or Auditor General. In addition, the Division will monitor the performance and financial management by the Recipient throughout the contract term to ensure timely completion of all tasks.

(9) LIABILITY

(a) Unless Recipient is a State agency or subdivision, as defined in Section 768.28, Fla. Stat., the Recipient is solely responsible to parties it deals with in carrying out the terms of this Agreement, and shall hold the Division harmless against all claims of whatever nature by third parties arising from the work performance under this Agreement. For purposes of this Agreement, Recipient agrees that it is not an employee or agent of the Division, but is an independent contractor.

(b) Any Recipient which is a state agency or subdivision, as defined in Section 768.28, Fla. Stat., agrees to be fully responsible for its negligent or tortious acts or omissions which result in claims or suits against the Division, and agrees to be liable for any damages proximately caused by the acts or omissions to the extent set forth in Section 768.28, Fla. Stat. Nothing herein is intended to serve as a waiver of sovereign immunity by any Recipient to which sovereign immunity applies. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

(10) DEFAULT.

If any of the following events occur ("Events of Default"), all obligations on the part of the Division to make further payment of funds shall, if the Division elects, terminate and the Division has the option to exercise any of its remedies set forth in Paragraph (11). However, the Division may make payments or partial payments after any Events of Default without waiving the right to exercise such remedies, and without becoming liable to make any further payment:

(a) If any warranty or representation made by the Recipient in this Agreement or any previous agreement with the Division is or becomes false or misleading in any respect, or if the Recipient fails to keep or perform any of the obligations, terms or covenants in this Agreement or any previous agreement with the Division and has not cured them in timely fashion, or is unable or unwilling to meet its obligations under this Agreement;

(b) If material adverse changes occur in the financial condition of the Recipient at any time during the term of this Agreement and the Recipient fails to cure this adverse change within thirty days from the date written notice is sent by the Division.

(c) If any reports required by this Agreement have not been submitted to the Division or have been submitted with incorrect, incomplete or insufficient information;

(d) If the Recipient has failed to perform and complete on time any of its obligations under this Agreement.

(11) REMEDIES.

If an Event of Default occurs, then the Division may, after thirty calendar days written notice to the Recipient and upon the Recipient's failure to cure within those thirty days, exercise any one or more of the following remedies, either concurrently or consecutively:

(a) Terminate this Agreement, provided that the Recipient is given at least thirty days prior written notice of the termination. The notice shall be effective when placed in the United States, first class mail, postage prepaid, by registered or certified mail-return receipt requested, to the address in paragraph (13) herein;

(b) Begin an appropriate legal or equitable action to enforce performance of this Agreement;

(c) Withhold or suspend payment of all or any part of a request for payment;

(d) Require that the Recipient refund to the Division any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds.

(e) Exercise any corrective or remedial actions, to include but not be limited to:

1. Request additional information from the Recipient to determine the reasons for or the extent of non-compliance or lack of performance,

2. Issue a written warning to advise that more serious measures may be taken if the situation is not corrected,

3. Advise the Recipient to suspend, discontinue or refrain from incurring costs for any activities in question or

4. Require the Recipient to reimburse the Division for the amount of costs incurred for any items determined to be ineligible;

(f) Exercise any other rights or remedies which may be available under law.

(g) Pursuing any of the above remedies will not stop the Division from pursuing any other remedies in this Agreement or provided at law or in equity. If the Division waives any right or remedy in this Agreement or fails to insist on strict performance by the Recipient, it will not affect, extend or waive any other right or remedy of the Division, or affect the later exercise of the same right or remedy by the Division for any other default by the Recipient.

(12) TERMINATION.

(a) The Division may terminate this Agreement for cause after thirty days written notice. Cause can include misuse of funds, fraud, lack of compliance with applicable rules, laws and regulations, failure to perform on time, and refusal by the Recipient to permit public access to any document, paper, letter, or other material subject to disclosure under Chapter 119, Fla. Stat., as amended.

(b) The Division may terminate this Agreement for convenience or when it determines, in its sole discretion that continuing the Agreement would not produce beneficial results in line with the further expenditure of funds, by providing the Recipient with thirty calendar day's prior written notice.

(c) The parties may agree to terminate this Agreement for their mutual convenience through a written amendment of this Agreement. The amendment will state the effective date of the termination and the procedures for proper closeout of the Agreement.

(d) In the event that this Agreement is terminated, the Recipient will not incur new obligations for the terminated portion of the Agreement after the Recipient has received the notification of termination. The Recipient will cancel as many outstanding obligations as possible. Costs incurred after receipt of the termination notice will be disallowed. The Recipient shall not be relieved of liability to the Division because of any breach of Agreement by the Recipient. The Division may, to the extent authorized by law, withhold payments to the Recipient for the purpose of set-off until the exact amount of damages due the Division from the Recipient is determined.

(13) NOTICE AND CONTACT.

(a) All notices provided under or pursuant to this Agreement shall be in writing, either by hand delivery, or first class, certified mail, return receipt requested, to the representative named below, at the address below, and this notification attached to the original of this Agreement.

(b) The name and address of the Division contract manager for this Agreement is:

Michael J. Day  
Florida Division of Emergency Management  
Domestic Security Unit  
Tallahassee, Florida 32399  
Telephone: (850) 488-9441  
Email: [Michael.Day@em.myflorida.com](mailto:Michael.Day@em.myflorida.com)

(c) The name and address of the Representative of the Recipient responsible for the administration of this Agreement is:

Joseph Zahralban, AFC  
City of Miami Department of Fire-Rescue  
Miami, FL 33130  
Telephone: (305) 416-5402  
Fax: (305) 400-5100  
Email: [jzahralban@miamigov.com](mailto:jzahralban@miamigov.com)

(d) In the event that different representatives or addresses are designated by either party after execution of this Agreement, notice of the name, title and address of the new representative will be provided as outlined in (13)(a) above.

(14) SUBCONTRACTS

If the Recipient subcontracts any of the work required under this Agreement, a copy of the unsigned subcontract must be forwarded to the Division for review and approval before it is executed by the Recipient. The Recipient agrees to include in the subcontract that (i) the subcontractor is bound by the terms of this Agreement, (ii) the subcontractor is bound by all applicable state and federal laws and regulations, and (iii) the subcontractor shall hold the Division and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law. The Recipient shall document in the quarterly report the subcontractor's progress in performing its work under this Agreement.

For each subcontract, the Recipient shall provide a written statement to the Division as to whether that subcontractor is a minority business enterprise, as defined in Section 288.703, Fla. Stat.

(15) TERMS AND CONDITIONS

This Agreement contains all the terms and conditions agreed upon by the parties.

(16) ATTACHMENTS

- (a) All attachments to this Agreement are incorporated as if set out fully.
- (b) In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

(c) This Agreement has the following attachments:

Exhibit 1 - Funding Sources

Attachment A – Budget and Scope of Work

Attachment B – Program Statutes, Regulations and Special Conditions

Attachment C – Justification of Advances

Attachment D – Warranties and Representations

Attachment E – Certification Regarding Debarment

Attachment F – Statement of Assurances

Attachment G – Reimbursement Checklist

(17) FUNDING/CONSIDERATION

(a) This is a cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed \$5,239,265.00, subject to the availability of funds.

(b) Any advance payment under this Agreement is subject to Section 216.181(16), Fla.Stat., and is contingent upon the Recipient's acceptance of the rights of the Division under Paragraph (12)(b) of this Agreement. The amount which may be advanced may not exceed the expected cash needs of the Recipient within the first three (3) months of the contract term. For a federally funded contract, any advance payment is also subject to federal OMB Circulars A-87, A-110, A-122 and the Cash Management Improvement Act of 1990. All advances



are required to be held in an interest-bearing account. If an advance payment is requested, the budget data on which the request is based and a justification statement shall be included in this Agreement as Attachment C. Attachment C will specify the amount of advance payment needed and provide an explanation of the necessity for and proposed use of these funds. No advance shall be accepted for processing if a reimbursement has been paid prior to the submittal of a request for advanced payment.

(c) After the initial advance, if any, payment shall be made on a reimbursement basis as needed. The Recipient agrees to expend funds in accordance with the Budget and Scope of Work, Attachment A of this Agreement.

(d) Invoices shall be submitted at least quarterly and shall include the supporting documentation for all costs of the project or services. Invoices shall be accompanied by a statement signed and dated by an authorized representative of the Recipient certifying that "all disbursements made in accordance with conditions of the Division agreement and payment is due and has not been previously requested for these amounts." The supporting documentation must comply with the documentation requirements of applicable OMB Circular Cost Principles. The final invoice shall be submitted within sixty (60) days after the expiration date of the agreement. An explanation of any circumstances prohibiting the submittal of quarterly invoices shall be submitted to the Division contract manager as part of the Recipient's quarterly reporting as referenced in Paragraph 7 of this Agreement.

If the necessary funds are not available to fund this Agreement as a result of action by the United States Congress, the federal Office of Management and Budgeting, the State Chief Financial Officer or under subparagraph (19)(h) of this Agreement, all obligations on the part of the Division to make any further payment of funds shall terminate, and the Recipient shall submit its closeout report within thirty days of receiving notice from the Division.

#### (18) REPAYMENTS

All refunds or repayments due to the Division under this Agreement are to be made payable to the order of "Division of Emergency Management" and mailed directly to the following address:

Division of Emergency Management  
Cashier  
2555 Shumard Oak Boulevard  
Tallahassee FL 32399-2100

In accordance with Section 215.34(2), Fla. Stat., if a check or other draft is returned to the Division for collection, Recipient shall pay the Division a service fee of \$15.00 or 5% of the face amount of the returned check or draft, whichever is greater.

#### (19) MANDATED CONDITIONS

(a) The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Recipient in this Agreement, in any later submission or response to a Division request, or in any submission or response to fulfill the requirements of this Agreement. All of said information, representations, and materials are incorporated by reference. The inaccuracy of the submissions or

any material changes shall, at the option of the Division and with thirty days written notice to the Recipient, cause the termination of this Agreement and the release of the Division from all its obligations to the Recipient.

(b) This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall be in the Circuit Court of Leon County. If any provision of this Agreement is in conflict with any applicable statute or rule, or is unenforceable, then the provision shall be null and void to the extent of the conflict, and shall be severable, but shall not invalidate any other provision of this Agreement.

(c) Any power of approval or disapproval granted to the Division under the terms of this Agreement shall survive the term of this Agreement.

(d) This Agreement may be executed in any number of counterparts, any one of which may be taken as an original.

(e) The Recipient agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.), which prohibits discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, State and local government services, and telecommunications.

(f) Those who have been placed on the convicted vendor list following a conviction for a public entity crime or on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list or on the discriminatory vendor list.

(g) Any Recipient which is not a local government or state agency, and which receives funds under this Agreement from the federal government, certifies, to the best of its knowledge and belief, that it and its principals:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;

2. have not, within a five-year period preceding this proposal been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offenses enumerated in paragraph 19(g)2. of this certification; and

4. have not within a five-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

If the Recipient is unable to certify to any of the statements in this certification, then the Recipient shall attach an explanation to this Agreement.

**In addition, the Recipient shall send to the Division (by email or by facsimile transmission) the completed "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion" (Attachment E) for each intended subcontractor which Recipient plans to fund under this Agreement. The form must be received by the Division before the Recipient enters into a contract with any subcontractor.**

(h) The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature, and subject to any modification in accordance with Chapter 216, Fla. Stat. or the Florida Constitution.

(i) All bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof.

(j) Any bills for travel expenses shall be submitted in accordance with Section 112.061, Fla. Stat.

(k) The Division reserves the right to unilaterally cancel this Agreement if the Recipient refuses to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Fla. Stat., which the Recipient created or received under this Agreement.

(l) If the Recipient is allowed to temporarily invest any advances of funds under this Agreement, any interest income shall either be returned to the Division or be applied against the Division's obligation to pay the contract amount.

(m) The State of Florida will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. The Division shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by the Division.

(n) The Recipient is subject to Florida's Government in the Sunshine Law (Section 286.011, Fla. Stat.) with respect to the meetings of the Recipient's governing board or the meetings of any subcommittee making recommendations to the governing board. All of these meetings shall be publicly noticed, open to the public, and the minutes of all the meetings shall be public records, available to the public in accordance with Chapter 119, Fla. Stat.

(o) All unmanufactured and manufactured articles, materials and supplies which are acquired for public use under this Agreement must have been produced in the United States as required under 41 U.S.C. 10a, unless it would not be in the public interest or unreasonable in cost.

(20) LOBBYING PROHIBITION

(a) No funds or other resources received from the Division under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

(b) The Recipient certifies, by its signature to this Agreement, that to the best of his or her knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Recipient shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities."

3. The Recipient shall require that this certification be included in the award documents for all subawards (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(21) COPYRIGHT, PATENT AND TRADEMARK

**ANY AND ALL PATENT RIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY RESERVED TO THE STATE OF FLORIDA. ANY AND ALL COPYRIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY TRANSFERRED BY THE RECIPIENT TO THE STATE OF FLORIDA.**

(a) If the Recipient has a pre-existing patent or copyright, the Recipient shall retain all rights and entitlements to that pre-existing patent or copyright unless the Agreement provides otherwise.

(b) If any discovery or invention is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected with it, the Recipient shall refer the discovery or invention to the Division for a determination whether the State of Florida will seek patent protection in its name.

Any patent rights accruing under or in connection with the performance of this Agreement are reserved to the State of Florida. If any books, manuals, films, or other copyrightable material are produced, the Recipient shall notify the Division. Any copyrights accruing under or in connection with the performance under this Agreement are transferred by the Recipient to the State of Florida.

(c) Within thirty days of execution of this Agreement, the Recipient shall disclose all intellectual properties relating to the performance of this Agreement which he or she knows or should know could give rise to a patent or copyright. The Recipient shall retain all rights and entitlements to any pre-existing intellectual property which is disclosed. Failure to disclose will indicate that no such property exists. The Division shall then, under Paragraph (b), have the right to all patents and copyrights which accrue during performance of the Agreement.

(22) LEGAL AUTHORIZATION.

The Recipient certifies that it has the legal authority to receive the funds under this Agreement and that its governing body has authorized the execution and acceptance of this Agreement. The Recipient also certifies that the undersigned person has the authority to legally execute and bind Recipient to the terms of this Agreement.

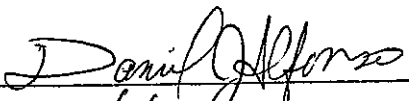
(23) ASSURANCES.

The Recipient shall comply with any Statement of Assurances incorporated as Attachment F.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

RECIPIENT:

City of Miami

By: 

Name and Title: for Johnny Martinez, P.E. City Manager

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

FID# 59-6000375

STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

By: \_\_\_\_\_

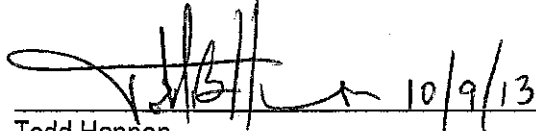
Name and Title: Bryan Koon, Director

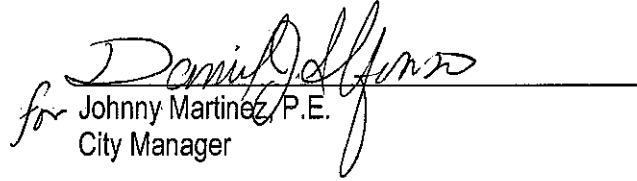
Date: \_\_\_\_\_

**Urban Area Security Initiative ("UASI") Grant Program FY 2012 & Memoranda of Agreements ("MOA's")**

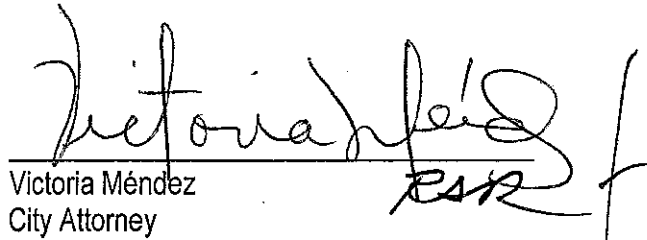
ATTEST:

CITY OF MIAMI, FLORIDA

  
10/9/13  
Todd Hannon  
City Clerk

  
for Johnny Martinez, P.E.  
City Manager

APPROVED AS TO FORM AND  
CORRECTNESS:

  
Victoria Méndez  
City Attorney

APPROVED AS TO INSURANCE  
REQUIREMENTS:

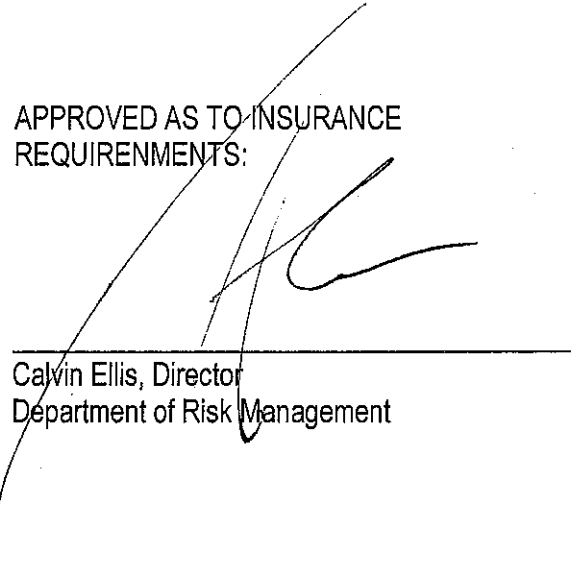
  
Calvin Ellis, Director  
Department of Risk Management

EXHIBIT - 1

THE FOLLOWING FEDERAL RESOURCES ARE AWARDED TO THE RECIPIENT UNDER THIS AGREEMENT:

*NOTE: If the resources awarded to the Recipient are from more than one Federal program, provide the same information shown below for each Federal program and show total Federal resources awarded.*

Federal Program

Federal agency: Department of Homeland Security

Catalog of Federal Domestic Assistance title and number: 97.067

Award amount: \$5,239,265.00

THE FOLLOWING COMPLIANCE REQUIREMENTS APPLY TO THE FEDERAL RESOURCES AWARDED UNDER THIS AGREEMENT:

*NOTE: If the resources awarded to the Recipient represent more than one Federal program, list applicable compliance requirements for each Federal program in the same manner as shown below.*

Federal Program:

List applicable compliance requirements as follows:

1. *First applicable compliance requirement (e.g., what activities/services/purposes the federal resources must be used for):* \_ Recipient is to use funding to perform the following eligible activities as identified in the United States Department of Homeland Security, Federal Emergency Management Agency, National Preparedness Directorate Fiscal Year 2012-13 State Homeland Security Grant Program (SHSGP), consistent with the Department of Homeland Security State Strategy.
2. *Second applicable compliance requirement (e.g., eligibility requirements for recipients of the resources: \_*  
Recipient is subject to all administrative and financial requirements as set forth in this Agreement, or will be in violation of the terms of the Agreement.

NOTE: Section .400(d) of OMB Circular A-133, as revised, and Section 215.97(5) (a), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to the Recipient.



## Proposed Program Budget

- ✦ Below is a general budget which outlines eligible categories and their allocation under this award. The Recipient is to utilize the "Proposed Program Budget" as a guide for completing the "Budget Detail Worksheet" below.
- ✦ The equipment category will require a "Detailed Budget Worksheet" including the proposed equipment to be purchased and the corresponding Authorized Equipment List (AEL) reference number. The AEL can be found at [www.rkb.us](http://www.rkb.us).
- ✦ The transfer of funds between the categories listed in the "Proposed Program Budget" is permitted. However, 25% of the award allocation has to be used for eligible LETP- Type activities.
- ✦ At the discretion of the Recipient, funds allocated to Management and Administration costs (as described in the "Proposed Program Budget") may be put towards Programmatic costs instead. However, no more than 3% of each Recipients' total award may be expended on Management and Administration costs.

| Grant                                                                                       | Recipient Agency           | Category                                                                                                                                                                            | Amount Allocated      |
|---------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| FY 2012 - State Homeland Security Grant Program – Urban Area Security Initiative - Issue 25 | Miami/Fort Lauderdale UASI | Award Allocation                                                                                                                                                                    | \$5,401,304.00        |
|                                                                                             |                            | State Management & Administration withheld 3%                                                                                                                                       | \$162,039.12          |
|                                                                                             |                            | Expendable Award Allocation after 3% reduction                                                                                                                                      | \$5,239,264.88        |
|                                                                                             |                            | LETP-Type Activities (25% of award allocation)<br>This amount is not in addition to the remaining award amount but instead signifies the amount needed to meet the 25% requirement. | \$1,309,816.22        |
|                                                                                             |                            | Management and Administration<br>(the dollar amount which corresponds to 5% of the total local agency allocation is shown in the column on the right).                              | \$261,963.24          |
| <b>Total Award</b>                                                                          |                            |                                                                                                                                                                                     | <b>\$5,082,087.00</b> |
| <b>State M &amp; A costs</b>                                                                |                            |                                                                                                                                                                                     | <b>\$157,178.00</b>   |

| <b>UASI Issue 26 Budget Detail Worksheet— Eligible Activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |                  |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|-------------------|
| <b>Allowable Planning Costs</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Quantity</b> | <b>Unit Cost</b> | <b>Total Cost</b> |
| Developing hazard/threat-specific annexes that incorporate the range of prevention, protection, response, and recovery activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |                  |                   |
| Developing and implementing homeland security support programs and adopting ongoing DHS national initiatives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |                  |                   |
| Developing related terrorism prevention activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                  |                   |
| 1. Business & Community Partners Against Terrorism. The Business/Community Partners Against Terrorism Program is designed to forge close two-way relationships between the Sheriff's Office and important elements in the county's private sector communities, including: 1) key representatives of the business communities that contribute to the Critical Infrastructure and Key Resources Project (CI/KR), and 2) private community organizations' representatives such as homeowners associations, condominium and coop boards, gated communities, etc. The guiding framework for this initiative derives from materials developed by DHS. (Line Item: 2012-61)                                                                                                                                                    | 1               | \$10,000.00      | \$10,000.00       |
| 1. P,T & E. This project will support multi-disciplinary projects for the City of Miami under the leadership of MEM. Project scope will involve a full scale exercise, revision of planning documents such as the CEMP/COOP/COG and trainings that benefit terrorism-related emergency management trainings. (Line Item: 2012-5)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1               | \$5,960.71       | \$5,960.71        |
| 2. Regional P, T&E. This project will fund regional planning, training and exercises for all jurisdictions and disciplines in the UASI Region. These projects will be coordinated through the Regional Project Manager and Regional Planning, Training and Exercise Coordinator. (Line Item: 2012-17)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1               | \$32,287.89      | \$32,287.89       |
| 3. P,T&E (To be able to plan, train and exercise so that the City of Miami will be able to identify, provide for mitigation, respond to and recover from any potential terrorist activity.) (Line Item: 2012-19)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1               | \$34,915.29      | \$34,915.29       |
| 1. Regional Personal Preparedness Survey (CCP). In an effort to aggressively capture personal preparedness, civic engagement and community resilience on a regional basis for South Florida; it is important to conduct a survey so local emergency managers have a define scope of work and specifically targeted areas to better service. South Florida represents over 30% of the overall states population by 2009 estimates for Monroe, Miami-Dade, Broward and Palm Beach counties. This population of over 5.6 million people, which will surely increase with the results of the 2010 Census strongly suggest a sense of urgency for such a regional survey for "all hazards", and especially for one of the most critically hurricane prone and diverse populations in the United States. (Line Item: 2012-25) | 1               | \$16,400.00      | \$16,400.00       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |              |              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|--------------|
| <p>2. Critical Infrastructure/Key Resources Assessments. Through the use of the DHS ACAMS system, the Palm Beach County's Critical Infrastructure/Key Resources (CI/KR) project will 1) identify, prioritize, and assess the vulnerability of Palm Beach County's critical infrastructure and assets as defined by the National Infrastructure Protection Plan and the 2010 Taxonomy; 2) identify significant and specific security enhancements for the protection of those critical infrastructures and resources in Palm Beach County; and 3) provide a timely warning and ensure the protection of those infrastructures and assets that face a specific imminent threat through the use of the Department of Homeland Security Office of Infrastructure Protection, the Southeast Regional Fusion Center, and the Business Partners Against Terrorism Program. (Line Item: 2012-41)</p> | 1        | \$24,000.00  | \$24,000.00  |
| <p>1. Whole Community Preparedness Planning. This project will continue to work on planning activities for the entire County, incorporating the Whole Community concept into Emergency Management focusing significantly on collaboration, preparedness, and communications activities. Using the Federal Emergency Management Agencies Comprehensive Preparedness Guide (CPG) 101, as well as other reference and guidance tools to both bring in non-governmental stakeholders and non-traditional governmental stakeholders into a cohesive sustainable emergency management program. This project will also sustain the EM Specialist position (originally funded under FY07) focusing on communications interoperability protocols and solutions and local geospatial data systems and developing and enhancing emergency operating plans and procedures. (Line Item: 2012-32)</p>      | 1        | \$193,558.51 | \$193,558.51 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |              |              |
| <p>1. Regional Citizen Corps Symposium. These events will address all components of Citizen Corps program and provide hands on training to increase the knowledge and life saving skills of volunteers. Events will be held in Palm Beach, Broward, and Miami-Dade Counties, bring together council partners in each county to increase the interaction between programs and agencies, thus building stronger partnerships with our communities. Monroe County will be partnering with Miami-Dade on this event. (Line Item: 2012-31)</p>                                                                                                                                                                                                                                                                                                                                                    | 1        | \$60,000.00  | \$60,000.00  |
| <p>2. FDNY Special Ops Symposium. Learn techniques to deal with terrorism events and other CBRNE related operations (Line Item: 2012-58)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1        | \$8,225.92   | \$8,225.92   |
| Materials required to conduct planning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |          |              |              |
| Travel/per diem related to planning activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |              |              |
| Overtime and backfill costs (in accordance with operational Cost Guidance)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |              |              |
| Establishing, expanding, and maintaining volunteer programs and volunteer recruitment efforts that support disaster preparedness and/or response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |              |              |
| Other projects areas with prior approval from FEMA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |              |              |
| Activities to achieve planning inclusive of people with disabilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |              |              |
| Allowable HSGP and LETP Organizational Activities (limited to 25% of the total UASI award)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Quantity | Unit Cost    | Total Cost   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |                  |                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|-------------------|
| Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred (up to 50 percent of the allocation)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                  |                   |
| Overtime for information, investigative, and intelligence sharing activities (up to 50 percent of the allocation)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                  |                   |
| Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (up to 50 percent of the allocation)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 |                  |                   |
| <b>Allowable Training Costs</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Quantity</b> | <b>Unit Cost</b> | <b>Total Cost</b> |
| <b>Developing, Delivering, and Evaluating Training</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |                  |                   |
| 1. P,T & E. This project will support multi-disciplinary projects for the City of Miami under the leadership of MEM. Project scope will involve a full scale exercise, revision of planning documents such as the CEMP/COOP/COG and trainings that benefit terrorism-related emergency management trainings. (Line Item: 2012-5)                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1               | \$5,960.71       | \$5,960.71        |
| 2. Regional P, T&E. This project will fund regional planning, training and exercises for all jurisdictions and disciplines in the UASI Region. These projects will be coordinated through the Regional Project Manager and Regional Planning, Training and Exercise Coordinator. (Line Item: 2012-17)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1               | \$32,287.89      | \$32,287.89       |
| 3. P,T&E (To be able to plan, train and exercise so that the City of Miami will be able to identify, provide for mitigation, respond to and recover from any potential terrorist activity.) (Line Item: 2012-19)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1               | \$34,915.29      | \$34,915.29       |
| 4. CERT Training. Throughout the year, the City of Fort Lauderdale CERT graduates help their communities prepare for disasters and during response and recovery, they assist their communities and if interested, then fulfill unmet missions the City assigned to them. CERT is a strong resource for local government so their recruitment, training, exercising, provision of supplies and equipment, and continuing education is critical. (Line Item: 2012-27)                                                                                                                                                                                                                                                                                                                           | 1               | \$20,000.00      | \$20,000.00       |
| 5. American Red Cross Training. The American Red Cross will continue to offer disaster preparedness training including DEM materials county-wide with All Hazards Mitigation educational information to 75,000 households throughout the Miami/Ft. Lauderdale area covering tri-counties, serving Disaster training will be provided for 350 volunteers & staff for advanced disaster response procedures. This program will provide training materials for on-going training for new & existing volunteers, staff & leadership in disaster-related, planning & prevention courses. There will be shelter simulation exercises to prepare volunteers, staff & management to set up & manage a shelter/evacuation center for local disasters including acts of terrorism. (Line Item: 2012-28) | 1               | \$26,569.71      | \$26,569.71       |
| 6. Citizen Corps Regional CERT Training. This project will assist various CERT teams through the region to provide equipment, overtime for instructor cost and train new recruited CERT members through the region- Miami Dade, Broward, Monore and Palm Beach. (Line Item: 2012-30)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1               | \$55,000.00      | \$55,000.00       |
| 7. Radiological/Nuclear Detection Course. Fundamentals of radiation, radioactive materials, ionization and contamination. Focuses on possible health effects, hazard identification and proper notification. (Line Item: 2012-68)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1               | \$16,451.83      | \$16,451.83       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |             |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------|-------------|
| 8. Medical Preparedness and Response to Bombings. This project will train personnel in techniques designed as a result of the London Subway bombing (pre and post event). Will focus on commonly used explosives, bombing injuries and treatment. (Line Item: 2012-74)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1 | \$32,903.66 | \$32,903.66 |
| 9. FLUSAR Training. (Line Item: 2012-76)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1 | \$39,948.82 | \$39,948.82 |
| 10. Incident Command for Structural Collapse Incidents. The ICS for Structural Collapse Incidents course is designed to provide fire officers with an understanding of command operations at a structural collapse incident. This course mirrors the course of the same name developed by the National Fire Academy in Emmitsburg, Maryland. This course is designed to ensure that Incident Commanders (IC) have an understanding of how the Incident Command System can be applied to large and small structural collapse incidents. This course is designed to provide members of a command staff with the knowledge, skills, and abilities to perform leadership at structural collapse scenes due to natural disasters or terrorist incidents. This course is specifically designed for participants who already have an understanding of the Incident Command System (ICS) and builds upon the ICS 100 and 200 level training. This course is 100% classroom. The purpose of this course is to provide fire command officers or individuals who have statutory authority/responsibility and may serve in a unified command structure at a structural collapse incident. This course provides the participants with the understanding of the key elements of a structural collapse, demonstrate a working knowledge of Incident Command System (ICS) procedures and organization; identify various resource levels, types and capabilities; identify critical cues/issues that affect collapse scene management; identify unique operational considerations for a collapse incident; and describe all operational phases of a structural collapse incident. (Line Item: 2012-79) | 1 | \$43,871.55 | \$43,871.55 |
| 11. CBRNE Training for Police and Fire. Medical and first responder training (patient decon, medical stabilization and scene management). Courses will be selected off of the approved state training list. (Line Item: 2012-85)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1 | \$63,499.60 | \$63,499.60 |
| Overtime and backfill for emergency preparedness and response personnel attending FEMA-sponsored and approved training classes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |             |             |
| 1. Backfill for Training (Line Item: 2012-1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1 | \$13,140.65 | \$13,140.65 |
| Overtime and backfill expenses for parttime and volunteer emergency response personnel participating in FEMA training.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |             |             |
| Training Workshops and Conferences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |             |             |
| 1. EOC Section Training and WebEOC Workshops. EOC Section training and WebEOC Workshops for employees tasked with staffing the EOC during an emergency. (Line Item: 2012-4)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 1 | \$16,800.00 | \$16,800.00 |
| Activities to achieve training inclusive of people with disabilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |             |             |

| Full or Part-Time Staff or Contractors/Consultants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |             |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|-------------|
| Travel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |             |             |
| Supplies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |             |             |
| Tuition for higher education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |             |             |
| Other items                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |             |             |
| A complete list of FEMA approved courses may be found at <a href="http://www.ojp.usdoj.gov/FEMA/docs/Eligible_Federal_Courses.pdf">www.ojp.usdoj.gov/FEMA/docs/Eligible_Federal_Courses.pdf</a>                                                                                                                                                                                                                                                                                                                                                                                                                |          |             |             |
| Allowable Exercise Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Quantity | Unit Cost   | Total Cost  |
| Design, Develop, Conduct and Evaluate an Exercise                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |             |             |
| 1. Regional Citizen Corps Drill. To allow Citizen Corps volunteers to interact with each other and with first responders in real-time simulations, bringing teams together from across the region. This will allow citizens to learn and evaluate their abilities and exercise their skills. Drills will be held in each of the four counties in Region 7. (Line Item: 2012-29)                                                                                                                                                                                                                                | 1        | \$45,000.00 | \$45,000.00 |
| 2. P,T & E. This project will support multi-disciplinary projects for the City of Miami under the leadership of MEM. Project scope will involve a full scale exercise, revision of planning documents such as the CEMP/COOP/COG and trainings that benefit terrorism-related emergency management trainings. (Line Item: 2012-5)                                                                                                                                                                                                                                                                               | 1        | \$5,960.71  | \$5,960.71  |
| 3. Regional P, T&E. This project will fund regional planning, training and exercises for all jurisdictions and disciplines in the UASI Region. These projects will be coordinated through the Regional Project Manager and Regional Planning, Training and Exercise Coordinator. (Line Item: 2012-17)                                                                                                                                                                                                                                                                                                          | 1        | \$32,287.89 | \$32,287.89 |
| 4. P,T&E (To be able to plan, train and exercise so that the City of Miami will be able to identify, provide for mitigation, respond to and recover from any potential terrorist activity.) (Line Item: 2012-19)                                                                                                                                                                                                                                                                                                                                                                                               | 1        | \$34,915.29 | \$34,915.29 |
| Exercise Planning Workshop - Grant funds may be used to plan and conduct an Exercise Planning Workshop to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and exercise plan development.                                                                                                                                                                                                                                                                                                                                          |          |             |             |
| Full or Part-Time Staff or Contractors/Consultants - Full or part-time staff may be hired to support exercise-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or local unit(s) of government and have the approval of the state or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of CBRNE exercises. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed. |          |             |             |
| Overtime and backfill costs - Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in FEMA exercises                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |             |             |
| Implementation of HSEEP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |          |             |             |
| Activities to achieve exercises inclusive of people with disabilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |             |             |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |             |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------|-------------|
| Travel - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise project(s). These costs must be in accordance with state law as highlighted in the OJP Financial Guide. States must also follow state regulations regarding travel. If a state or territory does not have a travel policy they must follow federal guidelines and rates, as explained in the OJP Financial Guide. For further information on federal law pertaining to travel costs please refer to <a href="http://www.ojp.usdoj.gov/FinGuide">http://www.ojp.usdoj.gov/FinGuide</a> . |          |             |             |
| Supplies - Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, non-sterile masks, and disposable protective equipment).                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          |             |             |
| Other Items - These costs include the rental of space/locations for exercise planning and conduct, exercise signs, badges, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |             |             |
| <b>Eligible Equipment Acquisition Costs</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Quantity | Unit Cost   | Total Cost  |
| The table below highlights the allowable equipment categories for this award. A comprehensive listing of these allowable equipment categories, and specific equipment eligible under each category, can be found on the web-based Authorized Equipment List at: <a href="http://www.rkb.us">http://www.rkb.us</a>                                                                                                                                                                                                                                                                                                                                                                                       |          |             |             |
| Click on "Authorized Equipment List (AEL)"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |          |             |             |
| If you wish to purchase a piece of equipment from any category below, then, in the space given below that category, put the "AEL item number" and "title"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |             |             |
| <b>Personal protective equipment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |             |             |
| 1. Respirators. Air purifying, full face, tight-fitting negative pressure, CBRNE Respirator (Line Item: 2012-57) (AEL: 01-03AR-PAPR)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1        | \$7,000.00  | \$7,000.00  |
| 2. FRT Protection Level Upgrade. The project will equip the Broward Sheriff's Office Crime Scene Unit personnel with six (6) sets of SCBA equipment and Level A (Law Enforcement Response Level 1 (LERL-1) ) PPE. (Line Item: 2012-84) (AEL: 01CL-02-ENSM)                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1        | \$63,440.00 | \$63,440.00 |
| 3. Tactical Body Armor for SWAT Team & K9 Unit. Tactical body armor to protect the torso and extremities. This type of personal protective equipment will be used by personnel involved with tactical operations. (Line Item: 2012-62) (AEL: 01LE-01-ARMR)                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1        | \$11,745.78 | \$11,745.78 |
| 4. Tactical Carrier Vests. Tactical Carrier Vests offer the ability to house full ballistic body armor. These vests give officers the ability to place front and back plate protection against higher caliber weapons. The Hialeah Police Department would like to outfit it's Criminal Investigations Teams who respond to critical incidents as first responders. The vests would greatly afford these officers with a much higher degree of portability, and would house all the equipment needed to address high level threats. There are a total of 78 officers who fall within this category. (Line Item: 2012-55) (AEL: 01LE-01-PRPD)                                                            | 1        | \$5,483.94  | \$5,483.94  |

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| <p>5. SWAT DHS Type III. The purpose of this project is to train the Sunrise Police SWAT Team to the operational readiness standards of a DHS Type III SWAT Team. This training will enhance the response capabilities of the Sunrise Police Department and the region in the event of a CRBNE terrorist attack. The Type III training involves extensive use of Personal Protective Equipment in simulated CRBNE environments. In order to successfully complete this training, the Sunrise Police Department must replace the SWAT Team's aging PPE gear with a MT94 (Multi-Threat) ensemble protective suit and FM53 protective mask. This equipment will also be deployed in an operational capacity upon the completion of training. (Line Item: 2012-90) (AEL: 21GN-00-TRNG, 01AR-02-APR, 01CB-02-ENSM)</p>                                                                                                                                                 | 1 | \$116,477.62 | \$116,477.62 |
| Explosive device mitigation and remediation equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |              |              |
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| CBRNE operational search and rescue equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |   |              |              |
| <p>1. TALON Generation IV Robot. The acquisition of this equipment will provide enhanced security and safety to law enforcement and first responder personnel conducting high risk operations. The remote-controlled, autonomous two-way data-capable Robot platform with audio &amp; video protocols, will enable enhanced joint and regional response law enforcement operations within the UASI to record audio and video within target locations during CBRNE and other high risk operations; perform enclosure breaches; and deploy non-lethal diversionary devices and chemicals; Enhanced personnel security and safety, as well as environmental health issue remediation, will be substantially increased. The provision of additional technical capabilities during CBRNE and other extremely high-risk operations are the Target Capabilities enhancements provided by this Project equipment acquisition. (Line Item: 2012-91) (AEL: 030-07-ROBT)</p> | 1 | \$121,140.60 | \$121,140.60 |
| <p>2. Tactical Video Device. Specialized video devices for tactical situations. (Line Item: 2012-59) (AEL: 030E-01-CTAC)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1 | \$8,288.00   | \$8,288.00   |
| <p>3. Night Vision. Boynton Beach Police Department's Tier 2 SWAT team is in need of night vision equipment to enhance their efforts in countering terrorism. Having the ability to see in the dark or in low light conditions will provide SWAT members a huge advantage over someone without a light or similar technology. This will allow for better operational safety and efficiency. (Line Item: 2012-65) (AEL: 030E-02-TILA)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1 | \$12,317.76  | \$12,317.76  |
| <p>4. Lighting Towers. Funding will be utilized to purchase lighting towers for use in response and recovery efforts. This equipment will be readily available for use by any entity in the region. (Line Item: 2012-73) (AEL: 030E-03LTPA)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1 | \$30,000.00  | \$30,000.00  |
| <p>5. Blue View P900-130 Sonar System with video. The system will allow for maximum efficiency in low visibility situations. The compact size and ultra-wide field-of-view makes this the most efficient and effective forward looking imaging sonar system available today. By covering wide areas quickly, it minimizes the amount of time it takes to complete and inspection or search. (Line Item: 2012-44) (AEL: 03WA-02-SONR)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1 | \$50,000.00  | \$50,000.00  |
| Information technology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |   |              |              |



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| <p>1. South Florida CAD InterOperability Communications Project. Implement a CAD Interoperability system that allows local and regional jurisdictions to connect via IP interface to a central location permitting the sharing of data, such as available resources for closest unit response and CAD back-up should a jurisdiction need to implement a continuity of operations plan (COOP). This system will link disparate CAD systems providing a data sharing platform capable of future expansion to include Law Enforcement and other Public Safety related systems. This system will also allow for regional and county-wide real time visibility of Emergency Response resource status, enabling greater coordination with emergency management and other public safety support agencies. (Line Item: 2012-52) (AEL: 04AP-01-CADS )</p> | 1 | \$293,558.50 | \$293,558.50 |
| <p>2. SEFFC Intelligence Data Sharing/Collaboration of Analytics. Southeast Florida Fusion Center (SEFFC) Collaboration and Analytics software to establish identity and relationship and/or association with subject, victims and other related parties Enabling multiple silos to share and leverage data to gain insight in a manner that never exposes sensitive information as the identity and association is established. This system will provide the police officer/first responder with the ability to develop a context accumulating analytics such as a RAP Sheet to integrate the disparate data sources that are critical to the police officers as it relates to officer safety. (Line Item: 2012-36) (AEL: 04AP-07-INVN, 04HW-01-INHW)</p>                                                                                       | 1 | \$175,000.00 | \$175,000.00 |
| <p>3. Code Red. The MGPD has purchased and implemented the Code Red citizen emergency notification system. Funding from this project will be used to provide two years of service to the City's existing contract. (Line Item: 2012-12) (AEL: 04AP-09ALRT)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1 | \$62,000.00  | \$62,000.00  |
| <p>4. Mobile Command Vehicle Sustainment. This project will cover the costs associated with sustaining technology contained in the UASI purchase Mobile Command Unit. (Line Item: 2012-53) (AEL: 04AP-09-ALRT)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1 | \$2,741.97   | \$2,741.97   |
| <p>5. Fire Officer Operations at CBRNE Emergencies. To prepare fire officers for command and control of CBRNE related emergencies. (Line Item: 2012-75) (AEL: 04AP-09-ALRT)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1 | \$32,903.66  | \$32,903.66  |
| <p>6. Countywide Public Alert &amp; Notification System. Miami-Dade County will continue to support it's enhanced Public Alert and Warning System, originally funded in UASI FY09 to reach as many end users as possible through the use of SMS (Text) Messaging Services, email, voice, and web services to ensure for redundant and diverse multilingual communications in an emergency and/or disaster. This is a vendor hosted system that incorporated all of the services mentioned into a single interface. This system directly impacts the county's Whole Community Emergency Management approach by reaching a variety of disparate populations using as many means of communications as possible, in a variety of languages. (Line Item: 2012-18) (AEL: 04AP-09-ALRT )</p>                                                            | 1 | \$100,000.00 | \$100,000.00 |

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| <p>7. Forensic Crime Lab. This project will establish a Single Digital Forensic Workstation which incorporates the acquisition of computer hardware and software assets for the use of counter-terrorism measures. Equipment to be purchased includes stationary and portable Forensic Recovery of Evidence Device/computers that will be used for the discovery, analysis and dissemination of any local and regional intelligence re regarding terrorism in efforts to prevent any terrorist acts. (Line Item: 2012-33) (AEL: 04HW-01-1NHW)</p>                                                                                                                                                                                   | 1 | \$11,951.00  | \$11,951.00  |
| <p>8. Incident Management System Communication Enhancements . WebEOC software application upgrades will be sought for WebEOC Mapper and WebEOC Resource Manager, which will enhance the operational capacity of the city response by adding critical location identification and visual assessment along with GIS interface collaboration. WebEOC Resource Manager will enhance the logistics execution within an operation as critical city assests can be more effectively tracked and monitored. Additionally, this project will involve the costs associated with renewing the WebEOC license with the vendor ESI, Inc so that Miramar can continue to use the WebEOC application. (Line Item: 2012-40) (AEL: 04HW-01-INHW)</p> | 1 | \$20,714.25  | \$20,714.25  |
| <p>9. WebEOC - Interoperable Communications software needed for regional info sharing during emergency operations as well as non-emergency situations to provide a platform for day-to-day regional info sharing and updates. (Line Item: 2012-51) (AEL: 04HW-01-INHW )</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1 | \$159,484.00 | \$159,484.00 |
| <p>10. Damage Assessment Application. Support ongoing damage assessment software application. (Line Item: 2012-26) (AEL: 04HW-01-INHW.)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1 | \$20,000.00  | \$20,000.00  |
| <p>11. Pictometry. Pictometry photography and software provides a prospective of the landscape which shows a front facing 45% degree angle of a structure or city street. Shown in the four distinct directions of north, south, east and west this gives the viewer a perspective of all sides of a street block or specific building. (Line Item: 2012-38) (AEL: 04HW-01-INHW,)</p>                                                                                                                                                                                                                                                                                                                                               | 1 | \$8,549.30   | \$8,549.30   |
| <p>12. Mobile Data Terminals. The mobile data terminals will enhance the city of Hialeah Police and Fire Departments interoperable communications and field intelligence capabilities through the field deployment of mobile data terminals that will allow for greater access to and the dissemination of vital information such as wanted subjects, and direct communication with county, state and federal agencies. (Line Item: 2012-43) (AEL: 04HW-01-MOBL, 13IT-00-INTL)</p>                                                                                                                                                                                                                                                  | 1 | \$41,129.58  | \$41,129.58  |
| <p>13. EOC Sustainment. This will pay for on-going information technology costs related to the operation of the City of Miami EOC. (Line Item: 2012-10) (AEL: 04MD-03-DISP; 21GN-00-INST; 04HW-01-INHW; 06CP-02-BRDG; 14SW-01-PACS)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1 | \$35,000.00  | \$35,000.00  |
| Cyber security enhancement equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |              |              |
| Interoperable communications equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |   |              |              |
| <p>1. Sustain Satellite Phones. Previous Urban Area Security Initiative (UASI) has driven the safety for personnel emergency responders and the citizens we protect. The equipment and training must stay current to provide the most efficient and expedited response to any emergency. (Line Item: 2012-56) (AEL: 06CC-03-SATM)</p>                                                                                                                                                                                                                                                                                                                                                                                               | 1 | \$6,756.22   | \$6,756.22   |

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| 2. EOC FIX Satellite Phones. Fixed Satellite communications services in Emergency Operations Center and Satellite locations. (Line Item: 2012-81) (AEL: 06CC-03-SATM)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1 | \$50,561.00 | \$50,561.00 |
| 3. Satellite Phone Sustainment Citywide (18 months). This project will sustain the satellite phones that are installed throughout City Departments including police and fire stations which allow all first responders to communicate when primary communication services are down. (Line Item: 2012-71) (AEL: 06CC-03-SATP)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1 | \$23,400.00 | \$23,400.00 |
| 4. Ethernet Secured @ Fire College for Redundant Communications for Miami's First Responders (18 months). This project will continue services for a Metro-Ethernet line that provides fast network connectivity between the City's network and the E911 back up center. (Line Item: 2012-60) (AEL: 06CC-05-PRTY)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1 | \$10,000.00 | \$10,000.00 |
| 5. Monroe 800 MHz Radios. This project is to purchase and transition first responders to 700/800 MHz trunked individual portable radio transceivers which are intrinsically safe, submersible, P25 complaint, digital and analog capable. These radios will be distributed to EMS and LE personnel to upgrade 400 MHz radios and enhance interoperable communications within Monroe County and Region 7 during a terrorist event. (Line Item: 2012-88) (AEL: 06CP-01-MOBL)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1 | \$96,925.27 | \$96,925.27 |
| 6. Interoperable Communications Radios. Portable radios and associated equipment for Hialeah Police and Fire. (Line Item: 2012-87) (AEL: 06CP-01-PORT)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1 | \$95,969.02 | \$95,969.02 |
| 7. Bidirectional Amplifier for Jackson Memorial Hospital Trauma Center. Amplifies radio signals in JMh to provide better coverage and ability for Medical Control to communicate with field units. Will also improve MPD ability to communicate in all areas of the Trauma Center. Should also work for MDPD or any other 800Mhz radio system user such as Miami Beach or Hialeah. (Line Item: 2012-78) (AEL: 06CP-03-BAMP)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1 | \$41,129.58 | \$41,129.58 |
| 8. MDPD Rapid Deployment Force Sustainment Project. The Rapid Deployment Force (RDF) is a multi-agency regional response unit which responds to critical incidents and emergency requests for assistance wherever needed. The RDF is currently comprised of officers and firefighters from Miami-Dade, Broward, Monroe, and Collier Counties. RDF members receive extensive training and are used in a variety of missions which include terrorism response operations, WMD and CBRNE response operations, natural and man-made disasters, post-blast EOD support, civil disturbances, and humanitarian aid missions. This project will upgrade equipment currently in use by the RDF and enhance both officer safety levels and unit effectiveness during RDF missions. The project includes tactical helmets, ballistic face shields, and voice amplification systems needed for gas masks. The need for this equipment has been identified based on lessons learned from previous RDF deployments and missions. (Line Item: 2012-86) (AEL: 06CP-03-PRAC, 01LE-01-HLMT, 01LC-01-SHLD) | 1 | \$75,000.00 | \$75,000.00 |
| Detection Equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |   |             |             |

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| <p>1. Sunrise Fire Rescue Detection and Protection - 5 Gas Monitors. This project will provide all Sunrise Fire Department Engine and Ladder companies to detect flammable and toxic atmospheres at the first responder level, in conjunction with existing radiological detection. Such equipment will permit first responders to such high target venues such as the Broward Arena (Bank Atlantic Center) and Sawgrass Mills Mall to effect rapid threat assessment, guide PPE selection, and permit rapid entry to rescue, remove, and/or decontaminate victims of a terrorist (CBRNE) attack. The addition of 6 Level A Vapor Protective Suits will permit entries into atmospheres which exceed the protection of Structural Firefighting PPE, and allow for more complex mitigative measures from a CBRNE release. The budget caused this line item to be reduced to just 5 gas monitors. (Line Item: 2012-66) (AEL: 01VT-01-ENSM, 01VT-03-ITSt, 07CD-01-DPPI, -7CD-01-DPMG)</p>            | 1 | \$15,400.00 | \$15,400.00 |
| <p>2. Miami Gardens Police SWAT and Canine. This project will enable the Miami Gardens Police Department to respond to critical incidents through the expansion of the City's SWAT Team capabilities. The proposed project will equip a team of 24 SWAT certified officers. Additionally, the MGPD will purchase an explosive detection canine. This resource will be available throughout the region to assist in explosive search and detection.</p> <p>This project will enhance the capabilities of the Miami/Fort Lauderdale Region by increasing the number of special response trained personnel available for deployment in emergency operations and resources for explosive detection. Due to budget cuts, this line item was reduced to just a canine and no SWAT equipment will be purchased. (Line Item: 2012-64) (AEL: 07ED-01-DOGS, 01LE-01-ARMR, 01LE-01-HLMT, 01LE-01-SHLD, 01LE-02-BDUS, 01LE-02-BOOT, 01LE-02-PRPD, 01ZA-02-GLVA, 01ZA-03-EYEP, 01ZA-06-HYDR, 01ZP-00-GBAG)</p> | 1 | \$12,000.00 | \$12,000.00 |
| Decontamination Equipment (HSGP only)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |             |             |
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| Medical supplies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |             |             |
| <p>1. Dialogic Upgrade. Prior to, during, and after an incident/event it is imperative that we have the capability to keep the public informed. Palm Beach County's Division of Emergency Management currently uses the Dialogic NXT COMMUNICATOR and GEOCAST WEB. We utilize this system to notify both residents and governmental agencies separately or simultaneously and for varying reasons using multiple methods of critical information prior to, during or after an event/incident. Upgrading Dialogic NXT and GEOCAST will allow Palm Beach County's Division of Emergency Management the ability to deliver information to its citizenry and public officials in a timely and efficient manner. (Line Item: 2012-9) (AEL: 09AP-09-ALRT)</p>                                                                                                                                                                                                                                           | 1 | \$28,000.00 | \$28,000.00 |

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| 2. Database Upgrade. Palm Beach County's Division of Emergency Management's (PBC DEM) database of its citizens has not been upgraded since 2005. This database is used to notify citizens using the Dialogic NXT and GEOCAST programs during an incident or event. Our current database only reaches Palm Beach County Residents who have opted in to the system or who have not changed addresses since 2005. Purchasing this database will allow PBC DEM the ability to communicate with more citizens during an incident or event. (Line Item: 2012-15) (AEL: 09AP-09-ALRT) | 1 | \$81,639.72  | \$81,639.72  |
| 3. GlideScope. This is a portable video laryngoscope which will be used in on deployments by SMART 7 or any healthcare response within Region 7 that may need the use for intubation, direct laryngoscopy and many other indications. (Line Item: 2012-63) (AEL: 09MS-02-AWMG)                                                                                                                                                                                                                                                                                                 | 1 | \$11,915.00  | \$11,915.00  |
| 4. Sonosite. This is a portable handheld ultrasound machine that will be used in on deployments by SMART 7 or any healthcare response within Region 7 that may need the use of ultrasound for many clinical incidences. (Line Item: 2012-80) (AEL: 09MY-01-XRAY)                                                                                                                                                                                                                                                                                                               | 1 | \$45,000.00  | \$45,000.00  |
| Power equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |              |              |
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| CBRNE reference materials                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |   |              |              |
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| CBRNE incident response vehicles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |              |              |
| 1. Target Hardening Fire, Police, City Hall. Physical Access Control for the City of Hialeah Fire Administration Building. Upon completion of this project, the outcome will result in the enhancement and improvement of target hardening of Fire Department Headquarters. The project will secure and restrict access to the Fire Department Headquarters and the City's Public Communications Center. (Line Item: 2012-47) (AEL: 12VE-00-MISS)                                                                                                                              | 1 | \$86,171.41  | \$86,171.41  |
| Terrorism incident prevention equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |   |              |              |
| 1. Palm Beach Regional Fusion Center. The project is continuation funding for the Palm Beach Regional Fusion Centers to enhance information collection, analysis, and dissemination. This center is the primary authors of the area's Risk Assessments. The Center has increased the analytical capability of the region. The PBRFC maintains the Virtual Fusion Center, the primary vehicle for information collection, analysis, and sharing within the region. (Line Item: 2012-34) (AEL: 13IT-00-DFSN)                                                                     | 1 | \$46,409.00  | \$46,409.00  |
| 2. Intelligence Fusion Analysts (Line Item: 2012-37) (AEL: 13IT-00-INTL)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1 | \$250,000.00 | \$250,000.00 |
| 3. Mobile Data Terminals Connectivity. Mobile computer devices, usually mounted permanently in vehicle, operating form DC power supply. Used for data upload and download, as well as local data entry. Connectivity to be built in or provided by secured air card connection. (Line Item: 2012-42) (AEL: 13IT-00-INTL)                                                                                                                                                                                                                                                       | 1 | \$27,419.80  | \$27,419.80  |
| 4. Sustainment CCTV Surveillance. Provides necessary hardware to sustain CCTV system at the Hialeah Fire Department. (Line Item: 2012-39) (AEL: 13LE-00-SURV)                                                                                                                                                                                                                                                                                                                                                                                                                  | 1 | \$10,967.89  | \$10,967.89  |

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| 5. Fixed License Plate Readers. Fixed license plate readers allow for the collection of intelligence directly related to crimes by recording photographs and license plate numbers of vehicles that have just perpetrated crimes. These license plate readers are to be permanently affixed to the ingress and egress points of the jurisdiction. The city of Hialeah would install the readers at approximately 10 (ten) points of egress in our city. (Line Item: 2012-46) (AEL: 13LE-00-SURV)                                                                                                                                                                                                                                                                                                                                                                                                                       | 1 | \$68,549.30  | \$68,549.30  |
| <b>Physical security enhancement equipment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |              |              |
| 1. Portable License Plate Reader System. The Hollywood Police Department seeks to enhance the overall protection of the general public, critical infrastructure and enhance criminal suspect identification, arrest, solvability and prosecution through the use of License Plate Readers (LPR) static systems. (Line Item: 2012-49) (AEL: 14SW-01-SIDV)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1 | \$122,257.95 | \$122,257.95 |
| 2. Critical Infrastructure Monitoring & Protection. Funds will be used to continue to enhance and protect Palm Beach County's critical infrastructure facilities and key resources with enhanced security equipment and technology. (Line Item: 2012-45) (AEL: 14SW-01-VIDA)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 1 | \$53,499.48  | \$53,499.48  |
| 3. Law Enforcement Surveillance (CCTV) (The Closed Circuit TV project will allow the Miami Police Department the opportunity to deploy CCTV equipment in the area of soft targets and enhance our ability to deter and investigate terrorist activity.) (Line Item: 2012-50) (AEL: 14SW-01-VIDA,04HW-01-INHW, 04MD-03-DISP)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 1 | \$139,743.48 | \$139,743.48 |
| 4. Critical Infrastructure and Key Resource Protection Project. This project will involve purchasing equipment to fortify the security measures of the City of Coral Springs government facilities, emergency operations center, and regional training facility which is its location for employee sheltering as well as succession planned location as a back up to its municipal emergency operations center. Specifically, the cameras, computer equipment and proxima card systems assist with threat assessment and monitoring, critical response and communications during an emergency, investigations, identify and track employee and visitor access and locations, along with accountability to prevention efforts and safety initiatives for residents, visitors and employees. (Line Item: 2012-48) (AEL: 14SW-01-VIDA,04HW-01-INHW, 04MD-03-DISP, 04AP-05-CREd, 04AP-09-ALRT, 06CP-03-ICOM, 14CI-00-COOP) | 1 | \$120,544.25 | \$120,544.25 |
| <b>Inspection and Screening systems</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |              |              |
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| <b>Agriculture Terrorism Prevention, Response, and Mitigation Equipment (HSGP only)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |              |              |
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| <b>CBRNE Prevention and Response watercraft</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |   |              |              |
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| <b>CBRNE Aviation Equipment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |   |              |              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |   |              |              |
| <b>CBRNE logistical support equipment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |   |              |              |

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------|--------------|
| 1. Planning for the Whole Community - FNSS Support Package. This is a new project which will enhance planning for the Whole Community by integrating and coordinating emergency preparedness, response and recovery for children and adults with disabilities and others with access and functional needs. Project funding will be used to purchase seven Functional Needs Support Services (FNSS) Shelter Support Caches, FNSS training for emergency management stakeholders, and one Whole Community Planner position. (Line Item: 2012-20) (AEL: 19SS-00-SHEL)                                                                                        | 1 | \$133,440.00 | \$133,440.00 |
| <b>Intervention equipment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |              |              |
| <b>Public Alert and Warning Equipment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |              |              |
| 1. CERT Program Training and Equipment, Citizen Notification. The MGPD will utilize these funds to recruit, train and equip a cadre of civilian volunteers who will participate in the City's CERT Program. Currently the City only has 10 active members and will utilize these funds to aggressively build the program in order to more effectively use civilian participation in preparedness and response. The final portion of funding will be utilized to purchase lighting towers for use in response and recovery efforts. This equipment will be readily available for use by any entity in the region. (Line Item: 2012-24) (AEL: 21GN-00-CCEQ) | 1 | \$16,193.85  | \$16,193.85  |
| 2. Repair & Maintenance for UASI Purchased Equipment. Maintenance on equipment acquired through UASI. (Line Item: 2012-3) (AEL: 21GN-00-MAIN)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1 | \$16,451.83  | \$16,451.83  |
| 3. Maintenance and Sustainment (This funding will be used to keep grant funded equipment in working order so that we will have a functioning capability to use equipment purchased to respond effectively to terrorist activity.) (Line Item: 2012-67) (AEL: 21GN-00-MAIN)                                                                                                                                                                                                                                                                                                                                                                                | 1 | \$15,998.00  | \$15,998.00  |
| 4. Mobile Command Vehicle Sustainment. This project will strengthen the response capabilities of the Hialeah Fire, Police, and Emergency Management by having the ability to sustain the Mobile Command Vehicle assets such as; Satellite voice and internet capability, interoperable communications capabilities, and work areas. (Line Item: 2012-69) (AEL: 21GN-00-MAIN)                                                                                                                                                                                                                                                                              | 1 | \$16,451.83  | \$16,451.83  |
| 5. Repair & Replacement for UASI Purchased Equipment. This will cover the costs associated with maintaining, replacing and repairing UASI purchased equipment. (Line Item: 2012-72) (AEL: 21GN-00-MAIN)                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1 | \$27,419.72  | \$27,419.72  |
| 6. Support for current UASI Equipment. Continue support of equipment purchased with UASI Funds (servers, storage units, desktop, laptops, etc.). Some of these purchases were done using a 1-year support coverage. Will maintain servers at the Coral Springs disaster recovery site. (Line Item: 2012-77) (AEL: 21GN-00-MAIN)                                                                                                                                                                                                                                                                                                                           | 1 | \$40,000.00  | \$40,000.00  |
| 7. UASI Fire Vessel Maintenance & Equipment. This funding will sustain the 48ft fire boat and 27ft dive boat purchased under UASI to support public safety, firefighting operations, urban search and rescue and emergency medical operations for homeland security-related threats/activities on the waterways. (Line Item: 2012-82) (AEL: 21GN-00-MAIN)                                                                                                                                                                                                                                                                                                 | 1 | \$54,839.44  | \$54,839.44  |

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| 8. Emergency Operations/UCP Enhancements. To provide the necessary equipment and supplies to establish and maintain an Emergency Operation/Unified Command Post. (Line Item: 2012-6) (AEL: 21GN-00-OCEQ)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1 | \$20,000.00  | \$20,000.00  |
| 9. 2012 Southeast Florida Fusion Center Awareness Project. In order to support the statewide launch of the "If You See Something, Say Something" public awareness campaign, the Miami-Dade Police Department Homeland Security Bureau is requesting funds to conduct an effective public awareness campaign. The public awareness campaign will align with the federal message/campaign from the US DHS. To ensure broad coverage, the campaign will utilize technology mass media, including e-bill boards and other forms of electronic messaging, in addition to print media. Partnerships with primary transportation hubs will facilitate the message broadcast, such as the Port of Miami, Miami International Airport, and Miami-Dade Transit. The campaign will also draw upon the Miami-Dade Police Department's media bureau via full use of broadcast media outlets. (Line Item: 2012-11) (AEL: 21GN-00-OCEQ) | 1 | \$43,558.50  | \$43,558.50  |
| 10. CERT Training. CERT Training and equipment. (Line Item: 2012-23) (AEL: 21GN-00-OCEQ)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1 | \$13,709.86  | \$13,709.86  |
| 11. Emergency Operations Center Management. The City of Fort Lauderdale maintains its own Emergency Operations Center (EOC). EOC equipment and capabilities must be continuously upgraded and enhanced to take advantage of new technologies and ever changing hazards and threats. (Line Item: 2012-83) (AEL: 21GN-00-OCEQ)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1 | \$59,308.90  | \$59,308.90  |
| 12. Municipal EOC Enhancement Project. The City of Miramar is requesting funding to establish an Emergency Operations Center (EOC) that will serve the needs of 125,000 residents in the event of a natural or manmade disaster. The Miramar EOC would have communication/collaboration with the Broward County EOC and Regional EOCs in South Florida in a disaster. The funding requested is for equipment purchases needed to create an EOC for the city. Currently the city operates an EOC from an existing Fire Rescue Station which is not sufficiently equipped and also does not have the adequate space to house the staff needed to run an EOC in an emergency. The current city EOC equipment is insufficient to meet the needs of the citizens of the city and not adequate for coordination with County emergency operations and NIMS procedures. (Line Item: 2012-89) (AEL: 21GN-00-OCEQ)                 | 1 | \$100,000.00 | \$100,000.00 |
| 13. Sustain Responder Training. Previous Urban Area Security Initiative (UASI) has driven the safety for personnel emergency responders and the citizens we protect. The equipment and training must stay current to provide the most efficient and expedited response to any emergency. (Line Item: 2012-22) (AEL: 21GN-00-TRNG)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1 | \$9,624.32   | \$9,624.32   |
| 14. Active Shooter Training. Simmunitions to be used for Active Shooter Training only. (Line Item: 2012-54) (AEL: 21GN-00-TRNG)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1 | \$5,483.94   | \$5,483.94   |



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| 15. Field Force Maneuvers Training & Exercise OT/Backfill. The Hialeah Police Department responds to civil and domestic threat events. To that end, the department wishes to train its patrol division in field force maneuvers and applications in order to effectively address any such threat. This requires a two-day training class. The department wishes to train its 160 officer patrol force. The training will result in back-fill overtime for the patrol division. In order to train the entire patrol division, this would require six (6) training sessions. Each training session would result in backfill overtime. (Line Item: 2012-70) (AEL: 21GN-00-TRNG) | 1 | \$21,935.78  | \$21,935.78  |
| <b>22 Disability Access and Functional Needs</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |              |              |
| 23 Other authorized equipment costs (include any construction or renovation costs in this category. Written approval must be provided by FEMA prior to the use of any funds for construction or renovation)                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |   |              |              |
| <b>Personnel</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |              |              |
| Up to 50 percent of total program funds may be used for personnel and personnel-related activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |              |              |
| 1. LPR Planner Sustainment. Sustainment funding for a License Plate Reader Planner for Hialeah. (Line Item: 2012-7)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1 | \$27,419.72  | \$27,419.72  |
| 2. EOC Planner Sustainment. Continued sustainment of the Planning Coordinator who is responsible for the planning, promotion, direction and evaluation of the City's CBRNE and all hazards capabilities. This position assures a close collaboration amongst regional, state, and federal agencies. The Planning Coordinator spearheads the City's on-going compliance with the implementation and sustainment of the National Incident Management System and the National Response Plan. (Line Item: 2012-8)                                                                                                                                                                | 1 | \$27,419.72  | \$27,419.72  |
| 3. Regional Training and Exercises Planner - this position includes the responsibilities of ensuring compliance with training courses as well as the coordination of necessary regional exercises. (Line Item: 2012-13)                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1 | \$65,000.00  | \$65,000.00  |
| 4. Emergency Management Planner (12 months). This position will assist with general planning responsibilities related to the implementation of the UASI grant program. (Line Item: 2012-14)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1 | \$80,000.00  | \$80,000.00  |
| 5. Regional Program Manager. This position assists the Miami and Ft. Lauderdale with regional planning needs (e.g. drafting of investment justifications, coordination of UAWG meetings, development of annual budgets, etc.). (Line Item: 2012-16)                                                                                                                                                                                                                                                                                                                                                                                                                          | 1 | \$95,000.00  | \$95,000.00  |
| 6. Emergency Management Planning Coordinator (12 months). This position will assist with the development/revision of citywide emergency management plans such as the CEMP, COG and COOP. (Line Item: 2012-21)                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1 | \$160,000.00 | \$160,000.00 |
| 7. R-LEX Regional Coordinator/Trainer. This project will provide for a position to assist with the administration and training involved with this regional intelligence sharing system. (Line Item: 2012-35)                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1 | \$100,000.00 | \$100,000.00 |
| <b>Eligible Management and Administration Costs</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |              |              |
| <b>Hiring of full-time or part-time staff or contractors/consultants:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |              |              |
| To assist with the management of the respective grant program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |   |              |              |
| To assist with application requirements of the grant program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |              |              |
| To assist with the compliancy with reporting and data collection as it may relate to the grant program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |              |              |

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------------|-----------------------|
| 1. Miami UASI M&A (Line Item: 2012-92)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1 | \$261,963.24          | \$261,963.24          |
| <b>Development of operating plans for information collection and processing necessary to respond to DHS/ODP data calls.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |   |                       |                       |
| <b>Costs associate with achieving emergency management that is inclusive of the access and functional needs of workers and citizens with disabilities.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |                       |                       |
| <b>Overtime and backfill costs</b> – Overtime expenses are defined as the result of personnel who worked over and above their normal scheduled daily or weekly worked time in the performance of FEMA – approved activities. Backfill Costs also called "Overtime as Backfill" are defined as expenses from the result of personnel who are working overtime in order to perform the duties of other personnel who are temporarily assigned to FEMA – approved activities outside their core responsibilities. Neither overtime nor backfill expenses are the result of an increase of Full – Time Equivalent (FTEs) employees. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to Federal Insurance Contributions Act (FICA), Workers' Compensation and Unemployment Compensation. |   |                       |                       |
| <b>Travel expenses</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |                       |                       |
| 1. Travel. This is costs for staff to attend DHS and State sponsored grant management/UASI courses/conferences. (Line Item: 2012-2)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1 | \$15,000.00           | \$15,000.00           |
| <b>Meeting-related expenses</b> (For a complete list of allowable meeting-related expenses, please review the <i>OJP Financial Guide</i> at <a href="http://www.ojp.usdoj.gov/FinGuide">http://www.ojp.usdoj.gov/FinGuide</a> ).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |                       |                       |
| <b>Acquisition of authorized office equipment</b> , including personal computers, laptop computers, printers, LCD projectors, and other equipment or software which may be required to support the implementation of the homeland security strategy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |   |                       |                       |
| <b>The following are allowable only within the contract period:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |                       |                       |
| Recurring fees/charges associated with certain equipment, such as cell phones, faxes, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |                       |                       |
| Leasing and/or renting of space for newly hired personnel to administer programs within the grant program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |                       |                       |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   | <b>\$5,239,264.88</b> | <b>\$5,239,264.88</b> |

## B. Scope of Work

Funding is provided to perform eligible activities as identified in the Office of Grants and Training Fiscal Year 2012 Urban Area Security Initiative (UASI) Grant Program, consistent with the Department of Homeland Security State Strategy and the Urban Area Strategy. Eligible activities are outlined in the Scope of Work for each category below:

### I. Categories and Eligible Activities

#### Urban Area Security Initiative

FY2012 UASI allowable costs are divided into the following categories: **planning, organization, equipment, training, exercises, management and administration cost** are allowable cost. Up to 25% of UASI funds must be dedicated towards law enforcement terrorism prevention-oriented planning, organization, training, exercise and equipment activities. Each category's allowable costs have been listed in the "Budget Detail Worksheet" above.

#### A. Planning

**Developing hazard/threat-specific annexes that incorporate the range of prevention, protection, response, and recovery activities.**

**Developing and implementing homeland security support programs and adopting DHS national initiatives including but not limited to the following:**

- Implementing the *National Preparedness Guidelines (NPG)* and the Whole community approach to Security and Emergency Management
- Pre-event recovery planning
- Implementing the *National Infrastructure Protection Plan (NIPP)* and associated Sector Specific Plans
- Enhancing and implementing Statewide Communication Interoperability Plans (SCIP) and Tactical Interoperable Communications Plans (TICP) that align with the goals, objectives, and initiatives of the *National Emergency Communications Plan (NECP)*
- Costs associated with the adoption, implementation, and adherence to NIMS compliance requirements, including implementing the NIMS National Credentialing Framework
- Modifying existing incident management and EOPs to ensure proper alignment with the National Response Framework (NRF) coordinating structures, processes, and protocols
- Establishing or enhancing mutual aid agreements
- Developing communications and interoperability protocols and solutions
- Conducting local, regional, and tribal program implementation meetings
- Developing or updating resource inventory assets in accordance to typed resource definitions issued by the NIMS Integration Center (NIC)
- Designing State and local geospatial data systems
- Developing and conducting public education and outreach campaigns, including promoting individual, family, and organizational emergency preparedness; alerts and warnings education; promoting training, exercise, and volunteer opportunities; informing the public about emergency plans, evacuation routes as well as CBRNE prevention awareness
- Designing programs to address targeting at-risk populations and engaging them in emergency management planning efforts
- Activities, materials, service, tools and equipment to achieve planning, protection, mitigation, response and recovery that is inclusive of people with disabilities (physical, programmatic and communications access for people with physical, sensory, mental health, intellectual and cognitive disabilities)
- Preparing materials for State Preparedness Reports (SPRs)
- WHTI implementation activities including the issuance of WHTI-compliant tribal identification cards

**Developing related terrorism prevention activities including:**

- Developing THIRA that reflects a representative make up and composition of jurisdiction
- Developing initiatives that directly support local efforts to understand, recognize, prepare for, prevent, mitigate, and respond to pre-operational activity and other crimes that are precursors or indicators of terrorist activity, in accordance with civil rights/civil liberties protections
- Developing law enforcement prevention activities, to include establishing and/or enhancing a fusion center
- Hiring an IT specialist to plan, develop, and implement the IT applications necessary for a fusion center
- Developing and planning for information/intelligence sharing groups
- Integrating and coordinating fire service, emergency management, public health care, public safety, and health security data-gathering (threats to human and animal health) within State and Major Urban Area fusion centers to achieve early warning and mitigation of health events
- Integrating and coordinating private sector participation with fusion center activities

- Acquiring systems allowing connectivity to State, local, tribal, territorial, and Federal data networks, such as the National Crime Information Center (NCIC) and Integrated Automated Fingerprint Identification System (IAFIS), as appropriate
- Planning to enhance security during heightened alerts, terrorist incidents, and/or during mitigation and recovery
- Multi-discipline preparation across first responder community, including EMS for response to catastrophic events and acts of terrorism
- Accessible public information/education: printed and electronic materials, public service announcements, seminars/town hall meetings, and web postings coordinated through local Citizen Corps Councils or their equivalent
- Conducting public education campaigns including promoting suspicious activity reporting and preparedness; individual, family, and organizational emergency preparedness; promoting the *Ready* campaign; and/or creating State, regional, or local emergency preparedness efforts that build upon the *Ready* campaign
- Evaluating Critical Infrastructure Protection (CIP) security equipment and/or personnel requirements to protect and secure sites
- CIP cost assessments, including resources (e.g., financial, personnel) required for security enhancements/deployments
- Multi-Jurisdiction Bombing Prevention Plans (MJBPP)
- Underwater Terrorist Protection Plans

**Developing and enhancing plans and protocols, including but not limited to:**

- Community-based planning to advance “whole community” security and emergency management
- Incorporating government/non-governmental collaboration, citizen preparedness, and volunteer participation into State and local government homeland strategies, policies, guidance, plans, and evaluations
- Developing, enhancing, maintaining a current EOP that conforms to the guidelines outlined in the CPG 101 v.2
- Developing or enhancing local, regional, or Statewide strategic or tactical interoperable emergency communications plans
- Activities associated with a conversion from wideband to narrowband voice channels to support interoperability
- Implementing Statewide Communications Interoperability Plan (SCIP) and Tactical Interoperable Communications Plans (TICPs) that align with the goals, objectives, and initiatives of the National Emergency Communications Plan (NECP)
- Developing protocols or standard operating procedures for specialized teams to incorporate the use of equipment acquired through this grant program
- Developing terrorism prevention/protection plans
- Developing plans, procedures, and requirements for the management of infrastructure and resources related to HSGP and implementation of State or Urban Area Homeland Security Strategies
- Developing plans for mass evacuation and pre-positioning equipment
- Developing or enhancing plans for responding to mass casualty incidents caused by any hazards
- Developing or enhancing applicable procedures and operational guides to implement the response actions within the local plan including patient tracking that addresses identifying and tracking children, access and functional needs population, and the elderly and keeping families intact where possible
- Developing or enhancing border security plans
- Developing or enhancing cyber security and risk mitigation plans
- Developing or enhancing secondary health screening protocols at major points of entry (e.g., air, rail, port)
- Developing or enhancing cyber risk mitigation plans
- Developing or enhancing agriculture/food security risk mitigation, response, and recovery plans
- Developing public/private sector partnership emergency response, assessment, and resource sharing plans
- Developing or enhancing plans to engage and interface with, and to increase the capacity of, private sector/non-governmental entities working to meet the human service response and recovery needs of survivors
- Developing or updating local or regional communications plans
- Developing plans to support and assist jurisdictions, such as port authorities and rail and mass transit agencies
- Developing or enhancing continuity of operations and continuity of government plans
- Developing or enhancing existing catastrophic incident response and recovery plans to include and integrate Federal assets provided under the NRF
- Developing plans and response procedures for validating and responding to an alarm from a chemical or biological detector (response procedures should include emergency response procedures integrating local first responders)
- Developing or enhancing evacuation plans
- Developing mechanisms for utilizing the National Emergency Family Registry and Locator System (NEFRLS)
- Developing or enhancing plans to prepare for surge capacity of volunteers
- Developing or enhancing the State emergency medical services systems
- Developing or enhancing plans for donations and volunteer management and the engagement/integration of private sector/non-governmental entities in preparedness, response, and recovery activities
- Developing or enhancing Bombing Prevention Plans
- Developing school preparedness plans
- Developing preparedness plans for child congregate care facilities, including group residential facilities, juvenile detention facilities, and public/private child care facilities
- Ensuring jurisdiction EOPs adequately address warnings, emergency public information, evacuation, sheltering, mass care, resource management from non-governmental sources, unaffiliated volunteer and donations management, and volunteer resource integration to support each Emergency Support Function, to include appropriate considerations for integrating

activities, materials, services, tools and equipment to achieve planning inclusive of people with disabilities (physical, programmatic and communications access for people with physical, sensory, mental health, intellectual and cognitive disabilities). Developing and implementing civil rights, civil liberties, and privacy policies, procedures, and protocols

- Designing and developing State, local, tribal, and territorial geospatial data systems
- Developing and implementing statewide electronic patient care reporting systems compliant with the National Emergency Medical Services Information System (NEMSIS)
- Costs associated with inclusive practices and the provision of reasonable accommodations and modifications to provide full access for children and adults with disabilities

**Developing or conducting assessments, including but not limited to:**

- Developing pre-event recovery plans
- Conducting point vulnerability assessments at critical infrastructure sites/key assets and develop remediation/security plans
- Conducting or updating interoperable emergency communications capabilities assessments at the local, regional, or Statewide level
- Developing, implementing, and reviewing Area Maritime Security Plans for ports, waterways, and coastal areas
- Updating and refining threat matrices
- Conducting cyber risk and vulnerability assessments
- Conducting assessments and exercising existing catastrophic incident response and recovery plans and capabilities to identify critical gaps that cannot be met by existing local and State resources
- Conducting Bombing Prevention Capability Analysis
- Activities that directly support the identification of specific catastrophic incident priority response and recovery projected needs across disciplines (e.g., law enforcement, fire, EMS, public health, behavioral health, public works, agriculture, information technology, and citizen preparedness)
- Activities that directly support the identification of pre-designated temporary housing sites
- Conducting community assessments, surveys, and research of vulnerabilities and resource needs, to determine how to meet needs and build effective and tailored strategies for educating individuals conducting assessments of the extent to which compliance with the integration mandate of disability laws is being achieved
- Soft target security planning (e.g., public gatherings)

**Identify resources for medical supplies necessary to support children during an emergency, including pharmaceuticals and pediatric-sized equipment on which first responders and medical providers are trained**

**Ensuring subject matter experts, durable medical equipment, consumable medical supplies and other resources required to assist children and adults with disabilities to maintain health, safety and usual level of independence in general population environments**

**Developing and implementing a community preparedness strategy for the State/local jurisdiction**

**Establishing, expanding, and maintaining volunteer programs and volunteer recruitment efforts that support disaster preparedness strategy for the State/local jurisdiction**

- Citizen support for emergency responders is critical through year-round volunteer programs and as surge capacity in disaster response, including but not limited to: citizen Corps Affiliate Programs and Organizations, Community Emergency Response Team (CERT), Fire Corps, Medical Reserve Corps (MRC), Neighborhood Watch/UASonWatch, volunteers in Police Service (VIPS), and jurisdiction specific volunteer efforts

**Establishing and sustaining Citizen Corps Councils or their equivalent**

**Working with youth-serving organizations to develop and sustain a youth preparedness program**

**B. Organizational Activities –**  
Organizational activities include:

- Program management
- Development of whole community partnerships
- Structures and mechanisms for information sharing between the public and private sector
- Tools, resources and activities that facilitate shared situational awareness between the public and private sectors
- Operational Support
- As identified in priority one utilization of standardized resource management concepts such as typing, inventorying, organizing, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during and after and incident
- Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event

- Paying salaries and benefits for personnel to serve as qualified intelligence analysts.

**Overtime Costs** – Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and specifically requested by a Federal agency. Allowable costs are limited to overtime associated with Federally requested participation in eligible fusion activities including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the *Maritime Transportation Security Act of 2002*), DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams. Grant funding can only be used in proportion to the Federal man-hour estimate, and only after funding for these activities from other Federal sources (i.e. FBI JTTF payments to State and local agencies) has been exhausted. Under no circumstances should DHS grant funding be used to pay for costs already supported by funding from another Federal source.

**Intelligence Analysts** – Per the *Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act* (Public Law 110-412), SHSP and UASI funds may be used to hire new staff and/or contractor positions to serve as intelligence analysts to enable information/intelligence sharing capabilities, as well as support existing intelligence analysts previously covered by SHSP or UASI funding. In order to be hired as an intelligence analyst, staff and/or contractor personnel must meet at least one of the following criteria:

- Successfully complete training to ensure baseline proficiency in *intelligence analysis and production* within six months of being hired; and/or,
- Previously served as an intelligence analyst for a minimum of two years either in a Federal intelligence agency, the military, or State and/or local law enforcement intelligence unit

As identified in the *Maturation and Enhancement of State and Major Urban Area Fusion Centers* priority, all fusion centers analytic personnel must demonstrate qualifications that meet or exceed competencies identified in the *Common Competencies for State, Local, and Tribal Intelligence Analysts*, which outlines the minimum categories of training needed for intelligence analysts. These include subject-matter expertise, analytic methodologies, customer-service ethics, information handling and processing skills, critical thinking skills, computer literacy, and objectivity and intellectual honesty. A certificate of completion of such training must be on file with the SAA and must be made available to FEMA Program Analysts upon request. In addition to these training requirements, fusion centers should also continue to mature their analytic capabilities by addressing gaps in analytic capability identified during the fusion center's BCA.

**Operational Overtime Costs** – In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism, operational overtime costs are allowable for increased security measures at critical infrastructure sites. FY 2012 SHSP or UASI funds for organizational costs may be used to support select operational expenses associated with increased security measures at critical infrastructure sites in the following authorized categories:

- Backfill and overtime expenses (as defined in the FOA) for staffing State or Major Urban Area fusion centers
- Hiring of contracted security for critical infrastructure sites
- Public safety overtime (as defined in the FOA)
- Title 32 or State Active Duty National Guard deployments to protect critical infrastructure sites, including all resources that are part of the standard National Guard deployment package (Note: Consumable costs, such as fuel expenses, are not allowed except as part of the standard National Guard deployment package)
- Increased border security activities in coordination with CBP, as outlined in Information Bulletin #135

FY 2012 SHSP or UASI funds may only be spent for operational overtime costs upon prior approval provided in writing by the FEMA Administrator.

#### **B. Personnel**

Personnel hiring, overtime, and backfill expenses are permitted under this grant in order to perform allowable FY 2012 HSGP planning, training, exercise, and equipment activities.

- A personnel cost cap of up to 50 percent of total *SHSP and UASI* program funds may be used for personnel and personnel-related activities as directed by the *Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act* (Public Law 110-412). Grantees who wish to seek a waiver from the personnel cost cap must provide documentation explaining why the cap is unacceptable; waiver requests will be considered only under extreme circumstances. In general, the use of SHSP and UASI funding to pay for staff and/or contractor regular time or overtime/backfill is considered a personnel cost. Activities that are considered "personnel" and "personnel-related," and therefore count against the personnel cost cap of 50 percent, include, but are not limited to:
  - Operational overtime
  - Overtime/backfill to participate in approved training or exercise deliveries
  - Salaries and personnel costs of intelligence analysts
  - Overtime to participate in intelligence sharing activities
  - Salaries and personnel costs of planners, equipment managers, exercise coordinators, and/or training coordinators
  - Salaries and personnel costs under the M&A category

- Contractor costs associated with performing the above activities

**C. Equipment Acquisition**

The 21 allowable prevention, protection, response, and recovery equipment categories and equipment standards for FY 2011 HSGP are listed on the web-based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), at <https://www.rkb.us>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

The equipment, goods, and supplies ("the eligible equipment") purchased with funds provided under this agreement are for the purposes specified in "Florida's Domestic Security Strategy". Equipment purchased with these funds will be utilized in the event of emergencies, including, but not limited to, terrorism-related hazards. The sub-recipient shall place the equipment throughout the State of Florida in such a manner that, in the event of an emergency, the equipment can be deployed on the scene of the emergency or be available for use at a fixed location within two (2) hours of a request for said deployment. The Florida Division of Emergency Management (FDEM) must approve any purchases of equipment not itemized in a project's approved Initial Strategic Implementation Plan (ISIP) in advance of the purchase.

The sub-recipient will, in accordance with the statewide mutual aid agreement or other emergency response purpose as specified in the "Florida Domestic Security Strategy," ensure that all equipment purchased with these funds is used to respond to any and all incidents within its regional response area as applicable for so long as this Agreement remains in effect. Prior to requesting a response, the FDEM will take prudent and appropriate action to determine that the level or intensity of the incident is such that the specialized equipment and resources are necessary to mitigate the outcome of the incident.

The sub-recipient shall notify the FDEM Office of Domestic Preparedness at 2555 Shumard Oak Blvd., Tallahassee, Florida 32399 one year in advance of the expiration of the equipment's posted shelf-life or normal life expectancy or when it has been expended. The sub-recipient shall notify the FDEM immediately if the equipment is destroyed, lost, or stolen.

The sub-recipient shall not transfer, rent, sell, lease, alienate, donate, mortgage, encumber or otherwise dispose of the eligible equipment without the prior written consent of the FDEM.

**D. Training**

Allowable training-related costs include, but are not limited to, the following:

- **Developing, Delivering, and Evaluating Training** – Includes costs related to administering the training, planning, scheduling, facilities, materials and supplies, reproduction of materials, disability accommodations and equipment. Training should provide the opportunity to demonstrate and validate skills learned, as well as to identify any gaps in these skills. Any training gaps, including those for children and individuals with disabilities or access and functional needs is allowable (e.g., sign language interpreters, communication Access Realtime Translation [CART] and other modifications of policies and practices to fully include participants with disabilities). Stakeholders are also encouraged to leverage existing training provided via educational/professional facilities and to incorporate non-traditional methodologies such as the internet, distance learning, or home study whenever such delivery supports training objectives. Pilot courses and innovative approaches to training citizens and instructors are encouraged.
- Training that promotes individual, family, or community safety and preparedness is encouraged, including: all-hazards safety training such as emergency preparedness, basic first aid, life saving skills, crime prevention and terrorism awareness, school preparedness, public health issues, mitigation/property damage prevention, safety in the home, light search and rescue skills, principles of NIMS/ICS, volunteer management and volunteer activities, serving and integrating people with disabilities, pet care preparedness, CPR/AED training, identity theft workshops, terrorism awareness seminars, and disability-inclusive community preparedness conferences. The delivery of the CERT Basic Training Course and supplement training for CERT members who have completed the basic training, the CERT Train-the-Trainer Course, and the CERT Program Manager Course are strongly encouraged.
- **Overtime and Backfill** – The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of attendance at FEMA and/or approved training courses and programs, are allowable. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.
- **Travel** – Costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to approved training.
- **Hiring of Full or Part-Time Staff or Contractors/Consultants** – Payment of salaries and fringe benefits to full or part-time staff or contractors/consultants must be in accordance with the policies of the State or unit(s) of local government and have the approval of the State or awarding agency, whichever is applicable. Such costs must be

included within the funding allowed for program management personnel expenses. In no case is dual compensation allowable.

- **Certification/Recertification of Instructors** – States are encouraged to follow the NTE Instructor Quality Assurance Program to ensure a minimum level of competency and corresponding levels of evaluation of student learning. This is particularly important for those courses that involve training of trainers. This information is contained in Information Bulletin #193, issued October 20, 2005. Additional information can be obtained at [http://www.fema.gov/good\\_guidance/download/10146](http://www.fema.gov/good_guidance/download/10146).
- **Other Items** – These costs include the rental of equipment and other expenses used specifically for exercises, costs associated with inclusive practices and the provision of reasonable accommodations and modifications to provide full access for children and adults with disabilities.

**Unauthorized training-related costs include:**

- ✦ Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances).
- ✦ Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).
- ✦ **The purchase of food is not permissible** under this grant, subject to prior approval of the Department of Financial Services, explicitly authorized by 2 CFR, Part 225, Appendix B. While this is an allowable purchase by DHS, please note that FDEM adheres to Florida Statutes, which are more stringent than federal guidance. Such expenditures are restricted to the rates specified for Class C meals in Section 112.061, Florida Statutes.

**E. Exercises**

All Urban Areas are required to develop a Multi-Year Training and Exercise Plan (TEP) and submit to the FEMA Grants and Preparedness Community of Interest (COI) on the Homeland Security Information Network (HSIN). Further, Urban Areas are encouraged to develop a Multi-Year Plan and Schedule that takes into consideration anticipated training needs of the Urban Area for at least the immediate year, with exercises being timed to provide responders the opportunity to utilize training received. Further guidance concerning the Training and Exercise Plan and the Training and Exercise Plan Workshop can be found at <https://hseep.dhs.gov>.

**Allowable exercise-related costs include:**

- **Funds Used to Design, Develop, Conduct, and Evaluate an Exercise** – Includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation. Grantees are encouraged to use government facilities to conduct meetings and conferences whenever possible.
- **Hiring of Full or Part-Time Staff or Contractors/Consultants** – Full or part-time staff may be hired to support exercise-related activities. Such costs must be included within the funding allowed for program management personnel expenses, which must not exceed 15 percent of the total allocation. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) – whichever is more stringent – must be followed. In no case is dual compensation allowable.
- **Overtime and Backfill** – The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of time spent on the design, development, and conduct of exercises are allowable expenses. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.
- **Travel** – Travel costs are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of exercise project(s) or HSEEP programmatic requirements as described in the HSEEP website (e.g., Improvement Plan Workshops, Training and Exercise Plan).
- **Supplies** – Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, non-sterile masks, and disposable protective equipment).
- **Other Items** – These costs include the rental of equipment (e.g., portable toilets, tents), food, gasoline, exercise signs, badges, etc.

**Unauthorized exercise-related costs include:**

- ✦ Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances).



- Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).

#### **Exercise Requirements**

Exercises conducted with FEMA support must be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP Guidance for exercise design, development, conduct, evaluation, and improvement planning is located at <https://hseep.dhs.gov>. The HSEEP Library provides sample exercise materials and templates.

All exercises using HSGP funding must be NIMS compliant. More information is available online at the NIMS Integration Center, <http://www.fema.gov/emergency/nims/index.shtml>.

Where applicable, the Training and Exercise Plans should include training and exercises that support specialized programs, such as the Regional Catastrophic Preparedness Grant Program.

States are encouraged to exercise their capabilities with regard to infants and children across all aspects of response and recovery, including pediatric medical surge capabilities and integrating the accessibility and functional needs of children and adults with disabilities.

- **Exercise Scenarios.** The scenarios used in HSGP-funded exercises must be based on the State/Urban Area's Homeland Security Strategy and plans. Acceptable scenarios for SHSP, UASI, MMRS, and CCP exercises include: chemical, biological, radiological, nuclear, explosive, cyber, agricultural and natural or technological disasters. Exercise scenarios must be catastrophic in scope and size as defined by the *National Response Framework*.

The scenarios used in HSGP-funded exercises must focus on validating existing capabilities and must be large enough in scope and size to exercise multiple tasks and warrant involvement from multiple jurisdictions and disciplines and nongovernmental organizations. Exercise scenarios should also be based on the Multiyear Training and Exercise Plan.

- **Special Event Planning.** If a State or Urban Area will be hosting a special event (e.g., Super Bowl, G-8 Summit) they are approved to participate in a Tier I or Tier II exercise as approved by the National Exercise Program (NEP) Executive Steering Committee per the NEP Implementation Plan. They should plan to use SHSP or UASI funding to finance training and exercise activities in preparation for those events. States and Urban Areas should also consider exercises at major venues (e.g., arenas, convention centers) that focus on evacuations, communications, and command and control. States should also anticipate participating in at least one Regional Exercise annually. States must include all confirmed or planned special events in the Multi-year Training and Exercise Plan.
- **Exercise Evaluation.** All exercises will be capabilities and performance-based and evaluated using Exercise Evaluation Guides (EEGs) found on the HSEEP website at <https://hseep.dhs.gov>. An After-Action Report/Improvement Plan (AAR/IP) will be prepared and submitted to the FEMA Grants and Preparedness Community of Interest (COI) on the Homeland Security Information Network (HSIN) within 90 days following completion of the exercise, regardless of type or scope. AAR/IPs must conform to the HSEEP format, should capture objective data pertaining to exercise conduct, and must be developed based on information gathered through EEGs found in HSEEP. All applicants are encouraged to use the Lessons Learned Information Sharing System as a source for lessons learned and to exchange best practices.
- **Role of Non-Governmental Entities in Exercises.** Non-governmental participation in all levels of exercises is strongly encouraged. Leaders from nongovernmental entities should be included in the planning, conduct, and evaluation of an exercise. State, local, tribal, and territorial jurisdictions are encouraged to develop exercises that test the integration and use of non-governmental resources provided by non-governmental entities, defined as the private sector and private non-profit, faith-based, community, volunteer, and other non-governmental organizations. Non-governmental participation in exercises should be coordinated with the local Citizen Corps Council(s) and other partner agencies.

#### **Unauthorized Exercise Costs**

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances).
- Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).

- C. **Management and Administration** - no more than 3% of each sub-recipient's total award may be expended on Management and Administration costs.

#### **Hiring of full-time or part-time staff or contractors/consultants:**

- To assist with the management of the respective grant program

- To assist with application requirements
- To assist with the compliancy with reporting and data collection requirements

**Development of operating plans for information collection and processing necessary to respond to FEMA data calls**

**Overtime costs** - Overtime are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and specifically requested by a Federal agency. Allowable costs are limited to overtime associated with federally requested participation in eligible fusion activities including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by *Maritime Transportation Security Act of 2002*), DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams. Grant funding can only be used in proportion to the Federal man-hour estimate, and only after funding for these activities from other Federal sources (i.e. FBI JTTF payments to State and local agencies) has been exhausted. Under no circumstances should DHS grant funding be used to pay for costs already supported by funding from another Federal source.

**Operational overtime costs.** In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism, operational overtime costs are allowable for increased security measures at critical infrastructure sites. FY 2012 SHSP or IASI funds for organizational costs may be used to support select operational expenses associated with increased security measures at critical infrastructures sites in the following authorized categories:

- Backfill and overtime expenses (as defined in FOA) for staffing State or Major Urban Area fusion centers;
- Hiring of contracted security for critical infrastructure sites;
- Public safety overtime (as defined in FOA)
- Title 21 or State Active Duty National Guard deployments to protect critical infrastructure sites, including all resources that are part of the standard National Guard deployment package); and
- Increased border security activities in coordination with CPB, as outlined in Information Bulletin 135.

FY 2012 SHSP funds may only be spent for operational overtime costs upon prior approval provided in writing by the FEMA Administrator.

**Travel expenses**

**Meeting-related expenses** (For a complete list of allowable meeting-related expenses, please review the OJP Financial Guide at <http://www.ojp.usdoj.gov/FinGuide>).

**Acquisition of authorized office equipment, including:**

- Personal computers
- Laptop computers
- Printers
- LCD projectors, and
- Other equipment or software which may be required to support the implementation of the homeland security strategy

**The following are allowable only within the period of performance of the contract:**

- Recurring fees/charges associated with certain equipment, such as cell phones, faxes, etc.
- Leasing and/or renting of space for newly hired personnel during the period of performance of the grant program

**D. Unauthorized Expenditures**

- Activities unrelated to the completion and implementation of the grant program
- Other items not in accordance with the Authorized Equipment List or previously listed as allowable costs
- Funding may not be used to supplant ongoing, routine public safety activities of state and local emergency responders, and may not be used to hire staff for operational activities or backfill. Funds cannot not replace (supplant) funds that have been appropriated for the same purpose.

**E. Construction and Renovation**

**F.** Project construction using SHSP and UASI funds may not exceed the greater of \$1,000,000 or 15% of the grant award. For the purposes of the limitations on funding levels, communications towers are not considered construction.

**G.**

Written approval must be provided by FEMA prior to the use of any HSGP funds for construction or renovation. When applying for construction funds, including communications towers, at the time of application, grantees are highly encouraged to submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits and documents, and to have completed as many steps as possible for a successful EHP review in support of their proposal for funding (e.g., completing the FCC's Section 06 review process for tower construction projects; coordination with their State Historic Preservation Office to identify potential historic preservation issues and to discuss the potential for project effects). Projects for

which the grantee believes and Environmental Assessment (EA) may be needed, as defined in 44 CFR 10.8 and 10.9, must also be identified to the FEMA Program Analyst within six (6) months of the award and completed EHP review packets must be submitted no later than 12 months before the end of the Period of Performance. EHP review packets should be sent by the SAA to FEMA for review.

FEMA is legally required to consider the potential impacts of all HSGP projects on environmental resources and historic properties. Grantees must comply with all applicable environmental planning and historic preservation (EHP) laws, regulations, and Executive Orders (EOs) in order to draw down their FY 2012 HSGP grant funds. To avoid unnecessary delays in starting a project, grantees are encouraged to pay close attention to the reporting requirements for an EHP review. For more information on FEMA's EHP requirements please refer to Bulletins 329 and 345 (<http://www.fema.gov/government/grant/bulletins/index.shtm>).

FY 2012 HSGP Program grantees using funds for construction projects must comply with the *Davis-Bacon Act* (40 U.S.C. 3141 *et seq.*). Grant recipients must ensure that their contractors or subcontractors for construction projects pay workers employed directly at the work-site no less than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor wage determinations, is available from the following website: <http://www.dol.gov/compliance/laws/comp-dbra.htm>.

*In addition, the erection of communications towers that are included in a jurisdiction's interoperable communications plan is allowed, subject to all applicable laws, regulations, and licensing provisions. Communication tower projects must be submitted to FEMA for EHP review. Per the Consolidated Security, Disaster Assistance, and Continuing Appropriations Act of 2009 (Public Law 110-329), communications towers are not subject to the \$1,000,000 construction and renovation cap.*

**Approval Process:**

In order for grantees to drawdown funds for construction and renovation costs, the grantee must provide the Division with:

- A description of the asset or facility, asset location, whether the infrastructure is publicly or privately owned, and the construction or renovation project;
- Certification that a facility vulnerability assessment has been conducted
- An outline addressing how the construction or renovation project will address the identified vulnerabilities from the assessment
- Consequences of not implementing the construction or renovation project
- Any additional information requested by FEMA to ensure compliance with Federal environmental and historic preservation requirements

Additional information may also be found on the FEMA's website located at <http://www.fema.gov/plan/ehp/>.

**Note:** Written approval must be provided by FEMA prior to the use of any UASI funds for construction or renovation.

**H. Overtime and Backfill Guidance**

**Personnel (SHSP and UASI)** – Personnel hiring, overtime, and backfill expenses are permitted under this grant in order to perform allowable FY 2012 HSGP planning, training, exercise, and equipment activities. A personnel cost cap of up to 50 percent (50%) of the total SHSP and UASI program funds may be used for personnel and personnel-related activities as directed by the *Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act* (Public Law 110-412). Grantees who wish to seek a waiver from the personnel cost cap must provide documentation explaining why the cap should be waived; waiver requests will be considered only under extreme circumstances. In general, the use of SHSP and UASI funding to pay for staff and/or contractor regular time or overtime/backfill is considered a personnel cost.

For further details, please refer to Information Bulletin 358.

FY 2012 HSGP funds may not be used to support the hiring of any personnel for the purposes of fulfilling traditional public health and safety duties or to supplant traditional public health and safety positions and responsibilities.

Definitions for hiring, overtime, and backfill-related overtime, and supplanting remain unchanged from FY 2011 HSGP.

**J. National Incident Management System (NIMS) Compliance**

HSPD-5, "*Management of Domestic Incidents*," mandated the creation of NIMS and the National Response Plan (NRP). NIMS provides a consistent framework for entities at all jurisdictional levels to work together to manage domestic incidents, regardless of cause, size, or complexity. To promote interoperability and compatibility among Federal, State, local, and tribal capabilities, NIMS includes a core set of guidelines, standards, and protocols for command and management, preparedness, resource management, communications and information management, supporting technologies, and management and maintenance of NIMS. The NRP, using the template established by NIMS, is an all-discipline, all-hazards plan that provides the structure and mechanisms to coordinate operations for evolving or potential

Incidents of National Significance, which are major events that “require a coordinated and effective response by an appropriate combination of Federal, State, local, tribal, private sector, and nongovernmental entities.” The NIMS Integration Center (NIC) recommends 38 NIMS Compliance Objectives for nongovernmental organizations that support NIMS implementation. These activities closely parallel the implementation activities that have been required of State, territorial, tribal, and local governments since 2004 and can be found at [www.fema.gov/pdf/emergency/nims/ngo\\_fs.pdf](http://www.fema.gov/pdf/emergency/nims/ngo_fs.pdf). To integrate nonprofit organizations into the broader national preparedness effort, DHS encourages grantees to consider pursuing these recommended activities. Additionally, nongovernmental organizations grantees and sub-grantees will be required to meet certain NIMS compliance requirements. This includes all emergency preparedness, response, and/or security personnel in the organization participating in the development, implementation, and/or operation of resources and/or activities awarded through this grant must complete training programs consistent with the NIMS National Standard Curriculum Development Guide. Minimum training includes IS-700 NIMS: An Introduction. In addition, IS-800.a NRP: An Introduction, Incident Command System (ICS-100), Incident Command System (ICS-200), Intermediate Incident Command System (G-300), and Advanced Incident Command System (G-400) are also recommended. For additional guidance on NIMS training, please refer to [http://www.fema.gov/emergency/nims/nims\\_training.shtm](http://www.fema.gov/emergency/nims/nims_training.shtm). Additional information about NIMS implementation and resources for achieving compliance are available through the NIMS Integration Center (NIC), at <http://www.fema.gov/emergency/nims/>.

### III. Reporting Requirements

#### 1. Quarterly Programmatic Reporting:

The Quarterly Programmatic Report is due within 30 days after the end of the reporting periods (March 30, June 30, September 30 and December 30) for the life of this contract.

- If a report(s) is delinquent, future financial reimbursements will be withheld until the Recipient’s reporting is current.
- If a report goes 2 consecutive quarters without Recipient providing information in the narrative portion of the Quarterly Status Report, Report will be denied until narrative is provided, also financial reimbursements will be withheld until the required information has been submitted.

#### Programmatic Reporting Schedule

| Reporting Period              | Report due to DEM no later than |
|-------------------------------|---------------------------------|
| January 1 through March 31    | April 30                        |
| April 1 through June 30       | July 31                         |
| July 1 through September 30   | October 31                      |
| October 1 through December 31 | January 31                      |

#### 2. Programmatic Reporting-BSIR

##### Biannual Strategic Implementation Report:

After the end of each reporting period, for the life of the contract unless directed otherwise, the SAA, will complete the Biannual Strategic Implementation Report in the Grants Reporting Tool (GRT) <https://www.reporting.odp.dhs.gov>. The reporting periods are January 1-June 30 and July 1-December 31. Data entry is scheduled for December 1 and June 1 respectively. Future awards and reimbursement may be withheld if these reports are delinquent.

#### 3. Reimbursement Requests:

A request for reimbursement may be sent to your grant manager for review and approval at anytime during the contract period. The Recipient should include the category’s corresponding line item number in the “Detail of Claims” form. This number can be found in the “Proposed Program Budget”. A line item number is to be included for every dollar amount listed in the “Detail of Claims” form.

#### 4. Close-out Programmatic Reporting:

The Close-out Report is due to the Florida Division of Emergency Management no later than 60 calendar days after the agreement is either completed or the agreement has expired.

#### 5. Monitoring:

**Florida Division of Emergency Management**  
**US Department of Homeland Security Grants Program**

## Grant Monitoring Process

Florida has enhanced state and local capability and capacity to prevent, prepare and respond to terrorist threats since 1999 through various funding sources including federal grant funds. The Florida Division of Emergency Management (FDEM) has a responsibility to track and monitor the status of grant activity and items purchased to ensure compliance with applicable SHSGP grant guidance and statutory regulations. The monitoring process is designed to assess a recipient agency's compliance with applicable state and federal guidelines.

Monitoring is accomplished utilizing various methods including desk monitoring and on-site visits. There are two primary areas reviewed during monitoring activities - financial and programmatic monitoring. Financial monitoring is the review of records associated with the purchase and disposition of property, projects and contracts. Programmatic monitoring is the observation of equipment purchased, protocols and other associated records. Various levels of financial and programmatic review may be accomplished during this process.

Desk monitoring is the review of projects, financial activity and technical assistance between FDEM and the applicant via e-mail and telephone. On-Site Monitoring are actual visits to the recipient agencies by a Division representative who examines records, procedures and equipment.

### Frequency of annual monitoring activity:

Each year the FDEM will conduct monitoring for up to 50% of their sub-grantees. It is important to note that although a given grant has been closed, it is still subject to either desk or on-site monitoring for a five year period following closure.

### Areas that will be examined include:

- Management and administrative procedures;
- Grant folder maintenance;
- Equipment accountability and sub-hand receipt procedures;
- Program for obsolescence;
- Status of equipment purchases;
- Status of training for purchased equipment;
- Status and number of response trainings conducted to include number trained;
- Status and number of exercises;
- Status of planning activity;
- Anticipated projected completion;
- Difficulties encountered in completing projects;
- Agency NIMS/ICS compliance documentation;
- Equal Employment Opportunity (EEO Status);
- Procurement Policy

FDEM may request additional monitoring/information if the activity, or lack thereof, generates questions from the region, the sponsoring agency or FDEM leadership. The method of gathering this information will be determined on a case-by-case basis.

Desk monitoring is an on-going process. Recipients will be required to participate in desk top monitoring on an annual basis and as determined by the FDEM. This contact will provide an opportunity to identify the need for technical assistance (TA) and/or a site visit if the FDEM determines that a recipient is having difficulty completing their project.

As difficulties/deficiencies are identified, the respective region or sponsoring agency will be notified by the program office via email. Information will include the grant recipient agency name, year and project description and the nature of the issue in question. Many of the issues that arise may be resolved at the regional or sponsoring agency level. Issues that require further TA will be referred to the FDEM for assistance. Examples of TA include but are not limited to:

- ✦ Equipment selection or available vendors
- ✦ Eligibility of items or services
- ✦ Coordination and partnership with other agencies within or outside the region or discipline
- ✦ Record Keeping
- ✦ Reporting Requirements
- ✦ Documentation in support of a Request for Reimbursement

On-Site Monitoring will be conducted by the FDEM or designated personnel. On-site Monitoring visits will be scheduled in advance with the recipient agency POC designated in the grant agreement.

The FDEM will also conduct coordinated financial and grant file monitoring. These monitoring visits will be coordinated with the capability review visits. Subject matter experts from other agencies within the region or state may be called upon to assist in the form of a peer review as needed.

All findings related to the capability review will be documented and maintained within the FDEM.

#### **On-site Monitoring Protocol**

On-site Monitoring Visits will begin with those grantees that are currently spending or have completed spending for that federal fiscal year (FFY). Site visits may be combined when geographically convenient. There is a financial and programmatic on-site monitoring checklist to assist in the completion of all required tasks.

#### **Site Visit Preparation**

A letter will be sent to the recipient agency Point of Contact (POC) outlining the date, time and purpose of the site visit before the planned arrival date.

The appointment should be confirmed with the grantee in writing (email is acceptable) and documented in the grantee folder.

The physical location of any equipment located at an alternate site should be confirmed with a representative from that location and the address should be documented in the grantee folder before the site visit.

#### **On-Site Monitoring Visit**

Once FDEM personnel have arrived at the site, an orientation conference will be conducted. During this time, the purpose of the site visit and the items FDEM intends to examine will be identified. If financial monitoring visit will be conducted, they will then explain their objectives and will proceed to perform the financial review.

FDEM personnel will review all files and supporting documentation. Once the supporting documentation has been reviewed, a tour/visual/spot inspection of equipment will be conducted.

Each item should be visually inspected whenever possible. Bigger items (computers, response vehicles, etc.) should have an asset decal (information/serial number) placed in a prominent location on each piece of equipment as per recipient agency requirements. The serial number should correspond with the appropriate receipt to confirm purchase. Photographs should be taken of the equipment (large capitol expenditures in excess of \$1,000. per item).

If an item is not available (being used during time of the site visit), the appropriate documentation must be provided to account for that particular piece of equipment. Once the tour/visual/spot inspection of equipment has been completed, the FDEM personnel will then conduct an exit conference with the grantee to review the findings.

Other programmatic issues can be discussed at this time, such as missing quarterly reports, payment voucher/reimbursement, equipment, questions, etc.

**Post Monitoring Visit**

FDEM personnel will review the on-site monitoring review worksheets and backup documentation as a team and discuss the events of the on-site monitoring.

Within 30 calendar days of the site visit, a monitoring report will be generated and sent to the grantee explaining any issues and corrective actions required or recommendations. Should no issues or findings be identified, a monitoring report to that effect will be generated and sent to the grantee. The grantee will submit a Corrective Action Plan within a timeframe as determined by the FDEM. Noncompliance on behalf of sub-grantees is resolved by management under the terms of the Sub grant Agreement.

The On-Site Monitoring Worksheets, the monitoring report and all back up documentation will then be included in the grantee's file.

**K. Programmatic Point of Contact**

| Contractual Point of Contact                                                                                                                                                       | Programmatic Point of Contact                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Michael J. Day<br>FDEM<br>2555 Shumard Oak Blvd.<br>Tallahassee, FL 32399-2100<br>(850) 488-9441<br><a href="mailto:michael.day@em.myflorida.com">michael.day@em.myflorida.com</a> | Andrea Becraft<br>FDEM<br>2555 Shumard Oak Blvd.<br>Tallahassee, FL 32399-2100<br>(850) 410-3457<br><a href="mailto:Andrea.becraft@em.myflorida.com">Andrea.becraft@em.myflorida.com</a> |

**L. Contractual Responsibilities**

- The FDEM shall determine eligibility of projects and approve changes in scope of work.
- The FDEM shall administer the financial processes.

## Attachment B

### Program Statutes, Regulations and Special Conditions

- 1) 53 Federal Register 8034
- 2) 31 U.S.C. §1352
- 3) Chapter 473, Florida Statutes
- 4) Chapter 215, Florida Statutes
- 5) E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR Part 66, Common rule
- 6) Uniform Relocation Assistance and Real Property Acquisitions Act of 1970
- 7) Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975
- 8) Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593
- 9) Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.)
- 10) Title I of the Omnibus Crime Control and Safe Streets Act of 1968,
- 11) Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act
- 12) 28 CFR applicable to grants and cooperative agreements
- 13) Omnibus Crime Control and Safe Streets Act of 1968, as amended,
- 14) 42 USC 3789(d), or Victims of Crime Act (as appropriate);
- 15) Title VI of the Civil Rights Act of 1964, as amended;
- 16) Section 504 of the Rehabilitation Act of 1973, as amended;
- 17) Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990);
- 18) Title IX of the Education Amendments of 1972;
- 19) Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations,
- 20) 28 CFR Part 42, Subparts C,D,E, and G
- 21) Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part

39

### Special Conditions

#### Article I – Financial Guidelines

1. The grantee and any sub grantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to DHS grants are listed below:

##### A. Administrative Requirements

1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments



2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)
3. 44 CFR Part 10, Environmental Considerations

#### **B. Cost Principles**

1. 2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87)
2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
3. 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122)
4. 48 CFR 31.2, Federal Acquisition Regulations (FAR), Contracts with Commercial Organizations

#### **C. Audit Requirements**

1. OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

### **Article II – Financial Reports (FDEM Form 1 & 2) Required Quarterly**

The recipient shall submit the Financial Report (FDEM Form 1 & 2) within 30 days of the end of the first Federal quarter covering the grant period of performance. The recipient shall submit quarterly reports thereafter until the grant ends and final payment is received. Reports are due on January 31, April 30, July 31 and October 30. A report must be submitted for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Future reimbursement requests may be withheld if these reports are delinquent. The Close-Out Report (FDEM Form 5) is due within sixty (60) days after the end date of the performance period.

### **Article III – Summary Description of Project**

The FY 2011 Homeland Security Grant Program (HSGP) funding shall be used for costs related to preparedness activities associated with implementing the State Homeland Security Strategy, any respective Urban Area Security Strategies, and the investments identified during the application period. The HSGP consists of the State Homeland Security Program (SHSP), the Urban Area Security Initiative (UASI), the Citizen Corps Program (CCP), the Metropolitan Medical Response System (MMRS) program, and Operation Stonegarden (OPSG). Together, these programs provide an integrated mechanism to enhance the coordination of National Priority efforts to prevent, respond to, and recover from terrorist attacks, major disasters and other emergencies.

### **Article IV – National Environmental Policy Act (NEPA)**

The recipient shall comply with all applicable Federal, State, and local environment and historic preservation (EHP) requirements and shall provide any information requested by FEMA to ensure compliance with applicable laws including: National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, and Executive Orders on Floodplains (11988), Wetlands (11990) and Environmental Justice (12898). Failure of the recipient to meet Federal, State, and local EHP requirements and obtain applicable permits may jeopardize Federal funding. Recipient shall not undertake any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA, including but not limited to communication towers, physical security enhancements, new construction, and modifications to buildings that are 50 years old or greater. Recipient must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Any construction activities that have been initiated prior to the full EHP review could result in a non-compliance finding. For your convenience, here is the screening form link: (The Screening Form is available at: [www.fema.gov/doc/government/grant/bulletins/info329\\_final\\_screening\\_memo.doc](http://www.fema.gov/doc/government/grant/bulletins/info329_final_screening_memo.doc)). For these types of projects, grantees must complete the FEMA EHP Screening Form (OMB Number 1660-0115/FEMA Form 024-0-01) and submit it, with all supporting documentation, to their respective FDEM grant manager for review. Grantees should submit the FEMA EHP Screening Form for each project as soon as possible upon receiving their grant award.

#### **Article V- Specific Acknowledgements and Assurances**

All recipients of financial assistance must acknowledge and agree and require any sub-recipients, contractors, successors, transferees, and assignees acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance review or complaint investigation conducted by Florida Division of Emergency Management and Department of Homeland Security.
2. Recipients must give Florida Division of Emergency Management and Department of Homeland Security access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or programs guidance.
3. Recipients must submit timely, complete, and accurate reports to Florida Division of Emergency Management and maintain appropriate back up documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed program guidance.

5. If, during the past three years, the recipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to Florida Division of Emergency Management and the DHS Office of Civil Rights and Civil Liberties.
6. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to Florida Division of Emergency Management which will then be forwarded to DHS Component. The United States has the right to seek judicial enforcement of these obligations.

#### **Article VI – Lobbying Prohibitions**

None of the funds provided under an award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning the award or renewal of any Federal contract, grant, loan, cooperative agreement. These lobbying prohibitions can be found at 31 U.S. C. 1352.

#### **Article VII– Acknowledge of Federal Funding from DHS**

The recipient agrees that all allocations and use of funds under this grant will be in accordance with the FY 2012 Homeland Security Grant Program (HSGP) guidance and application kit. Also recipients will comply to acknowledge Federal funding when issuing statements, press releases, request for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

#### **Article VIII – Copyright**

Recipients will comply with requirements that publications or other exercise copyright for any work first produced under Federal financial assistance awards hereto related unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations). For any scientific, technical, or other copyright work based on or containing first data produces under this award, including those works published in academic, technical or professional journals, symposia proceedings, or similar works, the recipient grants the Government a royalty-free, nonexclusive and irrevocable license to reproduce, display, distribute copies, perform, disseminate, or prepare derivative works and to authorize others to do so, for

Government purposes in all such copyrighted works. The recipient shall affix the applicable copyright notices of 17 U.S.C. 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under an award.

#### **Article IX – Use of DHS Seal, Logo and Flags**

Recipients must obtain DHS's approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likeness of Coast Guard officials.

#### **Article X– Activities Conducted Abroad**

Recipients will comply with requirements that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and those appropriate licenses, permits, or approvals are obtained.

#### **Article XI– Fly America Act of 1974**

Recipients will comply with the requirements of the Preference for U.S. Flag Air Carriers: Travel supported by U.S. Government funds requirement, which states preference for the use of U.S. flag air carriers (air carriers holding certificates under 49 U.S.C. 41102) for international air transportation of people and properly to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B138942.

#### **Article XII– GPD – Drug-Free Workplace Regulations**

Recipients will comply with the requirements of the Drug-Free Workplace Act of 1988 (41 U.S.C 707 et seq.), which requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. These regulations are codified at 2 CFR 3001.

#### **Article XIII – Trafficking Victims Protection Act of 2000**

Recipients will comply with requirements of the government-wide term which implements Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104), located at 2 CFR Part 175. This is implemented in accordance with OMB Interim Final Guidance, Federal Register, Volume 72, No. 218, November 13, 2007. In accordance with the statutory requirement, in each agency award under which the funding is provided to a

private entity, Section 106(g) of the TVPA, as amended, required the agency to include a condition that authorizes the agency to terminate the award, without penalty, if the recipient or a sub-recipient – (a) Engages in severe forms of trafficking in persons during the period of time that the award is in effect; (b) Procures a commercial sex act during the period of time the award is in effect; or (c) Uses forced labor in the performance of the award or sub-awards under the award. Full text of the award term is provided at 2 CFR 175.15.

#### **Article XIV – Civil Rights Act of 1964**

Recipients will comply with the requirements of the title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation, in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

#### **Article XV – Civil Rights Act of 1968**

Recipients will comply with the requirements of Titles VII of the Civil Rights Act, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwelling, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (42 U.S.C. 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 CFR Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground floor units in buildings without elevators) be designed and constructed with certain accessible features (see 24 CFR 100.201).

#### **Article XVI – American with Disabilities Act of 1990**

Recipients will comply with the requirements of Titles I, II, III of the Americans with Disabilities Act, which prohibits recipients from discriminating on the basis of disability in the operation of the public entities, public and private transportation systems, places of the public accommodation, and certain testing entities (42 U.S.C. 12101-12213).

#### **Article XVII – Age Discrimination Act of 1975**

Recipients will comply the requirements of the Age discrimination Act of 1975 (42 U.S.C. 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance.

#### **Article XVIII – Title IX of the Education Amendments of 1972**

Recipients will comply with the requirements Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) which provides that no person in the United States will, on the basis of

sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. These regulations are codified at 44 CFR Part 19.

#### **Article XIX– Rehabilitation Act of 1973**

Recipients will comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as amended, which provides that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to the discrimination under any program or activity receiving Federal financial assistance. These requirements pertain to the provision of benefits or services as well as to employment.

#### **Article XX – Limited English Proficiency**

Recipients will comply with the requirements of Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with title VI, recipients must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Recipients are encouraged to consider the need for language services for LEP persons served or encounters both in developing budgets and in conducting programs and activities. For assistance and information regarding LEP obligations, go to <http://www.lep.gov>.

#### **Article XXI– Animal Welfare Act of 1966**

Recipients will comply with the requirements of the Animal Welfare Act, as amended (7 U.S.C. 2131 et seq.), which requires that minimum standards of care and treatment be provided for vertebrate animals bred for commercial sale, used in research, transported for commercial sale, or exhibited to the public. Recipients must establish appropriate policies and procedures for the humane care and use of animals based on the Guide for the Care and Use of Laboratory Animals and comply with the Public Health Service Policy and Government Principles Regarding the Care and Use of Animals.

#### **Article XXII – Clean Air Act of 1970 and Clean Air Act of 1977**

Recipients will comply with the requirements of 42 U.S.C. 7401 et seq. and Executive Order 11738, which provides for the protection and enhancement of the quality of the nation's air resources to promote public health and welfare and for restoring and maintain the chemical, physical, and biological integrity of the nation's waters is considered research for other purposes.

#### **Article XXIII– Protection of Human Subjects**

Recipients will comply with requirements of the Federal regulations at 45 CFR Part 46, which requires recipients to comply with the applicable provisions/law for protection of human subjects for purposes of research. Recipients must also comply with the requirements of DHS Management Directive 026-04, Protection of Human Subjects, prior to implementing any work with human subjects. For purposes of 45 CFR Part 46, research means a systematic investigation, including research, development, testing, and evaluation, designed to develop or contribute to general knowledge. Activities that meet this definition constitutes research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. The regulations specify additional protections for research involving human fetuses, pregnant women, and neonates (Subpart B); prisoners (Subpart C); and children (Subpart D). The use of autopsy materials is governed by applicable state and local law and is not directly regulated by 45 CFR Part 46.

#### **Article XXIV– National Flood Insurance Act of 1968**

Recipients will comply with the requirements of Section 1306(c) of the National Flood Insurance Act, as amended, which provided for benefit payments under the Standard Flood Insurance Policy for demolition or relocation of a structure insured under the Act that is located along the shore of a lake or other body of water and that is certified by an appropriate State or local land use authority to be subject to imminent collapse or subsidence as a result of erosion or undermining caused by waves exceeding anticipated cyclical levels. These regulations are codified at 44 CFR Part 663.

#### **Article XXV– Flood Disaster Protection Act of 1973**

Recipients will comply with the requirements of the Flood Disaster Act of 1973, as amended (42 U.S.C. 4001 et seq.), which provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within one year of the identification. The flood insurance purchase requirement applies to both public and private applicants for DHS support. Lists of flood prone areas that are eligible for flood insurance are published in the Federal Registry by FEMA.

#### **Article XXVI – Coastal Wetlands Planning, Protection, and Restoration Act of 1990**

Recipients will comply with the requirements of Executive Order 1190, which provides that federally funded construction and improvements minimize the destruction, loss or degradation of wetlands. The Executive Order provides that, in furtherance of Section 101(b) (3) of NEPA (42 U.S.C. 4331(b) (3)), Federal agencies, to the extent permitted by law, must avoid undertaking or assisting with new construction located in wetlands unless the head of the agency finds that there is no practicable alternative to such construction, and that the proposed action includes all practicable measures to minimize harm to wetlands that may result from such use. In making this finding, the head of the agency may take into account economic, environmental, and other

pertinent factors. The public disclosure requirement described above also pertains to early public review of any plans or proposals for new construction in wetlands. This is codified at 44CFR Part 9.

#### **Article XXVII – USA Patriot Act of 2001**

Recipients will comply with the requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. 175-175c. Among other things, it prescribes criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose. The act also establishes restrictions on access to specified materials. “Restricted persons,” as defined by the act, may not possess, ship, transport, or receive any biological agent or toxin that is listed as a select agent.



Attachment C

**JUSTIFICATION OF ADVANCE PAYMENT**

**RECIPIENT:**

Indicate by checking one of the boxes below if you are requesting an advance. If an advance payment is requested, budget data on which the request is based must be submitted. Any advance payment under this Agreement is subject to s. 216.181(16), Florida Statutes. The amount which may be advanced shall not exceed the expected cash needs of the Recipient within the initial three months of the Agreement.

|                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> <b>NO ADVANCE REQUESTED</b><br><br>No advance payment is requested. Payment will be solely on a reimbursement basis. No additional information is required. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>ADVANCE REQUESTED</b><br><br>Advance payment of \$ _____ is requested. Balance of payments will be made on a reimbursement basis. These funds are needed to pay staff, award benefits to clients, duplicate forms and purchase start-up supplies and equipment. We would not be able to operate the program without this advance. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**ADVANCE REQUEST WORKSHEET**

If you are requesting an advance, complete the following worksheet

| DESCRIPTION |                                                                              | (A)<br>FFY 20__ | (B)<br>FFY 20__ | (C)<br>FFY 20__ | (D)<br>Total |
|-------------|------------------------------------------------------------------------------|-----------------|-----------------|-----------------|--------------|
| 1           | INITIAL CONTRACT ALLOCATION                                                  |                 |                 |                 |              |
| 2           | FIRST THREE MONTHS CONTRACT EXPENDITURES <sup>1</sup>                        |                 |                 |                 |              |
| 3           | AVERAGE PERCENT EXPENDED IN FIRST THREE MONTHS<br>(Divide line 2 by line 1.) |                 |                 |                 |              |

<sup>1</sup> First three months expenditures need only be provided for the years in which you requested an advance. If you do not have this information, call your consultant and they will assist you.

**MAXIMUM ADVANCE ALLOWED CALCULATION:**

$$\text{Cell D3} \quad \times \quad \$ \quad \text{DEM Award} \quad = \quad \text{MAXIMUM ADVANCE}$$

(Do not include any match)

**REQUEST FOR WAIVER OF CALCULATED MAXIMUM**

[ ] Recipient has no previous DEM/DCA contract history. Complete Estimated Expenses chart and Explanation of Circumstances below.

[ ] Recipient has exceptional circumstances that require an advance greater than the Maximum Advance calculated above.

Complete estimated expenses chart and Explanation of Circumstances below. Attach additional pages if needed.

**ESTIMATED EXPENSES**

| <b>BUDGET CATEGORY</b>                                             | <b>20__-20__ Anticipated Expenditures for First Three Months of Contract</b> |
|--------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>ADMINISTRATIVE COSTS</b><br>(Include Secondary Administration.) |                                                                              |
| <b>PROGRAM EXPENSES</b>                                            |                                                                              |
| <b>TOTAL EXPENSES</b>                                              |                                                                              |

**Explanation of Circumstances:**

**Attachment D**  
**Warranties and Representations**

**Financial Management**

Recipient's financial management system must include the following:

- (1) Accurate, current and complete disclosure of the financial results of this project or program
- (2) Records that identify the source and use of funds for all activities. These records shall contain information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.
- (3) Effective control over and accountability for all funds, property and other assets. Recipient shall safeguard all assets and assure that they are used solely for authorized purposes.
- (4) Comparison of expenditures with budget amounts for each Request for Payment. Whenever appropriate, financial information should be related to performance and unit cost data.
- (5) Written procedures to determine whether costs are allowed and reasonable under the provisions of the applicable OMB cost principles and the terms and conditions of this Agreement.
- (6) Cost accounting records that are supported by backup documentation.

**Competition**

All procurement transactions shall be done in a manner to provide open and free competition. The Recipient shall be alert to conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure excellent contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the Recipient, considering the price, quality and other factors. Solicitations shall clearly set forth all requirements that the bidder or offeror must fulfill in order for the bid or offer to be evaluated by the Recipient. Any and all bids or offers may be rejected when it is in the Recipient's interest to do so.

**Code of conduct**

The Recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by public grant funds if a real or apparent conflict of interest would be involved. Such a conflict 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, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. The standards of conduct shall provide for disciplinary actions to be applied for violations of the standards by officers, employees, or agents of the Recipient.

**Business Hours**

The Recipient shall have its offices open for business, with the entrance door open to the public, and at least one employee on site, from \_\_\_\_\_

\_\_\_\_\_

**Licensing and Permitting**

All subcontractors or employees hired by the Recipient shall have all current licenses and permits required for all of the particular work for which they are hired by the Recipient.

Attachment E

Certification Regarding  
Debarment, Suspension, Ineligibility  
And Voluntary Exclusion

Subcontractor Covered Transactions

- (1) The prospective subcontractor of the Recipient, \_\_\_\_\_, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
- (2) Where the Recipient's subcontractor is unable to certify to the above statement, the prospective subcontractor shall attach an explanation to this form.

SUBCONTRACTOR:

\_\_\_\_\_

By: \_\_\_\_\_

Signature

\_\_\_\_\_

Recipient's Name

\_\_\_\_\_

Name and Title

\_\_\_\_\_

DEM Contract Number

\_\_\_\_\_

Street Address

\_\_\_\_\_

City, State, Zip

\_\_\_\_\_

Date

## Attachment F

### Statement of Assurances

The Recipient hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements 28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
2. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
3. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act.
4. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
5. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
6. It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
7. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
8. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
9. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of Investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

10. It will comply, and assure the compliance of all its sub grantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.

11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

12. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the Grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.

15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

16. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS) As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620

**Attachment G**  
**Reimbursement Checklist**

**Please Note: FDEM reserves the right to update this check list throughout the life of the grant to ensure compliance with applicable federal and state rules and regulations.**

**Equipment**

- 1. Have all invoices been included?
- 2. Has an AEL # been identified for each purchase?
- 3. If service/warranty expenses are listed, are they only for the performance period of the grant?
- 4. Has proof of payment been included? (E.g. canceled check, Electronic Funds Transfer (EFT) confirmation, or P-Card back up documentation which will include receipt with vendor, copy of credit card statement showing expense charged, and payment to credit card company for that statement)
- 5. If EHP form needed – has copy of it and approval from State/DHS been included?

**Planning**

**Consultants/Contractors (Note: this applies to contractors also billed under Organization)**

- 1. Does the amount billed by consultant add up correctly?
- 2. Has all appropriate documentation to denote hours worked been properly signed?
- 3. Have copies of all planning materials and work product (e.g. meeting documents, copies of plans) been included? (If a meeting was held by recipient or contractor/consultant of recipient, an agenda and sign-up sheet with meeting date must be included).
- 4. Has the invoice from consultant/contractor been included?
- 5. Has proof of payment been included? (E.g. canceled check, Electronic Funds Transfer (EFT) confirmation, or P-Card back up documentation which will include receipt with vendor, copy of credit card statement showing expense charged, and payment to credit card Company for that statement).
- 6. Has Attachment E (found within Agreement with FDEM) been completed for this consultant and included in the reimbursement package?

**Salary Positions (Note: this applies to positions billed under M&A and Organization as well)**

- 1. Have the following been provided: signed time sheet by employee and supervisor and proof that employee was paid for time worked (statement of earnings, copy of payroll check or payroll register)? Has a time period summary sheet been included for total claimed amount?



- 2. Does the back-up documentation provided match the time period for which reimbursement is being requested?

Training

- 1. Is the course DHS approved? Is there a course or catalog number? If not, has FDEM approved the non-DHS training? Is supporting documentation included your reimbursement request?
- 2. Have sign-in sheets, rosters and agenda been provided?
- 3. If billing for overtime and/or backfill, has a spreadsheet been provided that lists attendee names, department, # of hours spent at training, hourly rate and total amount paid to each attendee? Have print outs from entity's financial system been provided as proof attendees were paid? For backfill, has a clear delineation/cross reference been provided showing who was backfilling who?
- 4. Have the names on the sign-in sheets been cross-referenced with the names of the individuals for whom training reimbursement costs are being sought?
- 5. Has any expenditures occurred in support of the training (e.g., printing costs, costs related to administering the training, planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment)? If so, receipts and proof of payment must be submitted. (E.g. canceled check, Electronic Funds Transfer (EFT) confirmation, or P-Card back up documentation which will include receipt with vendor, copy of credit card statement showing expense charged, and payment to credit card Company for that statement).

Exercise

- 1. Has documentation been provided on the purpose/objectives of the exercise? Such as, SITMAN/EXPLAN.
- 2. If exercise has been conducted - has after-action report been included? Have sign-in sheets, agenda, rosters been provided?
- 3. If billing for overtime and backfill, has a spreadsheet been provided that lists attendee names, department, # of hours spent at exercise, hourly rate and total paid to each attendee? Have print outs from entity's financial system been provided to prove attendees were paid? For backfill, has a clear delineation/cross reference been provided showing who was backfilling who?
- 4. Have the names on the sign-in sheets been cross-referenced with the names of the individuals for whom exercise reimbursement costs are being sought?
- 5. Has any expenditures occurred on supplies (e.g., copying paper, gloves, tape, etc) in support of the exercise? If so, receipts and proof of payment must be submitted. (E.g. canceled check, Electronic Funds Transfer (EFT) confirmation, or P-Card back up documentation to include receipt with vendor, copy of credit

card statement showing expense charged, and payment to credit card Company for that statement).

6. Has any expenditures occurred on rental of space/locations for exercises planning and conduct, exercise signs, badges, etc.? If so, receipts and proof of payment must be submitted. (E.g. canceled check, Electronic Funds Transfer (EFT) confirmation, or P-Card back up documentation to include receipt with vendor, copy of credit card statement showing expense charged, and payment to credit card Company for that statement).

Travel/Conferences

1. Have all receipts been turned in such as: airplane receipts, proof of mileage, toll receipts, hotel receipts, car rental receipts, registration fee receipts and parking receipts? Are these receipts itemized? Do the dates of the receipts match the date(s) of travel/conference? Does the hotel receipt have a zero balance? If applicable, have a travel authorization and travel reimbursement form been included to account for per diem, mileage and other travel expenses which have been reimbursed to the traveler by sub grantee?
2. If travel is a conference has the conference agenda been included?
3. Has proof of payment to traveler been included? (E.g. canceled check, Electronic Funds Transfer (EFT) confirmation, or copy of payroll check if reimbursed through payroll).

Organization

1. If billing for overtime and backfill, has a spreadsheet been provided that lists attendee names, department, # of hours spent at EOC, hourly rate and total paid to each attendee? Have print outs from entity's financial system been provided to prove attendees were paid? For backfill, has a clear delineation/cross reference been provided showing who was backfilling who?

Matching Funds

1. Contributions are from Non Federal funding sources.
2. Contributions are from cash or in-kind contributions which may include training investments.
3. Contributions are not from salary, overtime or other operational costs unrelated to training.

For All Reimbursements - The Final Check

1. Have Forms 3, 4a, 4b and 4c been completed and included with each request for reimbursement?
2. Have the costs incurred been charged to the appropriate POETE category?
3. Does the total on Form 3 match the totals on Forms 4a, 4b and 4c?

- 4. Has Form 3 been signed by the Grant Manager?
- 5. Has the reimbursement package been entered into sub grantee's records/spreadsheet?
- 6. Have the quantity and unit cost been notated on Form 4b?