

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20070104

1. ACTION REQUESTED/PURPOSE: Authorize Chair to execute Modifications to agreements for the Florida Department of Community Affairs Contracts: #05-DS-2N-06-45-01-105, and #06DS-3W-13-00-21-347. These modifications revise the scope of work for a grant funded planner position that supports the Southwest Florida Regional Domestic Security Task Force.

2. FUNDING SOURCE: Grant—No County Match

3. WHAT ACTION ACCOMPLISHES: Provides additional duties for the planner position.

4. MANAGEMENT RECOMMENDATION: Staff recommends approval.

4. Departmental Category: Public Safety (07)

C7A

5. Meeting Date:
February 13, 2007

6. Agenda:

- Consent**
- Administrative**
- Appeals**
- Public**
- Walk-On**

7. Requirement/Purpose: (specify)

- Statute**
- Ordinance**
- Admin. Code**
- Other**

8. Request Initiated:

Commissioner _____
Department EM Management Program
Division *Medical Public Safety*
By: John D. Wilson, Director

9. Background:

The Board of County Commissioners approved agreements with the Florida Department of Community Affairs that provide financial support, through Lee County, for a planner position that performs jobs and tasks for the regional domestic security task force. The modifications revise the jobs and tasks to be performed by this position from those that were initially agreed to.

Attachment: Four (4) copies of Modification to Contract #05DS-2N-06-45-01-105
 Four (4) copies of Modification to Contract #06DS-3W-13-00-21-347

10. Review for Scheduling:

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services				County Manager/P.W. Director
					Analyst	Risk	Grants	Mgr	
<i>[Signature]</i>	<i>[Signature]</i>			<i>[Signature]</i>	<i>CA 1/31/07</i>	<i>MR 1/31/07</i>	<i>GR 1/31/07</i>	<i>MG 1/31/07</i>	<i>2-1-07</i>

11. Commission Action:

- Approved**
- Deferred**
- Denied**
- Other**

RECEIVED BY COUNTY ADMIN:	<i>1/31 1:30 MR</i>
COUNTY ADMIN FORWARDED TO:	<i>1/31 4:00 MR</i>
	<i>1 to PR</i>

Rec. by CoAtty	<i>[Signature]</i>
Date:	<i>1/31/07</i>
Time:	<i>10:50 AM</i>
Forwarded To:	<i>Admin 1-31-07</i>

MODIFICATION # 1 TO GRANT AGREEMENT

This Modification is made and entered into by and between the State of Florida Division of Emergency Management, ("the Division"), and **Lee County** ("the Recipient") to modify the Division's Contract Number **07DS-5N-09-46-01-275**, dated November 20, 2006 ("the agreement").

WHEREAS, the Division and the Recipient have entered into the Agreement, pursuant to which the Division has provided a sub grant of **\$75,000** to Recipient; and

WHEREAS, the Agreement expires on January 31, 2008; and

WHEREAS, the Division and the Recipient desire to modify the Agreement by revising the Scope of Work, Attachment A..

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

1. The Scope of Work, Attachment A to this Agreement, is hereby modified, and the revised Attachment A, Scope of Work, to this Modification, which is attached hereto and incorporated herein by reference, is added. The revised Scope of Work provides more definitive duties for the planner position.

2. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

3. All provisions of the Agreement being modified and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective as of the date of the last execution of this Modification by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the dates set out herein.

RECIPIENT: LEE COUNTY

BY: _____

NAME & TITLE: _____

DATE: _____

STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT

BY: _____

NAME & TITLE: W. Craig Fugate, Director of the Division of Emergency Management

DATE: _____

Budget Detail Worksheet

The Recipient is required to provide a completed budget detail worksheet, to the Division, which accounts for the total award for FY 2006, Issue 04 as described in the "Proposed Program Budget".

If any changes need to be made to the "Budget Detail Worksheet", after the execution of this contract, contact the contract manager listed in this contract via email or letter.

Budget Detail Worksheet #04 – Eligible Activities			
Allowable Planning Costs	Quantity	Unit Cost	Total Cost
Public Education/Outreach			
Develop and implement homeland security support programs and adopt ongoing DHS national initiatives			
Develop and enhance plans and protocols			
Develop or conduct assessments			
Establish, enhance, or evaluate Citizen Corps-related volunteer programs			
Hiring of full or part-time staff or contractors/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)			64,500
Conferences to facilitate planning activities			
Materials required to conduct planning activities			5,000
Travel/per diem related to planning activities			5,500
Overtime and backfill costs – Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours) related to the planning activities for the development and implementation of the programs under HSGP.			
TOTAL			75,000

Scope of Work

Funding is provided to perform eligible activities as identified in the Office of Grants and Training Fiscal Year 2006 State Homeland Security Grant Program (SHSGP), consistent with the Department of Homeland Security State Strategy. Eligible activities are outlined in the Scope of Work for each category below:

I. Categories and Eligible Activities

Planning, Training and Exercises for Local and Regional Efforts

FY2006 SHSGP, Issue #4, allowable costs are **hiring full or part-time staff to assist with authorized regional planning activities for the Regional Domestic Security Task Force (RDSTF)**. Authorized regional planning related activities, to be performed by the full or part-time staff, will be determined by the RDSTF and approved by the RDSTF Chair and Co-Chair. Each category's authorized costs have been listed in more detail below.

A. Regional Planning

Coordinating the Development of and enhancement of regional plans and protocols, including but not limited to:

- Developing or enhancing EOPs and operating procedures
- Developing terrorism prevention/deterrence 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 or enhancing border security plans

- Developing or enhancing cyber security plans
- 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 updating local or regional communications plans
- Developing plans to support and assist special needs 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 NRP.

Coordinating regional assessments, including but not limited to:

- Assessments and exercises of existing catastrophic incident response and recovery plans and capabilities to identify critical gaps that cannot be met by existing local and state resources
- Activities which directly support the identification of specific catastrophic incident priority response and recovery projected needs
- Activities which directly support the identification and advance preparation of pre-designated temporary housing sites; for example:
 - Conducting assessments and studies to identify qualified candidate sites
 - Obtaining accurate site surveys and existing utility information
 - Coordinating zoning requirements and necessary permits and/or waivers
 - Coordinating environmental impact requirements related to a selected site
 - Coordinating historic preservation requirements related to a selected site.

Primary actives may include:

This is responsible professional work with the Florida Division of Emergency Management, serving the Regional Domestic Security Task Force (RDSTF).

- The RDSTF Planner will also assist with the coordination of Personal Protective Equipment (PPE) and training needs of First Responders.
- The RDSTF Planner gathers information relating to equipment and training needs, checks in equipment, distributes equipment, and gives written reports to the appropriate RDSTF personnel .
- The RDSTF Planner maintains and updates the RDSTF Master Roster and Major Incident Contact List.
- The RDSTF Planner maintains regional websites and databases.
- The RDSTF Planner attends RDSTF meetings.
- The RDSTF Planner coordinates regional initiatives and activities with the Office of Domestic Security.
- Extensive contact is made with regional Emergency Management, local law enforcement agencies, fire departments, health agencies, Emergency Medical Services, schools, and a variety of local businesses.
- The RDSTF Planner may act as staff support to select State Working Group committees.
- The RDSTF Planner must exercise discretion in dealing with confidential and extremely sensitive issues.
- This position may include a background investigation including a drug screen.

B. Other Eligible Expenses

Materials required to conduct planning activities

Travel/per diem related to planning activities

Travel expenses

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 to administer programs within the FY2006 SHSGP

C. Unauthorized Expenditures

- Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc.)
- General-use computers and related equipment
- General-use vehicles
- Licensing fees
- Weapons systems and ammunition
- Construction or renovation of facilities that would have been reasonably necessary due to non-terrorist threats
- Activities unrelated to the completion and implementation of the SHSGP
- Other items not in accordance with the Authorized Equipment List or previously listed as allowable costs
- Recurring 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.

II. National Preparedness Initiatives

Urban Areas are strongly encouraged to pay close attention to the language in these sections in order to stay abreast of initiatives being highlighted by DHS and to comply with associated program requirements.

A. National Incident Management System (NIMS)

NIMS provides a consistent nationwide approach for federal, state, territorial, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size or complexity. Since receipt of HSGP funds is contingent upon NIMS compliance the recipient should prioritize preparedness assistance (in accordance with the eligibility and allowable uses of the grant) to facilitate its continued implementation.

1. **FY 2006 NIMS Compliance:**
 - State, local, and Tribal entities are required to become fully compliant with NIMS by the end of FY 2006 (September 30, 2006). Entities are required to meet the FY 2006 NIMS implementation requirements as a condition of receiving Federal preparedness funding assistance in FY 2007.
 - States must establish a planning process that incorporates the appropriate procedures to ensure the effective communication and implementation of NIMS requirements across the State and local governments.
2. Additional information about NIMS implementation and resources for achieving compliance are available through the NIMS Integration Center (NIC). The NIC web page, <http://www.fema.gov/nims>, is updated regularly with NIMS information and implementation guidance.

B. Monitoring

Florida Division of Emergency Management US Department of Homeland Security Grants Program Grant Monitoring Process

Florida has enhanced the state and local capability and capacity to prevent, prepare and respond to terrorist threats since 1999 through various funding sources including federal grant funds. As the steward of the State Homeland Security Grant Program funds, projects and equipment the Florida Division of Emergency Management (FDEM) has a responsibility to track and monitor the status of the grant activity and items purchased or developed.

The monitoring process detailed in this document is designed to assess a recipient agency's compliance with applicable state and federal guidelines. The FDEM is responsible for monitoring the programmatic and capability portion of the grant to include equipment procurement and compliance with applicable DHS grant guidance.

Monitoring is accomplished utilizing various methods including desk monitoring and site visits. There are two primary areas reviewed during monitoring activities - financial and programmatic/capability. Financial monitoring is the review of records associated with the purchase and disposition of property, projects and contracts. Capability review 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 defined as the review of projects, financial activity and technical assistance between the program office and the applicant via e-mail and telephone. Site visits are defined as actual visits to the recipient agency's location by a team or members of FDEM or their designee, to actually observe records, procedures and equipment.

For Planning the Division reserves the option to request access to any document, as described below, at anytime during the contract period:

- If the Recipient chooses to enhance/develop a plan, parts of a plan, SOP/SOG, or other documentation then, the Division will require the review of a draft copy of this document for NIMS compliance. The Division will only be making recommendations.
- If the Recipient chooses to enhance/develop a mutual aid agreement, the Division will require a copy of said agreement.
- If the Recipient chooses to enhance/develop a GIS database product, the Division will require access to the layer or database.
- If the Recipient chooses to enhance/develop public information related materials, the Division will require a copy of said materials.
- If the Recipient chooses to participate in a Domestic Security related meeting or conference, the Division will require a copy of the agenda *prior* to the meeting and a roster *after* the meeting.
- If the Recipient chooses to conduct an assessment, we will require a copy of the completed assessment. Since these are secure documents, they should be submitted on CD.

For Training the Division reserves the option to request access to any document, as described below, at anytime during the contract period:

- If the Recipient chooses to conduct training, the Division will require the title of course, instructor's name and a list of attendees *prior* to course delivery. *After* the course has been delivered, the Division will require a roster of actual participants.

For Exercise the Division reserves the option to request access to any document, as described below, at anytime during the contract period:

- If the Recipient chooses to conduct an exercise, an After Action Report should be submitted to the Division no later than thirty (30) days after the conclusion of the exercise.
- Participating in exercises will count towards the site visits.

Site 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, FDEM personnel may request copy of plans and/or procedures or participate in training or exercises.

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

Post Site Visit

FDEM personnel will review the site visit worksheet as a team and receive notes from the Financial Review Team, if applicable.

Within 15 days of the site visit, a monitoring report will be generated and sent to the grantee explaining any citations and corrective actions or recommendations. The Site Visit Worksheet and reports will then be included in the grantee's file along with any documents distributed at the site visit by the grantee.

III. Reporting Requirements

A. Quarterly Programmatic Reporting:

Programmatic Reporting Schedule

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.

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

Programmatic Reporting: Information to Report On

After the end of each reporting period, for the life of the contract, the Division will provide a Biannual Strategy and Implementation Report worksheet to the Recipient Point of Contact listed in this contract. This worksheet will contain all of the information that the Recipient needs to report on. The Recipient is to complete this worksheet in its entirety and email the finished product to the programmatic contact listed below. The first worksheet will be available after the July 1 – September 30, 2006 reporting period.

- B. **Project Items:**
All plans developed or enhanced, under the terms of this contract, must be presented to the Office of Domestic Security and may be presented to the appropriate State Working Group committee for review and approval prior to the contract end date.
- C. **Reimbursement Requests:**
An invoice or purchase order must accompany each request for reimbursement. A request for reimbursement may be sent to the Office of Criminal Justice Grants for review and approval at anytime during the contract period.
- D. **Close-out Programmatic Reporting:**
The Close-out Report is due to the Florida Division of Emergency Management no later than 60 days after the contract is either completed or the contract has expired.

III. Points of Contact

Contractual Point of Contact	Programmatic Point of Contact
Dianne Smith Florida Division of Emergency Management 2555 Shumard Oak Blvd. Tallahassee, FL 32399-2100 (850) 413-9966 Dianne.Smith@dca.state.fl.us	Farrah Gosford Florida Division of Emergency Management 2555 Shumard Oak Blvd Tallahassee, FL. 32399 850-413-9974 Farrah.gosford@dca.state.fl.us

MODIFICATION # 1 TO GRANT AGREEMENT

This Modification is made and entered into by and between the State of Florida, Department of Community Affairs, ("the Department"), and **Lee County** ("the Recipient") to modify the Department's Contract Number **06DS-3W-13-00-21-347**, dated February 1, 2006 ("the agreement").

WHEREAS, the Department and the Recipient have entered into the Agreement, pursuant to which the Department has provided a sub grant of **\$75,000** to Recipient; and

WHEREAS, the Agreement expires on February 28, 2007; and

WHEREAS, the Department and the Recipient desire to modify the Agreement by revising the Scope of Work, Attachment A..

NOW, THEREFORE, in consideration of the mutual promises of the parties contained herein, the parties agree as follows:

1. The Scope of Work, Attachment A to this Agreement, is hereby modified, and the revised Attachment A, Scope of Work, to this Modification, which is attached hereto and incorporated herein by reference, is added. The revised Scope of Work provides more definitive duties for the planner position.

2. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

3. All provisions of the Agreement being modified and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective as of the date of the last execution of this Modification by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this document as of the dates set out herein.

RECIPIENT: LEE COUNTY

BY: _____

NAME & TITLE: _____

DATE: _____

STATE OF FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS

BY: _____

NAME & TITLE: W. Craig Fugate, Director of the Division of Emergency Management

DATE: _____

Scope of Work

Funding is provided to perform eligible activities as identified in the Office for Domestic Preparedness Fiscal Year 2005 State Homeland Security Grant Program (SHSGP), consistent with the Department of Homeland Security State Strategy. Eligible activities are outlined in the Scope of Work for each category below:

I. Categories and Eligible Activities

Planning, Training and Exercises for Local and Regional Efforts

FY2005 SHSGP, Issue 08b, allowable costs are **hiring full or part-time staff to assist with authorized regional planning activities for the Regional Domestic Security Task Force (RDSTF)**. Authorized regional planning related activities, to be performed by the full or part-time staff, will be determined by the RDSTF and approved by the RDSTF Chair and Co-Chair. Each category's authorized costs have been listed in more detail below.

A. Regional Planning

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

- Developing or enhancing EOPs and operating procedures
- Developing terrorism prevention/deterrence 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 or enhancing border security plans
- Developing or enhancing cyber security plans
- 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 updating local or regional communications plans
- Developing plans to support and assist special needs 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 NRP.

Developing or conducting assessments, including but not limited to:

- Conducting point vulnerability assessments at critical infrastructure sites/key assets and develop remediation/security plans
- Conducting cyber risk and vulnerability assessments
- Conducting assessments and exercises of existing catastrophic incident response and recovery plans and capabilities to identify critical gaps that cannot be met by existing local and state resources
- Activities which directly support the identification of specific catastrophic incident priority response and recovery projected needs
- Activities which directly support the identification and advance preparation of pre-designated temporary housing sites; for example:
 - Conducting assessments and studies to identify qualified candidate sites
 - Obtaining accurate site surveys and existing utility information
 - Coordinating zoning requirements and necessary permits and/or waivers
 - Coordinating environmental impact requirements related to a selected site
 - Coordinating historic preservation requirements related to a selected site.

Primary actives may include:

This is responsible professional work with the Florida Division of Emergency Management, serving the Regional Domestic Security Task Force (RDSTF).

- The RDSTF Planner will also assist with the coordination of Personal Protective Equipment (PPE) and training needs of First Responders.
- The RDSTF Planner gathers information relating to equipment and training needs, checks in equipment, distributes equipment, and gives written reports to the appropriate RDSTF personnel.
- The RDSTF Planner maintains and updates the RDSTF Master Roster and Major Incident Contact List.
- The RDSTF Planner maintains regional websites and databases.
- The RDSTF Planner attends RDSTF meetings.
- The RDSTF Planner coordinates regional initiatives and activities with the Office of Domestic Security.
- Extensive contact is made with regional Emergency Management, local law enforcement agencies, fire departments, health agencies, Emergency Medical Services, schools, and a variety of local businesses.
- The RDSTF Planner may act as staff support to select State Working Group committees.

- The RDSTF Planner must exercise discretion in dealing with confidential and extremely sensitive issues.
- This position may include a background investigation including a drug screen.

B. Other Eligible Expenses

Materials required to conduct planning activities

Travel/per diem related to planning activities

Travel expenses

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 to administer programs within the FY2005 SHSGP

C. Unauthorized Expenditures

- Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc.)
- General-use computers and related equipment
- General-use vehicles
- Licensing fees
- Weapons systems and ammunition
- Construction or renovation of facilities that would have been reasonably necessary due to non-terrorist threats
- Activities unrelated to the completion and implementation of the SHSGP
- Other items not in accordance with the Authorized Equipment List or previously listed as allowable costs
- Recurring 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.

II. National Preparedness Initiatives

Urban Areas are strongly encouraged to pay close attention to the language in these sections in order to stay abreast of initiatives being highlighted by DHS and to comply with associated program requirements.

A. National Incident Management System (NIMS)

NIMS provides a consistent nationwide approach for federal, state, territorial, tribal, and local governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size or complexity. Since FY2005 is a critical year for initial NIMS adoption, the Recipient should start now by prioritizing FY2005 preparedness assistance (in accordance with the eligibility and allowable uses of the grant) to facilitate its implementation.

1. Minimum FY2005 NIMS Compliance Requirements

- Incorporating NIMS into existing training programs and exercises;
- Ensuring that federal preparedness funding supports NIMS implementation (in accordance with the eligibility and allowable uses of the grants);
- Incorporating NIMS into emergency operations planning;
- Promotion of mutual aid agreements; and,
- Institutionalizing the use of the Incident Command System (ICS).

2. FY 2006 and FY 2007 Requirements

In order for the Division to receive FY2006 preparedness funding, the minimum FY2005 compliance requirements described above must be met. Additional information about NIMS compliance and resources for achieving compliance will be forthcoming from the NIC. The NIC web page, <http://www.fema.gov/nims>, will be updated regularly with NIMS information and implementation guidance.

III. Reporting Requirements

A. Semi-Annual Programmatic Reporting:

The Semi-Annual Programmatic Report is due within 15 days after the end of the reporting periods (See Below) 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.

Programmatic Reporting Schedule

Reporting Period	Report due to DEM no later than
January 1 through June 30\	July 15
July 1 through December 31	January 15

Programmatic Reporting: Information to Report On

After the end of each reporting period, for the life of the contract, the Division will provide a Biannual Strategy and Implementation Report worksheet to the Recipient Point of Contact listed in this contract. This worksheet will contain all of the information that the Recipient needs to report on. The Recipient is to complete this worksheet in its entirety and email the finished product to the programmatic contact listed below. The first worksheet will be available after the July 1 - December 31, 2005 reporting period.

B. Project Items:

All plans developed or enhanced, under the terms of this contract, must be presented to the Office of Domestic Preparedness and may be presented to the State Working Group Operations Committee for review and approval prior to the contract end date.

C. Reimbursement Requests:

An invoice or purchase order must accompany each request for reimbursement. A request for reimbursement may be sent to the Office of Criminal Justice Grants for review and approval at anytime during the contract period.

D. Close-out Programmatic Reporting:

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

III. Points of Contact

Contractual Point of Contact	Programmatic Point of Contact
Dianne Smith Florida Division of Emergency Management 2555 Shumard Oak Blvd. Tallahassee, FL 32399-2100 (850) 413-9966 Dianne.Smith@dca.state.fl.us	Farrah Gosford Florida Division of Emergency Management 2555 Shumard Oak Blvd Tallahassee, FI 32399 850-413-9974 Farrah.gosford@dca.state.fl.us