

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

Blue Sheet No. 20060032

1. ACTION REQUESTED/PURPOSE: Approve Modification #2 to agreement #05-DS-2N-09-46-01-256 with the Department of Community Affairs to extend the agreement from November 30, 2005 to March 31, 2006.

2. WHAT ACTION ACCOMPLISHES: Provides additional time for Lee County to complete RDSTF plans, procedures, SOPs, protocols, assessments, specifications and standards.

3. MANAGEMENT RECOMMENDATION: Staff requested extension, and therefore recommends approval.

4. Departmental Category: ?

C7B

5. Meeting Date:

01-31-2006

6. Agenda:
 Consent
 Administrative
 Appeals
 Public
 Walk-On

7. Requirement/Purpose: (specify)
 Statute
 Ordinance
 Admin. Code
 Other

8. Request Initiated:
 Commissioner
 Department Emergency Management
 Division Public Safety
 By: **John D. Wilson, Director**

9. Background: On September 20, 2005, the Lee County Board of County Commissioners approved an extension to November 30, 2005. However, additional time is required complete the scope of work.

Attachment 1—Four Copies of Modification #2 to Agreement

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>	N/A		<i>[Signature]</i>	<i>[Signature]</i> 1/18/06	<i>[Signature]</i> 1/19-06	<i>[Signature]</i> 1/19/06	<i>[Signature]</i> 1/19/06	<i>[Signature]</i> 1/19/06

11. Commission Action:

- Approved
- Deferred
- Denied
- Other

RECEIVED BY COUNTY ADMIN: *[Signature]*
 1-19-06
 9:09
 COUNTY ADMIN FORWARDED TO: *[Signature]*
 1/19/06
 1/20

Rec. by CoAtty
 Date: 1/18/06
 Time: 3:40 pm
 Forwarded To: *[Signature]*

MODIFICATION #2 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 Board of County Commissioners** ("the Recipient") to reinstate and to modify the Department's Contract Number **05-DS-2N-09-46-01-256**, dated 07/01/04 ("the agreement").

WHEREAS, the Department and the Recipient have entered into the Agreement, pursuant to which the Department has provided a sub grant of **\$64,583** to Recipient; and

WHEREAS, the Agreement expired on November 30, 2005; and

WHEREAS, the Department and the Recipient desire to reinstate the Agreement and to modify the Agreement by extending it and by amending the Scope of Work.

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

1. The Agreement is hereby reinstated as though it had not expired.
2. Paragraph 3, Period of Agreement, is hereby amended to have an expiration date for the Agreement of March 31, 2006. Final requests for reimbursement should be submitted no later than thirty (30) days after the termination date of the contract. Any requests received after April 30, 2006 may, in the discretion of the Department, not be reimbursed from this Agreement.
3. The Scope of Work, Attachment A to this Agreement, is hereby amended, and the Revised Attachment A, Scope of Work, III. Reporting Requirements to this Modification, which is attached hereto and incorporated herein by reference, is added. This Scope of Work contains the revised reporting periods and requirements.
4. 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.
5. 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 BOARD OF COUNTY COMMISSIONERS

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: _____

Revised Scope of Work

Funding is provided to perform eligible activities as identified in the Office for Domestic Preparedness Fiscal Year 2004/2005 State Homeland Security Grant Program (SHSGP), consistent with the Department of Homeland Security State Homeland Strategy. Eligible activities are outlined in the Scope of Work for each category below.

I. Categories

6. REGIONAL PLANNING

1. Eligible Activities

Projects to be accomplished with funds provided during the contract period may include, but are not limited to the following:

a. Regional Domestic Security Task Force (RDSTF) Plan Development

Plan integration with State/Local Plans, Agency Response Plans
Forward-State Emergency Response Team (F-SERT) Integration
Incident Management Team (IMT) Integration

b. Conduct Regional Assessments

- 1) Identifying/Quantifying Resources
- 2) Assessing Regional Capabilities/Shortfalls/Capacity
- 3) Establish Credentialing System/Standards, Resource Typing

c. Regional Response Team Protocols, Assessments, Specifications and Standards

Populate Regional Databases to include:

- A. Enhance State Emergency Operations Center Mapper
- B. Establish the procedures for Emergency Operations Centers to interact to coordinate a unified response
- C. Identify Regional Assets
- D. Capabilities

Vulnerability Assessments

- 1) Implement and Utilize Homeland Security Comprehensive Assessment Model (HLS CAM)
- 2) Capabilities/Shortfalls

Additional Eligible Costs

- 1) Hiring of full or part-time staff or contractors/consultants to assist with any of the above activities (not for the purpose of hiring public safety personnel).
- 2) Conferences to facilitate activities listed above
- 3) Materials required to conduct activities listed above
- 4) Travel/per diem related to above activities

2. Report Project Items

- a. Final versions of Regional Domestic Security Task Force (RDSTF) Plans, Procedures, SOPs
- b. Results of the Regional Assessments
- c. Final versions of Regional Response Team Protocols, Assessments, Specifications and Standards
- d. Populate Regional Databases
- e. Vulnerability Assessments

3. Planning Programmatic Point of Contact

For programmatic questions pertaining to the Planning portion of this contract contact:

Farrah Gosford
850-413-9974
Farrah.Gosford@dca.state.fl.us

Unauthorized Expenditures

Unauthorized program expenditures are applicable to each selected activity (-ies) and include:

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
Activities unrelated to the completion and implementation of the State Homeland Security Program (SHSP)
Construction or renovation of facilities
Recurring Costs

II. Reporting Requirements

Reporting requirements are applicable to each selected activity (-ies)

A. Programmatic Reporting:

The Financial History Report/Status Report must be filed on a monthly basis and is due within 15 days after the end of the reporting period for the life of this contract. These reports must be filed whether or not a reimbursement is requested. If a report(s) is delinquent, future financial reimbursements will be withheld until the reporting is current.

THESE MONTHLY REPORTS MUST INCLUDE:

- 1. Detailed explanation of activities completed and progress made on project**
- 2. Currently anticipated contract completion date**
- 3. Detailed accounting of funds expended and encumbered during reporting time period, even if reimbursement is not currently being claimed**
- 4. Details on any known or anticipated delays in project's progress**

The Close-out Report is due to FDEM no later than 60 days after the contract is either completed or expired.

1. Reporting Schedule

Reporting Period	Report due to DEM no later than
Monthly	15 days beyond the month due

2. Financial History Report/Status Report may be mailed to:

Tina Quick, Contract Manager
Department of Community Affairs
Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

B. Report Project Items – As applicable to selected activity (-ies)