SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM

SUBJECT: Modification of the Emergency Management Preparedness & Assistance (EMPA) Trust Fund Base Grant Agreement

DEPARTMENT: Public Safety DIVISION: Emergency Management

AUTHORIZED BY: Kenneth M. Roberts  CONTACT: Maureen Long  EXT. 5121

Agenda Date 4/12/05  Regular □ Consent □ Work Session □ Briefing □ Public Hearing – 1:30 □ Public Hearing – 7:00 □

MOTION/RECOMMENDATION:
Approve and authorize Chairman to execute Modification of Agreement between the State of Florida Department of Community Affairs and Seminole County for additional funds.

BACKGROUND:
The Emergency Management Preparedness and Assistance Trust Fund (EMPA) provides a funding mechanism to assist local government in enhancing Emergency Management program capabilities.

The EMPA Grant amount for Seminole County for the fiscal year 2004/05 is $102,959. The Department of Community Affairs/Division of Emergency Management received an increase in this year’s Federal Emergency Management Performance Grant award and is increasing Seminole County’s grant amount by $40,363 for a total of $143,322.

The increased amount of $40,363 will be allocated in the mid-year process.

Reviewed by:
Co Atty: 
DFS: 
Other: 
DCM: 
CM: 

File No. CPSEM02
March 2, 2005

MEMORANDUM

TO          Emergency Management Director

FROM: Dee Giles, Community Assistance Consultant
Division of Emergency Management

SUBJECT: Modification of EMPA Base Grant Agreement

IMPORTANT

Please read the attached document carefully. This modification increases the amount of funds to be provided to you in your Fiscal Year 2004-05 EMPA Base Grant Agreement. **You must provide a written notice of acceptance of these additional funds.**

If you have any questions regarding this modification, please call me at (850) 413-9940.

/dg

Attachment
March 2, 2005

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Mr. Ken Roberts, Director
Seminole County Department of Public Safety
150 Bush Boulevard
Sanford, Florida 32773

RE: AWARD LETTER
Agreement # 05BG-04-06-69-01-232

Dear Mr. Roberts:

In accordance with Section IV, Modification of Contract, this Award Letter serves as a legal modification to your Base Grant Agreement. This Award Letter provides FEDERAL funds to your County in the amount of $40,363.

These federal funds continue to require a dollar for dollar non-federal match. Please ensure that your County can provide the required additional match before accepting these funds.

This Award Letter increases your County's total amount of funding under this Agreement to $143,322. You must return the attached budget form (Attachment A-I) showing the anticipated expenditure of the Federal funds. All other terms and conditions of the Agreement shall remain in full force and effect. Please make this a part of your Agreement file.
Should the County not wish to accept these additional funds, then the County must provide notice to the Department within (30) days of receipt of this Award Letter. Otherwise, the county shall provide to the Department its written notice of acceptance within forty-five (45) days of receipt of the Award Letter. The terms of this Agreement shall be considered to have been modified to include the additional funds upon receipt of the written notice of acceptance. This is in accordance with Section IV. Modification of Contract.

Rule 9G-19.006(4), Florida Administrative Code provides for the reallocation of any unspent (State EMPA) Base Grant funds. All funds were utilized by the counties in Fiscal Year 2003-04; therefore, no funds are available for reallocation for Fiscal Year 2004-05.

You may indicate your acceptance of these funds by signing and returning a copy of this Award letter and the attached budget page to Ms. Dee Giles, Department of Community Affairs, Division of Emergency Management, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100.

Respectfully,

[Signature]

W. Craig Fugate, Director
Division of Emergency Management

WCF/dgs
Attachment

I accept the additional funds and agree to all terms and conditions as set forth in the EMPA Base Grant Agreement.

County: Seminole

Authorized Official: Carlton D. Henley
Title: Chairman

Date: ________________________________
Attachment A-

Budget

The anticipated expenditures for the Categories listed below are for the Emergency Management Performance (EMPG) **Federal** portion of this subgrant only (Paragraph (17)(d), FUNDING/CONSIDERATION).

<table>
<thead>
<tr>
<th>Category</th>
<th>Anticipated Expenditures Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Fringe Benefits</td>
<td>$_____________________________</td>
</tr>
<tr>
<td>Other Personal Services</td>
<td>$_____________________________</td>
</tr>
<tr>
<td>Expenses</td>
<td>$ 40,363</td>
</tr>
<tr>
<td>Operating Capital Outlay</td>
<td>$_____________________________</td>
</tr>
<tr>
<td>Fixed Capital Outlay</td>
<td>$_____________________________</td>
</tr>
<tr>
<td>Management &amp; Admin. Costs (not to exceed 2.5%)</td>
<td>$_____________________________</td>
</tr>
<tr>
<td><strong>Total Federal Funds</strong></td>
<td>$ 40,363</td>
</tr>
</tbody>
</table>
FEDERAL RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

Federal Program $40,363

COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

Chapter 252, Florida Statutes
Rule Chapters 9G-6, 9G-11, and 9G-19, Florida Administrative Code
44 CFR, (Code of Federal Regulations) Part 13 (Common Rule)
44 CFR, Part 302
OMB Circular A-87 and A-133
48 CFR, Part 31

STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

SUBJECT TO SECTION 215.97, FLORIDA STATUTES:

State Project (list State awarding agency, Catalog of State Financial Assistance title and number)

State Awarding Agency: Department of Community Affairs

Catalog of State Financial Assistance Title: Emergency Management Programs

Catalog of State Financial Assistance Number: 52008

State Grant Amount: $105,806 (minus deduction of $2,847 12 mos. satellite service)

COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

Pursuant to Section 252.373, Florida Statutes and Rule Chapter 9G-19, Florida Administrative Code.