

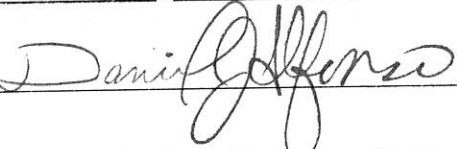
smaller components in order to circumvent the micro-purchase or small purchase thresholds so as to utilize streamlined acquisition procedures (e.g. "project splitting").

(33)ASSURANCES.

The Sub-Recipient shall comply with any Statement of Assurances incorporated as Attachment H.

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

**SUB-RECIPIENT: CITY OF MIAMI**

By: 

Name and Title: Daniel J. Alfonso, City Manager

Date: 11-28-16

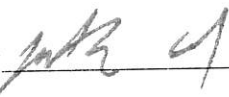
FID# 59-6000375

DUNS# 072220791

Include a copy of the designation of authority for the signatory, if applicable.

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**STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT**

By: 

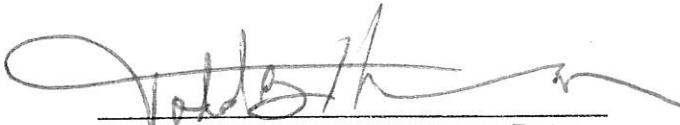
Name and Title: Jonathan Lord, Deputy Director

Date: 1/24/17

**ATTEST:**

**SPONSORING AGENCY:**

THE CITY OF MIAMI, a municipal Corporation of the State of Florida



Todd B. Hannon  
City Clerk

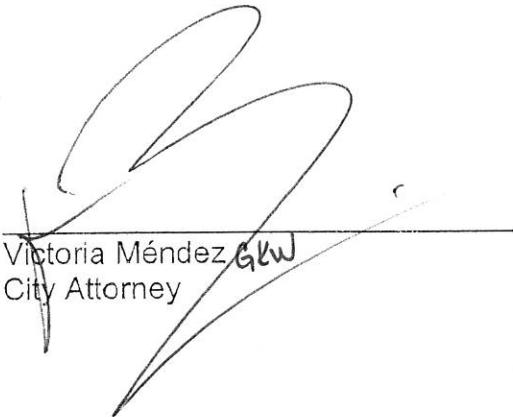
Date  
12/5/16



Daniel J. Alfonso  
City Manager

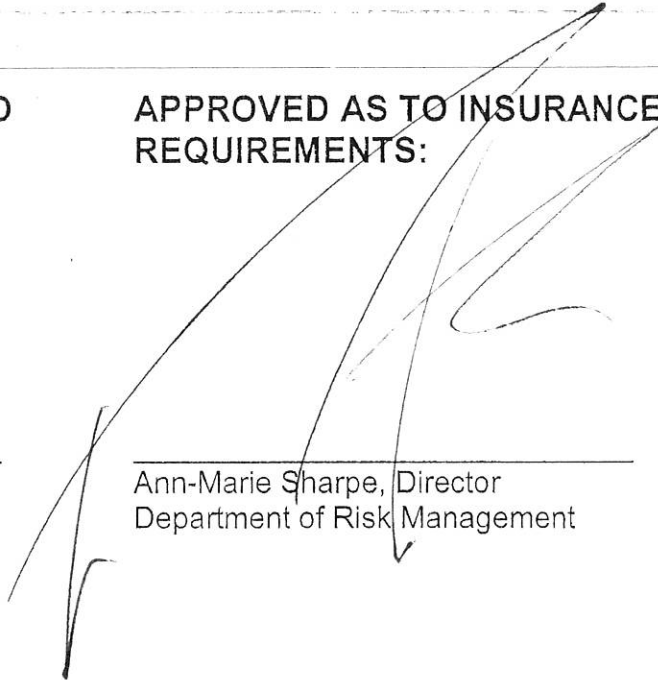
11-28-16

**APPROVED AS TO FORM AND  
CORRECTNESS:**



Victoria Méndez *GMW*  
City Attorney

**APPROVED AS TO INSURANCE  
REQUIREMENTS:**



Ann-Marie Sharpe, Director  
Department of Risk Management

EXHIBIT – 1

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

*NOTE: If the resources awarded to the Sub-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 U.S. Department of Homeland Security, Federal Emergency Management  
Catalog of Federal Domestic Assistance title and number: 97.067  
Award amount: **\$5,158,500.00**

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

*NOTE: If the resources awarded to the Sub-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:* Sub-recipient is to use funding to perform eligible activities as identified FY2016 Department of Homeland Security Notice of Funding Opportunity.
2. *Second applicable compliance requirement:* Sub-recipient is subject to all administrative and financial requirements as set forth in this Agreement or will not be in compliant with the terms of the Agreement.
3. *Third applicable requirement:* Sub-Recipient must comply with specific laws, rules, or regulations that pertain to how the awarded resources must be used or how eligibility determinations are to be made.

NOTE: 2 C.F.R. Part 200, 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 Sub-recipient.



## ATTACHMENT A PROPOSED PROGRAM BUDGET

Below is a general budget which outlines eligible categories and their allocation under this award. The Sub-recipient is to utilize the "Proposed Program Budget" as a guide for completing the "Budget Detail Worksheet" below.

The Equipment category will require Authorized Equipment List (AEL) reference number. The Authorized Equipment List (AEL) is a list of approved equipment types allowed under FEMA's preparedness grant programs. The intended audience of this tool is emergency managers, first responders, and other homeland security professionals. The list consists of 21 equipment categories divided into sub-categories, tertiary categories, and then individual equipment items. The AEL can be found at <http://beta.fema.gov/authorized-equipment-list>.

At the discretion of the Sub-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 5% of each Sub-recipient's total award may be expended on Management and Administration costs.

The **transfer of funds between the categories** listed in the "Proposed Program Budget" is **permitted**. However, the **transfer of funds between Issues is strictly prohibited**.

Grant	Sub-recipient Agency	Category/Issue	Amount Allocated
FY 2016 - State Homeland Security Grant Program – Urban Area Security Initiative	Miami/Fort Lauderdale UASI	Award Allocation – Issue 41	\$5,430,000
		State Management & Administration withheld 5%	\$271,500
		Expendable Award Allocation after 5% reduction	\$5,158,500
		LETP-Type Activities (25% of award allocation) This amount is not in addition to the remaining award amount but instead signifies the amount needed to meet the 25% requirement.	\$1,289,625
		Management and Administration (the dollar amount which corresponds to 5% of the total local agency allocation is shown in the column on the right).	\$257,925
<b>Total Award</b>			<b>\$5,158,500</b>
<b>State M &amp; A costs</b>			<b>\$271,500</b>

### BUDGET DETAIL WORKSHEET

The Sub-recipient is required to provide a completed budget detail worksheet, to the Division, which accounts for the total award as described in the "Proposed Program Budget".

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

Allowable Planning Costs	Quantity	Unit Cost	Total Cost
Developing hazard/threat-specific annexes that incorporate the range of prevention, protection, response, and recovery activities			
<b>Broward County Cyber Incident Response Annex, Line item 2016-01</b>	1	\$65,870.84	\$65,870.84
Developing and implementing homeland security support programs and adopting ongoing DHS national initiatives			
<b>Miami Dade Whole Community Planning Workshop; Line item 2016-49</b>	1	\$74,045.45	\$74,045.45
Developing related terrorism and other catastrophic event prevention activities			
Developing and enhancing plans and protocols			
<b>Miami Dade Unmet Needs Plan Development. This is a primarily a planning project to leverage whole community partners to document their capabilities and capacity to prepare for, respond to, and recover from an incident. This plan will identify social services resource to improve the resiliency of the county and its 34 municipalities; Line item 2016-47</b>	1	\$24,681.82	\$24,681.82
<b>Miami Dade Volunteer Reception Center Plan Development. The plan will produce a coordinated system for matching the skills and abilities of County employees, volunteer organizations, and spontaneous unaffiliated volunteers to assist the community during an emergency or disaster; Line item 2016-48</b>	1	\$54,300.00	\$54,300.00
Developing or conducting assessments			
<b>Miami Dade Conduct a geospatial hazard impact modeling utilizing HAZUS-MH Level 3 analysis, third party proprietary hazard modeling tools, and quantitative geospatial analysis to estimate the losses to natural and human-induced hazard events in Miami-Dade County; Line item 2016-45</b>	1	\$102,239.99	\$102,239.99
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)			
<b>Broward County Whole Community Planning: Integration of Volunteer &amp; Faith Based Organizations, Line item 2016-02</b>	1	\$65,870.84	\$65,870.84

<b>Broward Sheriff's Office CEMP/COOP/COG, Line item 2016-03</b>	<b>1</b>	<b>\$30,442.55</b>	<b>\$30,442.55</b>
<b>Hialeah License Plate Reader Analyst, Line item 2016-19</b>	<b>1</b>	<b>\$54,300.00</b>	<b>\$54,300.00</b>
<b>Hialeah EOC Planner, Line item 2016-20</b>	<b>1</b>	<b>\$44,427.27</b>	<b>\$44,427.27</b>
<b>Miami Emergency Management Planner (12 months). This position will assist with the development/revision of citywide emergency management plans such as the CEMP, COG and COOP; Line item 2016-32</b>	<b>1</b>	<b>\$49,363.64</b>	<b>\$49,363.64</b>
<b>Miami Emergency Management Planner (12 months). This position will assist with general planning responsibilities related to the implementation of the UASI grant program; Line item 2016-33</b>	<b>1</b>	<b>\$64,172.73</b>	<b>\$64,172.73</b>
<b>Miami Equipment Inventory Planner (12 months). This position will be responsible for resource management tracking and planning portion of the EHP process; Line item 2016-34</b>	<b>1</b>	<b>\$44,427.27</b>	<b>\$44,427.27</b>
<b>Miami 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 2016-62</b>	<b>1</b>	<b>\$88,854.55</b>	<b>\$88,854.55</b>
<b>Miami Regional Planning, Training and Exercises Coordinator- this position includes the responsibilities of ensuring compliance with training courses as well as the coordination of necessary regional exercises; Line item 2016-63</b>	<b>1</b>	<b>\$75,032.73</b>	<b>\$75,032.73</b>
<b>Palm Beach Sheriff's Office Regional Metadata Planner, Line item 2016-65</b>	<b>1</b>	<b>\$29,618.18</b>	<b>\$29,618.18</b>
Materials required to conduct planning activities			
Travel/per diem related to planning activities			
<b>Miami Dade Planning, Training and Exercises: UASI Homeland Security Conference; Line item 2016-44</b>	<b>1</b>	<b>\$3,512.72</b>	<b>\$3,512.72</b>
Overtime and backfill costs (in accordance with operational Cost Guidance)			
Issuance of WHTI-compliant Tribal identification cards			
Activities to achieve planning inclusive of people with disabilities and others with access and functional needs			
Coordination with Citizen Corps Councils for public information/education and development of volunteers			
Update governance structures and process and plans for emergency communications			
Activities to achieve planning inclusive of people with limited English proficiency			

<b>TOTAL PLANNING EXPENDITURES</b>			<b>\$871,160.58</b>
<b>Allowable Training Costs</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes			
Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training			
Training Workshops and Conferences			
<b>Miami Planning, Training and Exercise. 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. Trainings will include ICS, Hazmat 160 and any other specialized courses needed due to staff attrition; Line item 2016-29</b>	<b>1</b>	<b>\$119,531.08</b>	<b>\$119,531.08</b>
<b>Regional Planning, Training and Exercise, Line item 2016-69</b>	<b>1</b>	<b>\$70,880.02</b>	<b>\$70,880.02</b>
<b>Miami Dade Tactical Life Saver Course DHS-13-29430; Line item 2016-71</b>	<b>1</b>	<b>\$17,557.66</b>	<b>\$17,557.66</b>
Activities to achieve training inclusive of people with disabilities and others with access and functional needs			
Full or Part-Time Staff or Contractors/Consultants			
Certification/Recertification of Instructors			
Travel			
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).			
Instructor certification/re-certification			



Coordination with Citizen Corps Councils in conducting training			
Interoperable communications training			
Activities to achieve training inclusive of people with limited English proficiency			
<b>TOTAL TRAINING EXPENDITURES</b>			<b>\$207,968.76</b>
<b>Allowable HSGP and LETP Organizational Activities</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred (up to 50 percent of the allocation)			
<b>Miami Operational OT for Special Events approved by FEMA, Line Item 2016-30</b>	<b>1</b>	<b>\$28,109.63</b>	<b>\$28,109.63</b>
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>Palm Beach Sheriff's Office Regional Fusion Analysts; Line item 2016-64</b>	<b>1</b>	<b>\$236,645.45</b>	<b>\$236,945.45</b>
<b>TOTAL ORGANIZATIONAL EXPENDITURES</b>			<b>\$265,055.08</b>
<b>Allowable Exercise Costs</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Design, Develop, Conduct and Evaluate an Exercise			
<b>Miami Dade Disaster Housing Table Top Exercise; Line item 2016-46</b>	<b>1</b>	<b>\$34,554.55</b>	<b>\$34,554.55</b>
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 and others with access and functional needs			
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 <i>OJP Financial Guide</i> . 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 <i>OJP Financial Guide</i> . 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).			
Interoperable communications exercises			
<b>TOTAL EXERCISE EXPENDITURES</b>			<b>\$34,554.55</b>



<b>Eligible Equipment Acquisition Costs</b> 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, are listed on the web-based version of the Authorized Equipment List (AEL) at <a href="http://beta.fema.gov/authorized-equipment-list">http://beta.fema.gov/authorized-equipment-list</a> .	Quantity	Unit Cost	Total Cost
<b>Personal protective equipment</b>			
Broward Sheriff's Office Mass Casualty Incident Protection for Fire Rescue – Ballistic Helmets, AEL #01LE-01-HLMT, Line item 2016-05	1	\$18,027.60	\$18,027.60
Broward Sheriff's Office Mass Casualty Incident Protection for Fire Rescue – Ballistic Vests, AEL #01LE-01-ARMR, Line item 2016-06	1	\$31,494.00	\$31,494.00
Palm Beach Sheriff's Office SWAT CBRNE Gas Mask and Amplifier; AEL #01AR-06-REUS and 030E-01-CTAC; Line item 2016-57	1	\$30,259.91	\$30,259.91
<b>Explosive device mitigation and remediation equipment</b>			
Broward Sheriff's Office Explosive Ordinance Device Team Portable X-Ray Unit, AEL #02EX-01-XRAP, Line item 2016-07	1	\$36,529.09	\$36,529.09
Miami Dade EOD 9A Bomb Suits (Med Eng); AEL #02PE-01-BSUT; Line item 2016-37	2	\$29,618.18	\$59,236.36
<b>CBRNE operational search and rescue equipment</b>			
Coral Gables Mobile Message Boards to Relay Emergency Messages; AEL #03OE-03-SIGN; Line item 2016-10	4	\$9,502.50	\$38,010.00
Coral Springs Police (211) Tactical Trauma Kits and (10) Refills; AEL #03OE-03-KTFA; Line item 2016-11	1	18,992.17	\$18,992.17
Coral Springs Police Night Vision for SWAT to include: helmet mounted binocular night vision, binocular and helmet mounts, Integrated Mount Univ. Night Sight (IMUNS), Clip on thermal imager w/eyepiece, batteries, case, special lighting and aiming laser; AEL #03OE-02-TILA and 04MD-01-LAMP, Line item 2016-12	1	\$73,799.88	\$73,799.88
Coral Springs Police Mobile Message Boards to Relay Emergency Messages, AEL #03OE-03-SIGN, Line item 2016-13	1	\$26,237.76	\$26,237.76
Miami Gardens Portable Elevated Surveillance Platform; AEL #03OE-07-ROVL; Line item 2016-36	1	\$118,663.27	\$118,663.27
Miami Dade Tactical Interoperable Communications Headset for SWAT; AEL #03OE-01-CTAC and 06CP-03-PRAC; Line item 2016-41	1	\$39,490.91	\$39,490.91
Miramar Thermal Imaging Camera; AEL #03OE-02-TILA; Line item 2016-50	2	\$9,237.91	\$18,475.82
Miramar eHydraulic Extrication Tools; AEL #03SR-02-TPHY; Line item 2016-52	2	\$29,618.18	\$59,236.36
Palm Beach Sheriff's Office Bomb Squad EOD Detection Kits/Multi-Meters; AEL #03OE-04-MMTR; Line item 2016-58	2	\$2,961.82	\$5,923.64
Pembroke Pines Portable Elevated Surveillance Platform; AEL #03OE-07-ROVL; Line item 2016-60	1	\$70,992.81	\$70,992.81
Sunrise SWAT Robot Accessories and Upgrades to include claw attachment kit, quick release FLIR attachment and hardshell transit case; AEL #03OE-07-UPGD; Line item 2016-74	1	\$12,713.11	\$12,713.11

Sunrise Portable Elevated Surveillance Platform; AEL #03OE-07-ROVL; Line item 2016-76	1	\$71,083.64	\$71,083.64
Information technology			
Broward Sheriff's Office DRT Digital Camera System will include: Digital Controller and Monitor, Mini High Resolution Camera, Camera Cable with 1000' breaking strength, 300' of coax cable, 48VDC LED Light and Helios Video Enhancement Module, AEL #04MD-01-UCAM, Line item 2016-04	1	\$14,809.09	\$14,809.09
Ft. Lauderdale Police SWAT Enhancement- Electronic Equipment to include tactical communications device, video camera and wireless transmission device; AEL #04MD-01-VCAM, 03OE-01-CTAC and 04SN-01-XMIT; Line item 2016-16	1	\$32,549.39	\$32,549.39
Miramar Incident Command System Software; AEL #04AP-05-CDSS, 04AP-01-CADS; Line item 2016-53	1	\$15,796.36	\$15,796.36
Miami Regional Incident command software system 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; AEL #04AP-05-CDSS, 04AP-03-GISS, 04SW-04-NETW; Line item 2016-67	1	\$123,409.09	\$123,409.09
Cyber Security Enhancement Equipment			
Hollywood Cybersecurity system to gather, analyze, and present information from network and security devices, identify and assess management applications, manage vulnerability and policy compliance, and centralize database and application logs. The overall focus will be on security and threat detection and management; AEL #05NP-00-IDPS and 05NP-00-SEIM; Line item 2016-21	1	\$60,836.73	\$60,836.73
Interoperable communications equipment			
Hialeah P25 Radio Microwave System, AEL #06CP-03-MWAV, Line item 2016-17	1	\$296,181.82	\$296,181.82
Hialeah Maintenance and Sustainment of P25 Radios and accessories; AEL #06CP-03-PRAC, 06CP-01-MOBL and 21GN-00-MAIN; Line item 2016-18	1	\$64,172.73	\$64,172.73
Miami Satellite Phone Sustainment Citywide (12 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, AEL #06CC-03-SATB, Line item 2016-28	1	\$24,681.82	\$24,681.82
Miramar Mobile Radio Repeaters; AEL #06CP-01-REPT; Line item 2016-51	1	\$19,745.45	\$19,745.45
Monroe APX6000 700/800 Portable Radios; AEL #06CP-01-MOBL; Line item 2016-55	1	\$95,691.41	\$95,691.41
Pembroke Pines Portable P25 Compliant Radios; AEL #06CP-01-PORT; Line item 2016-61	1	\$47,183.74	\$47,183.74
Ft. Lauderdale Region 7 Interoperable Communications Trailer Enhanced Capabilities to include a UHF Repeater; AEL #06CP-05-LPBX, 04HW-04-CABL, 21GN-00-INST and 21GN-00-MAIN; Line item 2016-72	1	\$36,134.18	\$36,134.18



<b>Ft. Lauderdale Region 7 Interoperable Communications Trailer Enhanced Capabilities to include a Cisco IP Phone System; AEL #06CP-05-LPBX, 04HW-04-CABL, 21GN-00-INST and 21GN-00-MAIN; Line item 2016-73</b>	1	\$22,460.45	\$22,460.45
<b>Detection Equipment</b>			
<b>Coral Gables Hazardous Materials Detection Equipment, AEL # 07CD-01-DPMG, Line item 2016-08</b>	1	\$19,745.45	\$19,745.45
<b>Palm Beach Sheriff's Office EOD Analyzer - Chemical and Explosives Detection Instrument; AEL #07ED-01-LASR; Line item 2016-59</b>	1	\$96,020.17	\$96,020.17
<b>Decontamination Equipment</b>			
<b>Medical supplies</b>			
<b>Sunrise FRTK-1 First Responder Trauma Kits for Police; AEL #09OE-03-KTFA; Line item 2016-75</b>	100	\$108.60	\$10,860.00
<b>Power equipment</b>			
<b>CBRNE Reference Materials</b>			
<b>CBRNE Incident Response Vehicles</b>			
<b>Miami Dade EOD Personnel Carrier capable of carrying four bomb technicians and a locked storage box in the bed of the vehicle; AEL #12VE-00-MISS; Line item 2016-38</b>	1	\$30,605.45	\$30,605.45
<b>Terrorism Incident Prevention Equipment</b>			
<b>Miramar Alert/Notification System; AEL #13IT-00-ALRT; Line item 2016-54</b>	1	\$5,923.64	\$5,923.64
<b>Miami Regional Emergency Notification System; AEL #13IT-00-ALRT; Line item 2016-68</b>	1	\$59,236.36	\$59,236.36
<b>Physical Security Enhancement Equipment</b>			
<b>Miami 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 backup center; AEL #14CI-01-COOP; Line item 2016-27</b>	1	\$10,860.00	\$10,860.00
<b>Miami 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; AEL # 14SW-01-VIDA,04HW-01-INHW, 04MD-03-DISP, 21GN-00-MAIN; Line item 2016-31</b>	1	\$177,709.09	\$177,709.09
<b>Miami Dade Security Cameras and Access Controls at Miami Dade FR HQ Complex; AEL # 14SW-01-VIDA, 14SW-01-PACS, 21GN-00-INST; Line item 2016-43</b>	1	\$286,309.09	\$286,309.09
<b>Sunrise Access Control at Fire Stations; AEL #14SW-01-PACS; Line item 2016-77</b>	1	\$35,541.82	\$35,541.82

Inspection and Screening Systems			
Animal and Plants			
CBRNE Prevention and Response watercraft			
Miami Beach CBRNE Prevention and Response Police boat with inflatable hull and full cabin, AEL #17WC-00-BOAT, Line item 2016-35	1	\$96,752.73	\$96,752.73
Miami Dade Open Center Console Vessel and Electronics; AEL #17WC-00-BOAT; Line item 2016-42	1	\$138,218.18	\$138,218.18
CBRNE Aviation Equipment			
CBRNE Logistical Support Equipment			
Hollywood Fold-out temporary shelter and standard mobilizer; AEL #19GN-00-HSSF; Line item 2016-22	1	\$59,832.68	\$59,832.68
Intervention Equipment			
Miami Dade Forensic Response Team Unit Enhancements to include: 4 inflatable lighting towers, 4 portable generators, 2 alternate light source detectors, 2 camera lenses; AEL # 20CS-02-UVLT, 20CS-02-SUPP, 030E-03-LTPA and 10GE-00-GENR; Line item 2016-39	1	\$32,481.27	\$32,481.27
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)			
Coral Gables Maintenance/Sustainment/Repair/Replacement for UASI Purchased Equipment; AEL #21GN-00-MAIN; Line item 2016-09	1	\$4,936.36	\$4,936.36
Ft. Lauderdale EOC Enhancements to include digital control hardware server Enterprise Control System, tablets, LED monitors, video conferencing and its installation or maintenance, AEL #21GN-00-OCEQ, 21GN-00-MAIN, 06CP-05-VCON, 04MD-03-DISP, 04HW-01-HHCD and 04HW-01-INHW, Line item 2016-14	1	\$70,984.91	\$70,984.91
Ft. Lauderdale CERT to include: medical bags, CERT backpacks, radios, Awards, and Instructor OT; AEL #21GN-00-CCEQ, and 19GN-00-BGPK, 06CP-01-PORT, 09ME-01-BAGM, Line item 2016-15	1	\$24,681.82	\$24,681.82
Key Biscayne Maintenance/Sustainment/Repair/Replacement for UASI Purchased Equipment; AEL #21GN-00-MAIN; Line item 2016-23	1	\$16,171.53	\$16,171.53
Miami Maintenance/Sustainment/Repair/Replacement for HSGP Purchased Equipment; AEL #21GN-00-MAIN, Line item 2016-25	1	\$321,221.00	\$321,221.00
Miami EOC Enhancements/Maintenance/Sustainment, AEL #21GN-00-OCEQ, Line item 2016-26	1	\$78,981.83	\$78,981.83
Miami Dade Fusion Center Operations to include 24 month license to SnapTrends Social Intelligence System; AEL #21GN-00-OCEQ and 13IT-00-DFSN; Line item 2016-40	1	\$24,681.82	\$24,681.82
Palm Beach County EOC Enhancements - IT Upgrades to include laptops, pcs, and ICS Software; AEL #21GN-00-OCEQ, 04AP-05-CDSS and 04HW-01-INHW; Line item 2016-56	1	\$132,203.72	\$132,203.72

<b>Palm Beach Sheriff's Office Regional Fusion Center Operations to include computer hardware and peripherals, software maintenance, DHS sponsored Training, alert system and TLO program support and office supplies/equipment; AEL #21GN-00-OCEQ, 04HW-01-INHW, 13IT-00-INTL, 13IT-00-ALRT; Line item 2016-66</b>	1	\$153,027.27	\$153,027.27
<b>Regional Citizen Corps/CERT Planning, Training Exercise and Equipment; AEL #21GN-00-CCEQ, 19GN-00-BGPK, 21CR-00-MEDI, 06CP-01-PORT; Line item 2016-70</b>	1	\$52,031.25	\$52,031.25
<b>TOTAL EQUIPMENT EXPENDITURES</b>			\$3,521,836.03
<b>Eligible Management and Administration Costs</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Hiring of full-time or part-time staff or contractors/consultants: to assist with the management of the respective grant program; application requirements, and compliance with reporting and data collection requirements			
<b>M &amp; A Personnel, Line item 2016-24</b>	1	\$257,925.00	\$257,925.00
Development of operating plans for information collection and processing necessary to respond to DHS/FEMA data calls			
Overtime and backfill costs – 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.			
Travel expenses			
Meeting-related expenses (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> ).			
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 agreement period: Recurring fees/charges associated with certain equipment, such as cell phones, faxes. Leasing and/or renting of space for newly hired personnel to administer programs within the grant program.			
<b>TOTAL M&amp;A EXPENDITURES</b>			\$257,925.00
<b>TOTAL EXPENDITURES</b>			\$5,158,500.00

## ATTACHMENT B

### SCOPE OF WORK

Sub-recipients must comply with all the requirements in 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).

Funding is provided to perform eligible activities as identified in the Domestic Homeland Security – Federal Emergency Management Agency National Preparedness Directorate Fiscal Year 2016 Homeland Security Grant Program (HSGP), consistent with the Department of Homeland Security State Strategy. Eligible activities are outlined in the Scope of Work for each category below:

#### I. Issue and Project Description

**Issue 41 – Urban Area Security Initiative (UASI):** The UASI Program assists high-threat, high-density Urban Areas in efforts to build, sustain, and deliver the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from acts of terrorism.

#### II. Categories and Eligible Activities

FY2016 allowable costs are divided into the following categories: **Planning, Organization, Exercise, Training, Equipment and Management and Administration** are allowable categories in this Agreement. Each category's allowable costs have been listed in the "Budget Detail Worksheet" above.

#### A. Allowable Planning Related Costs

- UASI funds may be used for a range of emergency preparedness and management planning activities and such as those associated with the development of the THIRA, SPR, continuity of operations plans and other planning activities that support the Goal and placing an emphasis on updating and maintaining a current EOP that conforms to the guidelines outlined in *CPG 101 v 2.0*.
- 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/FEMA national initiatives
- Developing related terrorism and other catastrophic event prevention activities
- Developing and enhancing plans and protocols
- Developing or conducting assessments
- Hiring of full- or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)
- Materials required to conduct planning activities
- Travel/per diem related to planning activities
- Overtime and backfill costs (in accordance with operational Cost Guidance)
- Issuance of WHTI-compliant Tribal identification card
- Activities to achieve planning inclusive of people with disabilities
- Coordination with Citizen Corps Councils for public information/education and development of volunteer programs

#### Additional Planning Information

FEMA's National Preparedness Directorate (NPD) offers technical assistance (TA) that is designed to provide sub-recipients and sub-sub-recipients with specialized expertise to improve their emergency plans and planning. TA deliveries are designed specifically to improve and

enhance the continuing development of state and local emergency management across the five mission areas of the National Preparedness Goal and across all core capabilities. TA provides the opportunity to engage emergency managers, emergency planners, and appropriate decision-makers in open discussion of options to improve plans and planning in light of their jurisdiction's needs. There is no cost to approved jurisdictions for DHS/FEMA TA.

TA deliveries combine current emergency management best practices with practical consideration of emerging trends, through discussion facilitated by DHS/FEMA contract specialists and with the support of FEMA Region operational specialists. While the invitation of participants is up to the requesting jurisdiction, DHS/FEMA encourages requesting jurisdictions to include the broadest practical range of its emergency managers and planners in all TA deliveries. TA deliveries should be made open to neighboring jurisdictions. As necessary, DHS/FEMA may also invite other Federal experts and practitioners to participate. Additionally, peer-to-peer representation may also be included from other jurisdictions that have recently used TA for the same planning issue.

The TA catalog, showing the full range of TA available across all five mission areas and by all providers, and the TA request form can be accessed at <http://www.fema.gov/national-incident-management-system/fema-technical-assistance-division>.

**B. Organization (SHSP and UASI Only)**

Organizational activities include:

- Program management;
- Development of whole community partnerships, through groups such as Citizen Corp Councils;
- Structures and mechanisms for information sharing between the public and private sector;
- Implementing models, programs, and workforce enhancement initiatives to address ideologically-inspired radicalization to violence in the homeland;
- Tools, resources and activities that facilitate shared situational awareness between the public and private sectors;
- Operational Support;
- 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 an 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; and
- Paying salaries and benefits for personnel to serve as qualified intelligence analysts.

States and Urban Areas must justify proposed expenditures of SHSP or UASI funds to support organization activities within their IJ submission. All SAAs are allowed to utilize up to 50 percent (50%) of their SHSP funding and all Urban Areas are allowed up to 50 percent (50%) of their UASI funding for personnel costs. At the request of a sub-recipient of a grant, the FEMA Administrator may grant a waiver of the 50 percent (50%) limitation noted above. Request for waivers to the personnel cap must be submitted by the SAA to GPD in writing on official letterhead, with the following information:

- Documentation explaining why the cap should be waived;
- Conditions under which the request is being submitted; and



- A budget and method of calculation of personnel costs both in percentages of the grant award and in total dollar amount. To avoid supplanting issues, the request must also include a three year staffing history for the requesting entity.

Organizational activities under SHSP and UASI include:

- **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 center 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. A certificate of completion of such training must be on file with the SAA and must be made available to the grantee's respective Headquarters Program Analyst 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 annual assessment.

- **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.
- **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. 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 for staffing State or Major Urban Area fusion centers;
  - Hiring of contracted security for critical infrastructure sites;
  - Participation in Regional Resiliency Assessment Program (RRAP) activities;
  - Public safety overtime;

- 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); and
- Increased border security activities in coordination with CBP

SHSP or UASI funds may only be spent for operational overtime costs upon prior approval provided in writing by the FEMA Administrator per instructions in IB 379.

### C. Allowable Exercise Related Costs

Exercises conducted with grant funding should be managed and conducted consistent with HSEEP. HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning is located at <https://www.fema.gov/exercise>.

- Design, Develop, Conduct, and Evaluate an Exercise
- Full- or part-time staff or contractors/consultants
- Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA exercises
- Implementation of HSEEP
- Activities to achieve exercises inclusive of people with disabilities
- Travel
- Supplies associated with allowable approved exercises
- Interoperable communications exercises

### Additional Exercise Information

Sub-recipients that decide to use HSGP funds to conduct an exercise(s) are encouraged to complete a progressive exercise series. Exercises conducted by states and Urban Areas may be used to fulfill similar exercise requirements required by other grant programs. Sub-recipients are encouraged to invite representatives/planners involved with other Federally-mandated or private exercise activities. States and Urban Areas are encouraged to share, at a minimum, the multi-year training and exercise schedule with those departments, agencies, and organizations included in the plan.

- **Exercise Scenarios.** The scenarios used in HSGP-funded exercises must be based on the state/Urban Area's THIRA and SPR. The scenarios used in HSGP-funded exercises must focus on validating capabilities, must be large enough in scope and size to exercise multiple activities and warrant involvement from multiple jurisdictions and disciplines and non-governmental organizations, and take into account the needs and requirements for individuals with disabilities. Exercise scenarios should align with priorities and capabilities identified in the Multi-year TEP.
- **Special Event Planning.** If a state or Urban Area will be hosting a special event (e.g., Super Bowl, G-8 Summit), the special event planning should be considered as a training or exercise activity for the purpose of the Multi-year TEP. The state or Urban Area 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.
- **Regional Exercises.** 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 TEP.

- **Role of Non-Governmental Entities in Exercises.** Non-governmental participation in all levels of exercises is strongly encouraged. Leaders from non-governmental entities should be included in the planning, design, 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, participation in exercises should be coordinated with the local Citizen Corps Council(s) or their equivalent and other partner agencies.

**FDEM State Training Office conditions for Exercises:** For the purposes of this Agreement, any exercise which is compliant with HSEEP standards and contained in the State of Florida (and County or Regional) MYTEP qualifies as an authorized exercise. The Sub-recipient can successfully complete an authorized exercise either by attending or conducting that exercise.

- In order to receive payment for successfully attending an authorized exercise, the Sub-recipient must provide the Division with a certificate of completion or similar correspondence signed by the individual in charge of the exercise; additionally, the Sub-recipient must provide the Division with all receipts that document the costs incurred by the Sub-recipient in order to attend the exercise.
- In order to receive payment for successfully conducting an authorized exercise, the Sub-recipient must provide the Division with an ExPLAN, AAR/IP, IPC/MPC/FPC Meeting Minutes and Sign-in Sheet for exercise attendees; additionally, the Sub-recipient must provide the Division with all receipts that document the costs incurred by the Sub-recipient in order to conduct the exercise.

*The Sub-recipient must include with the reimbursement package a separate copy of the page(s) from the Exercise Plan which identifies the participant agencies and a printed page(s) from the State (and County or Regional) MYTEP reflecting the exercise.*

- If you require food/water for this event, request must come to the Division within 25 days of event in the following format:

Exercise Title:  
 Location:  
 Exercise Date:  
 Exercise Schedule:  
 Estimated Number of Participants that will be fed:  
 Estimated Cost for food/water:  
 Description of the Exercise:

**Unauthorized Exercise Costs**

- 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 the conclusion of the exercise (e.g., electronic messaging signs).

**D. Allowable Training Related Costs**

Allowable training-related costs under HSGP include the establishment, support, conduct, and attendance of training specifically identified under the SHSP and UASI programs and/or in conjunction with emergency preparedness training by other Federal agencies (e.g., HHS and DOT). Training conducted using HSGP funds should address a performance gap identified through an AAR/IP or other assessments (e.g., National



Emergency Communications Plan NECP Goal Assessments) and contribute to building a capability that will be evaluated through a formal exercise. Any training or training gaps, including those for children, older adults, pregnant women, and individuals with disabilities and others who also have or access and functional needs, should be identified in the AAR/IP and addressed in the state or Urban Area training cycle. Sub-recipients are encouraged to use existing training rather than developing new courses. When developing new courses, sub-recipients are encouraged to apply the Analysis, Design, Development, Implementation and Evaluation model of instructional design using the *Course Development Tool*.

- Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes
  - Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training
  - Training workshops and conferences
  - Activities to achieve training inclusive of people with disabilities
  - Full- or part-time staff or contractors/consultants
  - Travel
- 
- Supplies associated with allowable approved training that are expended or consumed during the course of the planning and conduct of the exercise project(s)
  - Instructor certification/re-certification
  - Coordination with Citizen Corps Councils in conducting training exercises
  - Interoperable communications training

#### **Additional Training Information**

Per DHS/FEMA Grant Programs Directorate Policy *FP 207-008-064-1, Review and Approval Requirements for Training Courses Funded Through Preparedness Grants*, issued on September 9, 2013, states, territories, Tribal entities and urban areas are no longer required to request approval from FEMA for personnel to attend non-DHS FEMA training as long as the training is coordinated with and approved by the state, territory, Tribal or Urban Area Training Point of Contact (TPOC) and falls within the FEMA mission scope and the jurisdiction's Emergency Operations Plan (EOP). The only exception to this policy is for Countering Violent Extremism courses.

DHS/FEMA will conduct periodic reviews of all state, territory, and Urban Area training funded by DHS/FEMA. These reviews may include requests for all course materials and physical observation of, or participation in, the funded training. If these reviews determine that courses are outside the scope of this guidance, sub-recipients will be asked to repay grant funds expended in support of those efforts.

For further information on developing courses using the instructional design methodology and tools that can facilitate the process, SAAs and TPOCs are encouraged to review the *NTED Responder Training Development Center (RTDC)* website.

***DHS/FEMA Provided Training.*** These trainings include programs or courses developed for and delivered by institutions and organizations funded by DHS/FEMA. This includes the Center for

Domestic Preparedness (CDP), the Emergency Management Institute (EMI), and the National Training and Education Division's (NTED) training partner programs including, the Continuing Training Grants, the National Domestic Preparedness Consortium (NDPC) and the Rural Domestic Preparedness Consortium (RDPC).

**Approved State and Federal Sponsored Course Catalogue.** This catalogue lists state and Federal sponsored courses that fall within the DHS/FEMA mission scope, and have been approved through the FEMA course review and approval process. An updated version of this catalog can be accessed at <http://www.firstrespondertraining.gov>.

**Training Not Provided by DHS/FEMA.** These trainings include courses that are either state sponsored or Federal sponsored (non-DHS/FEMA), coordinated and approved by the SAA or their designated TPOC, and fall within the DHS/FEMA mission scope to prepare state, local, Tribal, and territorial personnel to prevent, protect against, mitigate, respond to, and recover from acts of terrorism or catastrophic events.

- **State Sponsored Courses.** These courses are developed for and/or delivered by institutions or organizations other than Federal entities or DHS/FEMA and are sponsored by the SAA or their designated TPOC.
- **Joint Training and Exercises with the Public and Private Sectors.** These courses are sponsored and coordinated by private sector entities to enhance public-private partnerships for training personnel to prevent, protect against, mitigate, respond to, and recover from acts of terrorism or catastrophic events. Overtime pay for first responders and emergency managers who participate in public-private training and exercises is allowable. In addition, States, territories, Tribes, and Urban Areas are encouraged to incorporate the private sector in government-sponsored training and exercises.

Additional information on both DHS/FEMA provided training and other federal and state training can be found at <http://www.firstrespondertraining.gov>.

**Training Information Reporting System ("Web-Forms").** Web-Forms is an electronic form/data management system built to assist the SAA and its designated State, territory and Tribal Training Point of Contact (TPOC). Reporting training activities through Web-Forms is not required under FY 2016 HSGP, however, the system remains available and can be accessed through the FEMA Toolkit located at <http://www.firstrespondertraining.gov/admin> in order to support grantees in their own tracking of training.

**FDEM State Training Office conditions:** For the purposes of this Agreement, any training course listed on the DHS approved course catalog qualifies as an authorized course. The Sub-recipient can successfully complete an authorized course either by attending or conducting that course.

- In order to receive payment for successfully attending an authorized training course, the Sub-recipient must provide the Division with a certificate of course completion; additionally, the Sub-recipient must provide the Division with all receipts that document the costs incurred by the Sub-recipient in order to attend the course.
- In order the receive payment for successfully conducting an authorized course, the Sub-recipient must provide the Division with the course materials and a roster sign-in sheet; additionally, the Sub-recipient must provide the Division with all receipts that document the costs incurred by the Sub-recipient in order to conduct the course."

- For courses that are non-DHS approved training, sub-recipient must request approval to conduct training through the use of the Non-TED Form and provide a copy, along with email, showing approval granted for conduct.
- For the conduct of training workshops, sub-recipient must provide a copy of the course materials and sign-in sheets.
- The number of participants must be a minimum of 15 in order to justify the cost of holding a course. For questions regarding adequate number of participants please contact the FDEM State Training Officer for course specific guidance. Unless the sub-recipient receives advance written approval from the State Training Officer for the number of participants, then the Division will reduce the amount authorized for reimbursement on a pro-rata basis for any training with less than 15 participants.
- The Sub-recipient must include with the reimbursement package a separate copy of the page(s) from the State (and County or Regional) MYTEP reflecting the training.

#### E. Equipment Acquisition

The 21 allowable prevention, protection, mitigation, response, and recovery equipment categories and equipment standards for HSGP are listed on the Authorized Equipment List (AEL) available at <http://www.fema.gov/authorized-equipment-list>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS/FEMA-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.

Grant funds may be used for the procurement of medical countermeasures. Procurement of medical countermeasures must be conducted in collaboration with State/city/local health departments who administer Federal funds from HHS for this purpose. Procurement must have a sound threat based justification with an aim to reduce the consequences of mass casualty incidents during the first crucial hours of a response. Prior to procuring pharmaceuticals, grantees must have in place an inventory management plan to avoid large periodic variations in supplies due to coinciding purchase and expiration dates. Grantees are encouraged to enter into rotational procurement agreements with vendors and distributors. Purchases of pharmaceuticals must include a budget for the disposal of expired drugs within each fiscal year's period of performance for HSGP. The cost of disposal cannot be carried over to another DHS/FEMA grant or grant period.

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 budget 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.

- F. **Management and Administration** - no more than 5% 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 2016 SHSP or UASI 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 2016 UASI 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~~

### **G. Procurement**

All procurement transactions will be conducted in a manner providing full and open competition and shall comply with the standards articulated in:

- 2 C.F.R. Part 200;
- Chapter 287, Florida Statutes; and,
- any local procurement policy.

To the extent that one standard is more stringent than another, the sub-sub-recipient must follow the more stringent standard. For example, if a State statute imposes a stricter requirement than a Federal regulation, then the sub-sub-recipient must adhere to the requirements of the State statute.

The Division shall pre-approve all scopes of work for projects funded under this agreement. Additionally, the sub-sub-recipient shall not execute a piggy-back contract unless the Division has approved the scope of work contained in the original contract that forms the basis for the piggy-back contract. Also, in order to receive reimbursement from the Division, the sub-sub-recipient must provide the Division with a suspension and debarment form for each vendor that performed work under the agreement. Furthermore, if requested by the Division, the sub-sub-recipient shall provide copies of solicitation documents including responses and justification of vendor selection.

### **H. Piggy-backing**

The practice of procurement by one agency using the agreement of another agency is called piggybacking. The ability to piggyback onto an existing contract is not unlimited. The existing contract must contain language or other legal authority authorizing third parties to make purchases from the contract with the vendor's consent. The terms and conditions of

the new contract, including the scope of work, must be substantially the same as those of the existing contract. The piggyback contract may not exceed the existing contract in scope or volume of goods or services. An agency may not use the preexisting contract merely as a "basis to begin negotiations" for a broader or materially different contract.

**Section 215.971, Florida Statutes**

Statutory changes enacted by the Legislature impose additional requirements on grant and sub-sub-recipient agreements funded with Federal or State financial assistance. In pertinent part, Section 215.97(1) states:

An agency agreement that provides state financial assistance to a sub-recipient or sub-sub-recipient, as those terms are defined in s. 215.97, or that provides federal financial assistance to a sub-sub-recipient, as defined by applicable United States Office of Management and Budget circulars, must include all of the following:

- A provision specifying a scope of work that clearly establishes the tasks that the sub-recipient or sub-sub-recipient is required to perform.
- A provision dividing the agreement into quantifiable units of deliverables that must be received and accepted in writing by the agency before payment. Each deliverable must be directly related to the scope of work and specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.
- A provision specifying the financial consequences that apply if the sub-recipient or sub-sub-recipient fails to perform the minimum level of service required by the agreement. The provision can be excluded from the agreement only if financial consequences are prohibited by the federal agency awarding the grant. Funds refunded to a state agency from a sub-recipient or sub-sub-recipient for failure to perform as required under the agreement may be expended only in direct support of the program from which the agreement originated.
- A provision specifying that a sub-recipient or sub-sub-recipient of federal or state financial assistance may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period.
- A provision specifying that any balance of unobligated funds which has been advanced or paid must be refunded to the state agency.
- A provision specifying that any funds paid in excess of the amount to which the sub-recipient or sub-sub-recipient is entitled under the terms and conditions of the agreement must be refunded to the state agency.
- Any additional information required pursuant to s. 215.97.

**I. 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. Requests for overtime or backfill must be reduced by the number of hours of leave taken in the pay period. For the purposes of this agreement, leave and pay period are defined according to the Fair Labor Standards Act (FLSA).

**Failure to comply**

Failure to comply with any of the provisions outlined above shall result in disallowance of reimbursement for expenditures.

**Unallowable Costs (SHSP, UASI and OPSG)**

Per FEMA policy, the purchase of weapons and weapons accessories is not allowed with HSGP.

**J. Reporting Requirements**

**1. Quarterly Programmatic Reporting:**

The Quarterly Programmatic Report is due within thirty (30) days after the end of the reporting periods (March 31, June 30, September 30 and December 31) for the life of this contract.

- If a report(s) is delinquent, future financial reimbursements will be withheld until the Sub-recipient's reporting is current.
- If a report goes two (2) consecutive quarters without Sub-recipient reflecting any activity and/or no expenditures will likely result in termination of the agreement.

Programmatic Reporting Schedule

Reporting Period	Report due to FDEM 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 any time during the contract period. Reimbursements must be requested within ninety (90) calendar days of expenditure of funds, and quarterly at a minimum. Failure to submit request for reimbursement within ninety (90) calendars of expenditure shall result in denial of reimbursement. The Sub-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