

Lee County Board Of County Commissioners
Agenda Item Summary

Blue Sheet No. 20030795

1. **REQUESTED MOTION:**

ACTION REQUESTED: Authorize Chairman to execute Modification to agreement with the Department of Community Affairs Contract #03-FT-1B-09-46-01-338 to extend the agreement to April 16, 2004.

WHY ACTION IS NECESSARY: Commission Chairman's signature is required to execute the modification.

WHAT ACTION ACCOMPLISHES: Provides additional time to complete Continuity of Operations (COOP) Terrorism Annex Plan Update.

2. **DEPARTMENTAL CATEGORY:**
COMMISSION DISTRICT #:

C7A

3. **MEETING DATE:**

08-12-2003

4. **AGENDA:**

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

5. **REQUIREMENT/PURPOSE:**
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

6. **REQUESTOR OF INFORMATION:**

- A. COMMISSIONER
- B. DEPARTMENT Independent
- C. DIVISION Public Safety
- BY: John D. Wilson, Director *[Signature]*

7. **BACKGROUND:**

March 31, 2003, the Lee County Board of County Commissioners approved an agreement with the Florida Department of Community Affairs for Lee County to revise the County Terrorism Annex Plan and develop a County Continuity of Operations (COOP) Plan and a municipal COOP Plan.

Additional time has been provided to complete the project.

Attachment 1—Four (4) copies of Modification #1 to Agreement

8. **MANAGEMENT RECOMMENDATIONS:** Staff has requested extension.

9. **RECOMMENDED APPROVAL:**

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
					OA	OM	Risk	GC	
<i>[Signature]</i> 7/7/03	N/A	N/A		<i>[Signature]</i> 7/9/03	7/9/03	7/9/03	7/9/03	7/9/03	HS 7.9.03

10. **COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

REC'D
CO. ATTY.
3:00 P.M.
7/8/03
CO. ATTY.
7/8/03
BUDG
3:00 P.M.

RECEIVED BY
COUNTY ADMIN
7/8/03
1M 4:45 pm.
COUNTY ADMIN
FORWARDED TO: PL
7/10/03
8:25 am

Contract Number: 03-FT-1B-09-46-01-338

CFDA Number: 83.562

MODIFICATION #1 TO AGREEMENT

This Modification is made and entered into by and between the State of Florida, Department of Community Affairs (hereinafter referred to as the "Department"), and Lee County Board of County Commissioners (hereinafter referred to as the "Recipient"), to modify the Department of Community Affairs contract number 03-FT-1B-09-46-01-338, dated March 31, 2003 ("the Agreement").

WHEREAS, the Department, with headquarters in Tallahassee, Florida, and the Recipient have entered into the Agreement to revise the County Terrorism Annex Plan and develop a County Continuity of Operations (COOP) Plan and a municipal COOP Plan;

WHEREAS, The federal funding was released for this project on December 17, 2002. Due to the short time frame originally provided by the 2002 Federal Emergency Management Agency (FEMA) Supplemental Planning Grant to award sub-grants and achieve the objectives outlined in the Scope of Work, the Department immediately requested an extension of the Grant from FEMA, which was subsequently approved for an additional period of six months;

WHEREAS, this Federal Grant period has been extended to June 30, 2004; and

WHEREAS, the Recipient will require an extension of the contract period in order to allow time to achieve the objectives outlined in the Scope of Work.

NOW, THEREFORE, the parties agree to modify the above-referenced Agreement as follows:

- A. All references in the Agreement to the closing date of the Federal Grant shall reflect the new Federal Grant closing date of June 30, 2004;
- B. Paragraph (3), Period of Agreement, is amended to read as follows:

This Agreement shall begin upon execution by both parties and shall end April 16, 2004, unless terminated earlier in accordance with the provision of Paragraph (9) of this Agreement.

- C. Attachment B, Budget and Scope of Work, Paragraph II, Scope of Work, is modified such that "Revision and development of these Plans shall be completed no later than April 16, 2004;" and
- D. Attachment B, Budget and Scope of Work, Paragraph VI.B., Reporting Requirements and Reimbursement, is modified such that "Final Reimbursement Requests shall be received by the Department no later than May 16, 2004."

Other than as amended, all other terms and conditions of this agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this modification to be executed by the undersigned officials as of the date listed below.

Recipient

Lee County
Board of County Commissioners

STATE OF FLORIDA
DEPARTMENT OF COMMUNITY AFFAIRS

BY: _____

BY: _____

Name: _____

W. Craig Fugate, Director

Title: _____

Division of Emergency Management

Date: _____

Date: _____

SAMAS # _____

FEID # 59-6000702 _____

Adjusted Reporting Schedule

Continuity of Operations (COOP)/Terrorism Annex Agreement 2002 FEMA Supplemental Planning Grant

- **March 31, 2003 (For those with signed and executed contracts) - Contract acceptance update, county/municipal sub-contract reports, and other information as applicable.**
- **June 30, 2003 - Agency list for development of all plans due.**
- **Sep 30, 2003 - County and municipal capability analysis and vulnerability assessments due.**
- **Dec 31, 2003 - Draft Plans due.**
- **Apr 16, 2004 - Final Plans due.**
- **May 16, 2004 - Close out Documentation to substantiate incorporation of plans into the county CEMPs, close out financial documentation.**