

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

**Blue Sheet No. 20050984**

**1. ACTION REQUESTED/PURPOSE:** Authorizes Chairman to execute a Subgrant Agreement with the State of Florida, Department of Community Affairs that provides a \$16,624 grant to fund operational activities of the Lee County Citizen Corps Council. Approve Budget Amendment Resolution in a like amount.

**2. WHAT ACTION ACCOMPLISHES:** Provides financial support for activities of the Lee County Citizen Corps Council.

**3. MANAGEMENT RECOMMENDATION:** Staff recommends approval.

**4. Departmental Category:** 07

*C7C*

**5. Meeting Date:** *8-2-2005*

**6. Agenda:**  
 Consent  
 Administrative  
 Appeals  
 Public  
 Walk-On

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

**8. Request Initiated:**  
 Commissioner \_\_\_\_\_  
 Department \_\_\_\_\_ Independent  
 Division \_\_\_\_\_ Public Safety  
 By: John D. Wilson, Director

**9. Background:**

The Florida Department of Community Affairs is offering Lee County a \$16,624 performance grant to offset expenses for the following activities: 1) Fund Lee County Citizen Corps Council operating and administrative activities; 2) Organize, train and equip Citizens Emergency Response Teams throughout the County; 3) Enhance public outreach activities sponsored by the Citizen Corps Council; 4) Fund public education campaigns to promote public safety awareness; 5) Promote Citizen Corps activities to the community by providing family safety education and news letters; 4) Supplement and assist State and local efforts to expand Citizen Corps within the County.

Revenue Account String #11080300100.331200.9008

Attachment 1 – Four copies of the Subgrant Agreement

Attachment 2 – Budget Resolution

**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>N/A</i>		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

**11. Commission Action:**

- Approved
- Deferred
- Denied
- Other

RECEIVED BY COUNTY ADMIN.  
 7-14-05  
 4:45  
 COUNTY ADMIN FORWARDED TO  
 7/15/05  
*[Signature]*

CO. ATTY.  
 FORWARDED TO:  
*[Signature]*  
 7-14-05

# RESOLUTION #

Amending the Fund 00100 Lee County General Fund Budget to incorporate the unanticipated receipts into Estimated Revenues and Appropriations for the fiscal year 2004-2005.

**WHEREAS**, in compliance with the Florida Statutes 129.06(2), it is the desire of the Board of County Commissioners of Lee County, Florida, to amend Fund 00100 Lee County General Fund budget for \$16,624 of the unanticipated revenue from a Citizens Corps Council Grant and an appropriation of a like amount into expenditures and;

**WHEREAS**, the Fund 00100 Lee County General Fund budget shall be amended to include the following amounts which were previously not included.

## ESTIMATED REVENUES

Prior Total:		\$389,143,434
Additions		
11080300100.331200.9008	Citizens Corp Council Grant	\$16,624
Amended Total Estimated Revenues		\$389,160,058

## APPROPRIATIONS

Prior Total:		\$389,143,434
Additions		
11080300100.503490	Other Contracted Services	16,624
Amended Total Appropriations		\$389,160,058

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Lee County, Florida, that the Fund 00100 Lee County General Fund budget is hereby amended to show the above additions to its Estimated Revenue and appropriation accounts.

Duly voted upon and adopted in Chambers at a regular Public Hearing by the Board of County Commissioners on this \_\_\_\_ day of \_\_\_\_\_, 2005.

ATTEST:  
CHARLIE GREEN, EX-OFFICIO CLERK

BOARD OF COUNTY COMMISSIONERS  
LEE COUNTY, FLORIDA

BY: \_\_\_\_\_  
DEPUTY CLERK

\_\_\_\_\_  
CHAIRMAN

APPROVED AS TO FORM

\_\_\_\_\_  
OFFICE OF COUNTY ATTORNEY

DOC TYPE YA  
LEDGER TYPE BA

**FORWARD WITH AGREEMENT AND BLUE SHEET**

ALL INFORMATION IS REQUIRED - DO NOT LEAVE ANY BLANKS - USE N/A WHEN NOT APPLICABLE

**GRANT AT A GLANCE**

GRANT AWARD INFORMATION

- 1. County Grant ID (project #): \_\_\_\_\_
- 2. Title of Grant: Citizen Corps Council
- 3. Amount of Award: \$16,624.00
- 4. Amount of Match Required: No Match Required
- 5. Type of Match: N/A  
(cash, in-kind etc)

**6. SOURCE OF GRANT FUNDS & CATALOG NUMBER:**

FEDERAL <input checked="" type="checkbox"/> CFDA #97.004	STATE <input type="checkbox"/> CSFA #
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7. Agency Contract Number: \_\_\_\_\_

<b>8. Contract Period:</b>	<b>Begin Date:</b> <u>June 1, 2005</u>	<b>End Date:</b> <u>September 30, 2006</u>
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9. Name of Subrecipient(s) N/A

10. Business Unit(s): 11080300100.331200.9008

**11. Scope of Grant: (describe project).**

Provides financial support activities of the Lee County Citizen Corps Council which sponsors CERT and Medical Reserve Corp.

12. Has this Grant been Funded Before?  YES  NO If YES When? 2003, 2004

13. Is Grant Funding Anticipated in Subsequent Years?  YES  NO

14. If Grant Funding Ends Will This Program Be Continued at County Expense?  YES  NO

If YES What is the Lee County Budget Impact:

1st Year <u>15,000</u>	2 <sup>nd</sup> Year <u>15,000</u>	3 <sup>rd</sup> Year <u>15,000</u>
4 <sup>th</sup> Year <u>15,000</u>	5 <sup>th</sup> Year <u>15,000</u>	

Check Box if Additional Information on Program and Budget Impact is provided in *Comment Section* on page 2

**ADMINISTERING DEPARTMENT INFORMATION**

1. Department: John Campbell, Public Safety/Emergency Management 477-3614

2. Contacts:

Program Mgr. <u>John D. Wilson</u>	Phone #: <u>344-5429</u>
Fiscal Mgr. <u>Patti Hojnacki</u>	Phone #: <u>344-5407</u>

**GRANTOR AGENCY INFORMATION**

(The agency you signed this agreement with)

- 1. Grantor Agency: Department of Community Affairs
- 2. Program Title/Division: Division of Emergency Management
- 3. Agency Contact: Thomas A. Magnuson
- 4. Phone Number: 850/414-7768 Fax #850/922-3388
- 5. Mailing Address: 2555 Shumard Oak Blvd., Tallahassee, FL 32303

**SOURCE OF FUNDS**

- 1. Original Funding  
Source: Federal  
(name of agency where funding originated from)
- 2. Pass Through Agency: State/Department of Community Affairs/Division of Emergency Management  
(middleman if any? Example: federal \$\$ from US DOT given to STATE of FL DOT - - then from STATE DOT to Lee County DOT - - - STATE of FL DOT is the pass-through agency).
- 3. Additional Information for Other Agencies Involved:

3a. Is the County a Grantee or Subrecipient in #3 above: County--Subrecipient

**REPORTING REQUIREMENTS**

1. Does this grant require a separate subfund? YES  NO   
(Example: you need to return interest earnings)

Please Explain: \_\_\_\_\_

2. Is funding received in advance? YES  NO   
(If YES, please indicate conditions for returning residual proceeds, or interest and the address to return it to, if different from the Grantor Agency Information)

**COMMENTS--INSTRUCTIONS:**

Revised: June 28, 2005

Contract Number: \_\_\_\_\_

### **FEDERALLY-FUNDED SUBGRANT AGREEMENT**

THIS AGREEMENT is entered into by and between the State of Florida, Department of Community Affairs, with headquarters in Tallahassee, Florida (hereinafter referred to as the "Department"), and Lee County, (hereinafter referred to as the "Recipient").

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

A. WHEREAS, the Recipient represents that it is fully qualified and eligible to receive these grant funds to provide the services identified herein; and

B. WHEREAS, the Department has received these grant funds from the State of Florida, and has the authority to subgrant these funds to the Recipient upon the terms and conditions hereinafter set forth; and

C. WHEREAS, the Department has authority pursuant to Florida law to disburse the funds under this Agreement.

NOW, THEREFORE, the Department and the Recipient do mutually agree as follows:

(1) SCOPE OF WORK.

The Recipient shall fully perform the obligations in accordance with the Budget and Scope of Work, Attachment A of this Agreement.

(2) INCORPORATION OF LAWS, RULES, REGULATIONS AND POLICIES

Both the Recipient and the Department shall be governed by applicable State and Federal laws, rules and regulations, including but not limited to those identified in Attachment B.

(3) PERIOD OF AGREEMENT.

This Agreement shall begin upon execution by both parties or June 1, 2005, whichever is later, and shall end September 30, 2006, unless terminated earlier in accordance with the provisions of Paragraph (12) of this Agreement.

(4) MODIFICATION OF CONTRACT

Either party may request modification of the provisions of this Agreement. Changes which are mutually agreed upon shall be valid only when reduced to writing, duly signed by each of the parties hereto, and attached to the original of this Agreement.

(5) RECORDKEEPING

(a) As applicable, Recipient's performance under this Agreement shall be subject to the federal "Common Rule: Uniform Administrative Requirements for State and Local Governments" (53 Federal Register 8034) or OMB Circular No. A-110, "Grants and Agreements with Institutions of High Education, Hospitals, and Other Nonprofit Organizations," and either OMB Circular No. A-87, "Cost Principles for State and Local Governments," OMB Circular No. A-21, "Cost Principles for Educational Institutions," or OMB Circular No. A-122, "Cost Principles for Nonprofit Organizations." If this Agreement is made with a commercial (for-profit) organization on a cost-reimbursement basis, the Recipient shall be subject to Federal Acquisition Regulations 31.2 and 931.2.

(b) The Recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement, and the compliance of all subcontractors or consultants to be paid from funds provided under this Agreement, for a period of five years from the date the audit report is issued, and shall allow the Department or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The Recipient shall ensure that audit working papers are made available to the Department or its designee, Chief Financial Officer, or Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department, with the following exceptions:

1. If any litigation, claim or audit is started before the expiration of the five year period and extends beyond the five year period, the records will be maintained until all litigation, claims or audit findings involving the records have been resolved.
2. Records for the disposition of non-expendable personal property valued at \$5,000 or more at the time of acquisition shall be retained for five years after final disposition.
3. Records relating to real property acquisition shall be retained for five years after closing of title.

(c) The Recipient shall maintain all records for the Recipient and for all subcontractors or consultants to be paid from funds provided under this Agreement, including supporting documentation of all program costs, in a form sufficient to determine compliance with the requirements and objectives of the Budget and Scope of Work - Attachment A - and all other applicable laws and regulations.

(d) The Recipient, its employees or agents, including all subcontractors or consultants to be paid from funds provided under this Agreement, shall allow access to its records at reasonable times to the Department, its employees, and agents. "Reasonable" shall be construed according to the circumstances but ordinarily shall mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, on Monday through Friday. "Agents" shall include, but not be limited to, auditors retained by the Department.

(6) AUDIT REQUIREMENTS

(a) The Recipient agrees to maintain financial procedures and support documents, in accordance with generally accepted accounting principles, to account for the receipt and expenditure of funds under this Agreement.

(b) These records shall be available at all reasonable times for inspection, review, or audit by state personnel and other personnel duly authorized by the Department. "Reasonable" shall be construed according to circumstances, but ordinarily shall mean normal business hours of 8:00 a.m. to 5:00 p.m., local time, Monday through Friday.

(c) The Recipient shall also provide the Department with the records, reports or financial statements upon request for the purposes of auditing and monitoring the funds awarded under this Agreement.

(d) If the Recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised, and in the event that the Recipient expends \$500,000 or more in Federal awards in its fiscal year, the Recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this Agreement indicates Federal resources awarded through the Department by this Agreement. In determining the Federal awards expended in its fiscal year, the Recipient shall consider all sources of Federal awards, including Federal resources received from the Department. The determination of amounts of Federal

awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the Recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this paragraph.

In connection with the audit requirements addressed in this Paragraph 6 (d) above, the Recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

If the Recipient expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the Recipient expends less than \$500,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such audit must be paid from Recipient resources obtained from other than Federal entities).

(e) Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by subparagraph (d) above shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the Recipient directly to each of the following: The Department of Community Affairs at each of the following addresses:

Department of Community Affairs  
Office of Audit Services  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

and

Department of Community Affairs  
(program office)  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320(d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:



Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10<sup>th</sup> Street  
Jeffersonville, IN 47132

Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

(f) Pursuant to Section .320 (f), OMB Circular A-133, as revised, the Recipient shall submit a copy of the reporting package described in Section .320 (c), OMB Circular A-133, as revised, and any management letter issued by the auditor, to the Department at each of the following addresses:

Department of Community Affairs  
Office of Audit Services  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

and

Department of Community Affairs  
(program office)  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

(g) Any reports, management letter, or other information required to be submitted to the Department pursuant to this Agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

(h) Recipients, when submitting financial reporting packages to the Department for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the Recipient in correspondence accompanying the reporting package.

(i) In the event the audit shows that the entire funds disbursed hereunder, or any portion thereof, were not spent in accordance with the conditions of this Agreement, the Recipient shall be held liable for reimbursement to the Department of all funds not spent in accordance with these applicable regulations and Agreement provisions within thirty (30) days after the Department has notified the Recipient of such non-compliance.

(j) The Recipient shall have all audits completed by an independent certified public accountant (IPA) who shall either be a certified public accountant or a public accountant licensed under Chapter 473, Fla. Stat. The IPA shall state that the audit complied with the applicable provisions noted above. The audit must be submitted to the Department no later than seven (7) months from the end of the Recipient's fiscal year.

(7) REPORTS

(a) At a minimum, the Recipient shall provide the Department with quarterly reports, and with a close-out report. These reports shall include the current status and progress by the Recipient and all subrecipients and subcontractors in completing the work described in the Scope of Work and the expenditure of funds under this Agreement, in addition to such other information as requested by the Department.

(b) Quarterly reports are due to be received by the Department no later than 30 days after the end of each quarter of the program year and shall continue to be submitted each quarter until submission of the administrative close-out report. The ending dates for each quarter of the program year are March 30, June 30, September 30 and December 31.

(c) The close-out report is due 60 days after termination of this Agreement or upon completion of the activities contained in this Agreement, whichever first occurs.

(d) If all required reports and copies, prescribed above, are not sent to the Department or are not completed in a manner acceptable to the Department, the Department may withhold further payments until they are completed or may take such other action as set forth in Paragraph (11) REMEDIES. "Acceptable to the Department" means that the work product was completed in accordance with the Budget and Scope of Work.

(e) The Recipient shall provide such additional program updates or information as may be required by the Department.

(f) The Recipient shall provide additional reports and information as identified in Attachment D.

(8) MONITORING.

The Recipient shall monitor its performance under this Agreement, as well as that of its subcontractors, subrecipients and consultants who are paid from funds provided under this Agreement, to ensure that time schedules are met, the Budget and Scope of Work is accomplished within the specified time periods, and other performance goals stated in this Agreement are achieved. Such review shall be made for each function or activity set forth in Attachment A to this Agreement, and reported in the quarterly report.

In addition to reviews of audits conducted in accordance with OMB Circular A-133, as revised and Section 215.97, Fla. Stat. (see Paragraph (6) AUDIT REQUIREMENTS, above ), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this Agreement, the Recipient agrees to comply and cooperate with all monitoring procedures/processes deemed appropriate by the Department. In the event that the Department determines that a limited scope audit of the Recipient is appropriate, the Recipient agrees to comply with any additional instructions provided by the Department to the Recipient regarding such audit. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Comptroller or Auditor General. In addition, the Department will monitor the performance and financial management by the Recipient throughout the contract term to ensure timely completion of all tasks.

(9) LIABILITY

(a) Unless Recipient is a State agency or subdivision, as defined in Section 768.28, Fla. Stat., the Recipient shall be solely responsible to parties with whom it shall deal in carrying out the terms of this agreement, and shall hold the Department harmless against all claims of whatever nature by third parties arising out of the performance of work under this agreement. For purposes of this agreement, Recipient agrees that it is not an employee or agent of the Department, but is an independent contractor.

(b) Any Recipient who is a state agency or subdivision, as defined in Section 768.28, Fla. Stat., agrees to be fully responsible to the extent provided by Section 768.28 Fla. Stat. for its negligent acts or omissions or tortious acts which result in claims or suits against the Department, and

agrees to be liable for any damages proximately caused by said acts or omissions. Nothing herein is intended to serve as a waiver of sovereign immunity by any Recipient to which sovereign immunity applies. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

(10) DEFAULT.

If any of the following events occur ("Events of Default"), all obligations on the part of the Department to make any further payment of funds hereunder shall, if the Department so elects, terminate and the Department may, at its option, exercise any of its remedies set forth in Paragraph (11), but the Department may make any payments or parts of payments after the happening of any Events of Default without thereby waiving the right to exercise such remedies, and without becoming liable to make any further payment:

(a) If any warranty or representation made by the Recipient in this Agreement or any previous Agreement with the Department shall at any time be false or misleading in any respect, or if the Recipient shall fail to keep, observe or perform any of the obligations, terms or covenants contained in this Agreement or any previous agreement with the Department and has not cured such in timely fashion, or is unable or unwilling to meet its obligations thereunder;

(b) If any material adverse change shall occur in the financial condition of the Recipient at any time during the term of this Agreement, and the Recipient fails to cure said material adverse change within thirty (30) days from the time the date written notice is sent by the Department.

(c) If any reports required by this Agreement have not been submitted to the Department or have been submitted with incorrect, incomplete or insufficient information;

(d) If the Recipient has failed to perform and complete in timely fashion any of its obligations under this Agreement.

(11) REMEDIES.

Upon the happening of an Event of Default, then the Department may, at its option, upon thirty (30) calendar days prior written notice to the Recipient and upon the Recipient's failure to cure

within said thirty (30) day period, exercise any one or more of the following remedies, either concurrently or consecutively:

(a) Terminate this Agreement, provided that the Recipient is given at least thirty (30) days prior written notice of such termination. The notice shall be effective when placed in the United States mail, first class mail, postage prepaid, by registered or certified mail-return receipt requested, to the address set forth in paragraph (13) herein;

(b) Commence an appropriate legal or equitable action to enforce performance of this Agreement;

(c) Withhold or suspend payment of all or any part of a request for payment;

(d) Exercise any corrective or remedial actions, to include but not be limited to:

1. requesting additional information from the Recipient to determine the reasons for or the extent of non-compliance or lack of performance,

2. issuing a written warning to advise that more serious measures may be taken if the situation is not corrected,

3. advising the Recipient to suspend, discontinue or refrain from incurring costs for any activities in question or

4. requiring the Recipient to reimburse the Department for the amount of costs incurred for any items determined to be ineligible;

(e) Require that the Recipient return to the Department any funds which were used for ineligible purposes under the program laws, rules and regulations governing the use of funds under this program.

(f) Exercise any other rights or remedies which may be otherwise available under law.

(g) The pursuit of any one of the above remedies shall not preclude the Department from pursuing any other remedies contained herein or otherwise provided at law or in equity. No waiver by the Department of any right or remedy granted hereunder or failure to insist on strict performance by the Recipient shall affect or extend or act as a waiver of any other right or remedy of the Department hereunder, or affect the subsequent exercise of the same right or remedy by the Department for any further or subsequent default by the Recipient.

(12) TERMINATION.

(a) The Department may terminate this Agreement for cause upon such written notice as is reasonable under the circumstances. Cause shall include, but not be limited to, misuse of funds; fraud; lack of compliance with applicable rules, laws and regulations; failure to perform in a timely manner; and refusal by the Recipient to permit public access to any document, paper, letter, or other material subject to disclosure under Chapter 119, Fla. Stat., as amended.

(b) The Department may terminate this Agreement when it determines, in its sole discretion, that the continuation of the Agreement would not produce beneficial results commensurate with the further expenditure of funds, by providing the Recipient with thirty (30) calendar days prior written notice.

(c) The parties may agree to terminate this Agreement for their mutual convenience as evidenced by written amendment of this Agreement. The amendment shall establish the effective date of the termination and the procedures for proper closeout of the Agreement.

(d) In the event that this Agreement is terminated, the Recipient will not incur new obligations for the terminated portion of the Agreement after the Recipient has received the notification of termination. The Recipient will cancel as many outstanding obligations as possible. Costs incurred after the date of receipt of notice of the termination will be disallowed. Notwithstanding the above, the Recipient shall not be relieved of liability to the Department by virtue of any breach of Agreement by the Recipient. The Department may, to the extent authorized by law, withhold any payments to the Recipient for purpose of set-off until such time as the exact amount of damages due the Department from the Recipient is determined.

(13) NOTICE AND CONTACT.

(a) All notices provided under or pursuant to this Agreement shall be in writing, either by hand delivery, or first class, certified mail, return receipt requested, to the representative identified below at the address set forth below and said notification attached to the original of this Agreement.

(b) The name and address of the Department contract manager for this Agreement is:

Thomas A. Magnuson  
2555 Shumard Oak Blvd  
Tallahassee, FL 32399  
Telephone: (850) 414-7768  
Fax: (850) 922-3388  
Email: tom.magnuson@dca.state.fl.us

(c) The name and address of the Representative of the Recipient responsible for the administration of this Agreement is:

John Campbell  
2665 Ortiz Avenue  
Ft. Myers, FL 33905  
Telephone: (239) 477-3600  
Fax: (239) 477-3636  
Email: Jcampbell@leegov.com

(d) In the event that different representatives or addresses are designated by either party after execution of this Agreement, notice of the name, title and address of the new representative will be rendered as provided in (13)(a) above.

(14) SUBCONTRACTS

If the Recipient subcontracts any or all of the work required under this Agreement, a copy of the unsigned subcontract must be forwarded to the Department for review and approval prior to execution of the subcontract by the Recipient. The Recipient agrees to include in the subcontract that (i) the subcontractor is bound by the terms of this Agreement, (ii) the subcontractor is bound by all applicable state and federal laws and regulations, and (iii) the subcontractor shall hold the Department and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law. Each subcontractor's progress in performing its work under this Agreement shall be documented in the quarterly report submitted by the Recipient.

For each subcontract, the Recipient shall provide a written statement to the Department as to whether that subcontractor is a minority vendor.

(15) TERMS AND CONDITIONS

This Agreement contains all the terms and conditions agreed upon by the parties.

(16) ATTACHMENTS

(a) All attachments to this Agreement are incorporated as if set out fully herein.

(b) In the event of any inconsistencies or conflict between the language of this Agreement and the attachments hereto, the language of such attachments shall be controlling, but only to the extent of such conflict or inconsistency.

(c) This Agreement has the following attachments:

Exhibit 1 - Funding Sources

Attachment A – Budget and Scope of Work

Attachment B – Program Statutes and Regulations

Attachment C – Recordkeeping

Attachment D – Reports

Attachment E – Justification of Advance

Attachment F – Warranties and Representations

Attachment H – Certification Regarding Debarment

(17) FUNDING/CONSIDERATION

(a) This is a cost-reimbursement Agreement. The Recipient shall be reimbursed for costs incurred in the satisfactory performance of work hereunder in an amount not to exceed **\$16,624.00** subject to the availability of funds.

(b) Any advance payment under this Agreement is subject to Section 216.181(16), Fla.Stat. and is contingent upon the Recipient's acceptance of the rights of the Department under Paragraph (12)(b) of this Agreement. The amount which may be advanced may not exceed the expected cash needs of the Recipient within the first three (3) months of the contract term. For a federally funded contract, any advance payment is also subject to federal OMB Circulars A-87, A-110, A-122 and the Cash Management Improvement Act of 1990. If an advance payment is requested, the budget data on which the request is based and a justification statement shall be included in this Agreement as Attachment E. Attachment E will specify the amount of advance payment needed and provide an explanation of the necessity for and proposed use of these funds.

1.   X   No advance payment is requested.
2. \_\_\_\_\_ An advance payment of \$\_\_\_\_\_ is requested.

(c) After the initial advance, if any, payment shall be made on a reimbursement basis as needed. The Recipient agrees to expend funds in accordance with the Budget and Scope of Work, Attachment A of this Agreement.



If the necessary funds are not available to fund this Agreement as a result of action by Congress, the state Legislature, the Office of the Comptroller or the Office of Management and Budgeting, all obligations on the part of the Department to make any further payment of funds hereunder shall terminate, and the Recipient shall submit its closeout report within thirty (30) days of receipt of notice from the Department.

(18) REPAYMENTS

All refunds or repayments to be made to the Department under this Agreement are to be made payable to the order of "Department of Community Affairs", and mailed directly to the Department at the following address:

Department of Community Affairs  
Cashier  
Finance and Accounting  
2555 Shumard Oak Boulevard  
Tallahassee FL 32399-2100

In accordance with Section 215.34(2), Fla. Stat., if a check or other draft is returned to the Department for collection, the Department must add to the amount of the check or draft a service fee of Fifteen Dollars (\$15.00) or Five Percent (5%) of the face amount of the check or draft, whichever is greater.

(19) VENDOR PAYMENTS.

Pursuant to Section 215.422, Fla. Stat., the Department shall issue payments to vendors within 40 days after receipt of an acceptable invoice and receipt, inspection, and acceptance of goods and/or services provided in accordance with the terms and conditions of the Agreement. Failure to issue the warrant within 40 days shall result in the Department paying interest at a rate as established pursuant to Section 55.03(1) Fla. Stat. The interest penalty shall be paid within 15 days after issuing the warrant.

Vendors experiencing problems obtaining timely payment(s) from a state agency may receive assistance by contacting the Vendor Ombudsman at (850) 488-2924 or by calling the State Comptroller's Hotline at 1-800-848-3792.

(20) STANDARD CONDITIONS

(a) The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Recipient in this Agreement, in

any subsequent submission or response to Department request, or in any submission or response to fulfill the requirements of this Agreement, and such information, representations, and materials are incorporated by reference. The lack of accuracy thereof or any material changes shall, at the option of the Department and with thirty (30) days written notice to the Recipient, cause the termination of this Agreement and the release of the Department from all its obligations to the Recipient.

(b) This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall lie in Leon County. If any provision hereof is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict, and shall be deemed severable, but shall not invalidate any other provision of this Agreement.

(c) Any power of approval or disapproval granted to the Department under the terms of this Agreement shall survive the terms and life of this Agreement as a whole.

(d) The Agreement may be executed in any number of counterparts, any one of which may be taken as an original.

(e) The Recipient agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.), if applicable, which prohibits discrimination by public and private entities on the basis of disability in the areas of employment, public accommodations, transportation, State and local government services, and in telecommunications.

(f) A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime or on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of Category Two for a period of 36 months from the date of being placed on the convicted vendor list or on the discriminatory vendor list.

(g) An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

(h) With respect to any Recipient which is not a local government or state agency, and which receives funds under this Agreement from the federal government, by signing this Agreement, the Recipient certifies, to the best of its knowledge and belief, that it and its principals:

1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;
2. have not, within a five-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offenses enumerated in paragraph 20(h)2. of this certification; and
4. have not within a five-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

Where the Recipient is unable to certify to any of the statements in this certification, such Recipient shall attach an explanation to this Agreement.

In addition, the Recipient shall submit to the Department (by email or by facsimile transmission) the completed "Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion" (Attachment H) for each prospective subcontractor which Recipient intends to fund under this Agreement.

Such form must be received by the Department prior to the Recipient entering into a contract with any prospective subcontractor.

(i) The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature, and subject to any modification in accordance with Chapter 216, Fla. Stat. or the Florida Constitution.

(j) All bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof.

(k) If otherwise allowed under this Agreement, all bills for any travel expenses shall be submitted in accordance with Section 112.061, Fla. Stat.

(l) The Department of Community Affairs reserves the right to unilaterally cancel this Agreement for refusal by the Recipient to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Fla. Stat., and made or received by the Recipient in conjunction with this Agreement.

(m) If the Recipient is allowed to temporarily invest any advances of funds under this Agreement, any interest income shall either be returned to the Department or be applied against the Department's obligation to pay the contract amount.

(n) The State of Florida will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by the Department.

(21) LOBBYING PROHIBITION

(a) No funds or other resources received from the Department in connection with this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

(b) The Recipient certifies, by its signature to this Agreement, that to the best of his or her knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(22) COPYRIGHT, PATENT AND TRADEMARK

**ANY AND ALL PATENT RIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY RESERVED TO THE STATE OF FLORIDA.**

**ANY AND ALL COPYRIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY TRANSFERRED BY THE RECIPIENT TO THE STATE OF FLORIDA.**

(a) If the Recipient brings to the performance of this Agreement a pre-existing patent or copyright, the Recipient shall retain all rights and entitlements to that pre-existing patent or copyright unless the Agreement provides otherwise.

(b) If any discovery or invention arises or is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected herewith, the Recipient shall refer the discovery or invention to the Department for a determination whether patent protection will be sought in the name of the State of Florida. Any and all patent rights accruing under or in connection with the performance of this Agreement are hereby reserved to the State of Florida. In the event that any books, manuals, films, or other copyrightable material are produced, the Recipient shall notify the Department. Any and all copyrights accruing under or in connection with the performance under this Agreement are hereby transferred by the Recipient to the State of Florida.

(c) Within thirty (30) days of execution of this Agreement, the Recipient shall disclose all intellectual properties relevant to the performance of this Agreement which he or she knows or should know could give rise to a patent or copyright. The Recipient shall retain all rights and entitlements to any pre-existing intellectual property which is so disclosed. Failure to disclose will indicate that no such property exists. The Department shall then, under Paragraph (b), have the right to all patents and copyrights which accrue during performance of the Agreement.

(23) LEGAL AUTHORIZATION.

The Recipient certifies with respect to this Agreement that it possesses the legal authority to receive the funds to be provided under this Agreement and that, if applicable, its governing body has authorized, by resolution or otherwise, the execution and acceptance of this Agreement with all covenants and assurances contained herein. The Recipient also certifies that the undersigned possesses the authority to legally execute and bind Recipient to the terms of this Agreement.

(24) ASSURANCES.

The Recipient shall comply with any Statement of Assurances incorporated as

Attachment I.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed by their undersigned officials as duly authorized.

Recipient:

\_\_\_\_\_

BY: \_\_\_\_\_

Name and title: \_\_\_\_\_

Date: \_\_\_\_\_

SAMAS # \_\_\_\_\_ FID# \_\_\_\_\_

STATE OF FLORIDA

DEPARTMENT OF COMMUNITY AFFAIRS

BY: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT – 1**

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

- Office of Domestic Preparedness, Department of Homeland Security
- 97.067 Homeland Security Grant Program (Citizen Corps Component)
- Amount **\$16,624.00**

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

1. Funding must be used to supplement and assist State and local efforts to expand Citizen Corps
2. Localities receiving grant may use the funding for:
  - a. Citizen Corps Council organizing activities;
  - b. Organizing, training, equipping, and maintaining CERTs; and
  - c. Outreach and public education campaigns to promote Citizen Corps and community and family safety measures.
3. This federal grant period closes on September 30, 2006.

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

**MATCHING RESOURCES FOR FEDERAL PROGRAMS:**

None

**SUBJECT TO SECTION 215.97, FLORIDA STATUTES:**

None

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

None



**Attachment A**

**Budget and Scope of Work**

	<b>FEDERAL FUNDS</b>	<b>TOTAL</b>
<b>1. PERSONNEL</b>		
A. Salary and Fringe Benefits		
B. Contractual Services	<b>\$4156.00</b>	
<b>Subtotal</b>		<b>\$4156.00</b>
<b>2. TRAVEL</b>		
<b>Subtotal</b>	<b>\$1662.00</b>	<b>\$1662.00</b>
<b>3. Expenses</b>		
A. PPE Equipment	<b>\$4156.00</b>	
B. Reproduction Costs	<b>\$1662.00</b>	
C. Non-expendable equipment	<b>\$4156.00</b>	
D. General Office Supplies	<b>\$623.00</b>	
<b>Subtotal</b>		<b>\$10,597.00</b>
<b>4. Indirect Costs</b>		
<b>Subtotal</b>	<b>\$209.00</b>	<b>\$209.00</b>
<b>TOTAL</b>		<b>\$16,624.00</b>

**BUDGET NARRATIVE**

**PLEASE PROVIDE MORE DETAIL REGARDING THE LINE ITEMS LISTED ABOVE**

**I. SCOPE OF WORK**

The Recipient will provide, in the required timeline and required documents/ reports, subject to approval by the Division of Emergency Management, information relating to the recipient's plans, accomplishments and delivery of items and activities as represented in initial sub-grant application for funding to start-up or expand the Citizen Corps program, administered by the Recipient, utilizing funding under this sub-grant.

- A. Recipient must meet with their corresponding County Emergency Management Director to discuss the Citizen Corps Council, assess the needs of the community, and agree to peruse a local Council program.
- B. Recipient will develop a method to collect and track data, including Citizen Corps members, council meetings, council activities, etc.
- C. Recipient will maintain adequate records of council formation and individual training and subsequent meetings, reporting requested information to FDEM-Citizen Corps Program Office on a monthly basis.
- D. Recipient will notify the FDEM-Citizen Corps Program Point of Contact of the name, location, and estimate of percentage of the county/municipality population covered by the council, and council orientation.

- E. Recipient will provide sufficient clerical/administrative support to handle timely administrative aspects of the Citizen Corps program related to this grant. Exact contact information for the Citizen Corps Administrative Support Individual must be provided at the time of grant submission and updated or verified with each monthly submission.
- F. Recipient will report on a monthly basis, any activation of a Citizen Corps or components thereof for actual emergency duty, projects, information, or other usage via the information format required in the product deliverables below.

## II. PROJECT PROGRESS REPORTING

- A. The following information and documentation must be provided in the Form 1 report due prior to July 31, 2005:
  - 1. One-page summary of meeting held between applicant and their corresponding County Emergency Management Office to discuss the Citizen Corps program.
  - 2. A revised budget.
  - 3. A timeline for key activities during period of sub-grant, to include at a minimum:
    - a. Official registering as a Citizen Corps Council by receiving official support from local authorized representative and submitting request on the National Citizen Corps Website.
    - b. Strategy and methodology for recruitment of members.
    - c. Procurement of all materials and supplies to operate the council and to support public education and outreach activities.
    - d. Estimated number of publications distributed to the public.
    - e. Estimate number of people trained in community preparedness and family safety measures, to include first aid, emergency preparedness, and general safety precautions.
    - f. Estimate number of volunteers participating in formal programs relating to crime prevention.
    - g. Plans to maintain Citizen Corps members, indicating how they can be used to supplement emergency management activities in disaster and non-disaster situations.
    - h. Plans to utilize Citizen Corps in expanded program activities.
  - 4. A complete listing of all Citizen Corps Councils currently in their jurisdiction. Listing will include council name, general area of coverage, and contact person's email address and phone number.
  - 5. Completion of the Citizen Corps Questionnaire
- B. The following will be provided in all subsequent quarterly progress reports:
  - 1. Documentation of registration as an official Citizen Corps Council.
  - 2. A list of materials and supplies purchased for each Citizen Corps member funded under this sub-grant.
  - 3. A list of publications distributed to the public and funded under this agreement.

4. Roster(s) of volunteers trained during the grant period and information of the new Citizen Corps Council. Roster should include, at a minimum: name of member and date training completed, and for new Citizen Corps Councils: Name of council, location coverage, contact information, including e-mail address and phone number.
  5. Sample copies of any materials (e.g. news releases, brochures, videos, notices, letters, pictures or the like) produced to promote the Citizen Corps program under this sub-grant and courtesy copies of other program promotional items.
  6. A list of other Citizen Corps activities related to this sub-grant.
  7. Total amount of grant funds used to date and for what activities
- C. To submit with the quarterly report, a report of Citizen Corps activation for emergency or non-emergency situations. Report should detail date, council name, number of Citizen Corps members activated, brief description of activity. This will include situations where Citizen Corps members have augmented a community's emergency management capability.

### **III. SCHEDULE OF WORK AND PAYMENTS**

- A. By July 31, 2005 an initial report with the appropriate documentation as listed in Part II.A. shall be submitted to the Department for approval. In addition, all invoices for expenses incurred to perform the work or prepare the products should be submitted.
- B. By September 30, 2005 a quarterly report with the appropriate documentation as listed in Part II.B and C shall be submitted to the Department for approval. In addition, all invoices for expenses incurred to perform the work and prepare the products should be submitted.
- C. By December 31, 2005 a quarterly report with the appropriate documentation as listed in Part II.B and C shall be submitted to the Department for approval. In addition, all invoices for expenses incurred to perform the work and prepare the products should be submitted.
- D. By March 30, 2006 a quarterly report with the appropriate documentation as listed in Part II.B and C shall be submitted to the Department for approval. In addition, all invoices for expenses incurred to perform the work and prepare the products should be submitted.
- E. By June 30, 2006 a quarterly report with the appropriate documentation as listed in Part II.B and C shall be submitted to the Department for approval. In addition, all invoices for expenses incurred to perform the work and prepare the products should be submitted.
- F. By September 30, 2006 a quarterly report with the appropriate documentation as listed in Part II.B and C shall be submitted to the Department for approval. In addition, all invoices for expenses incurred to perform the work and prepare the products should be submitted.
- G. By November 30, 2006 a close-out report shall be submitted to the Department for approval

### **IV. SCHEDULE OF WORK AND PAYMENTS**

- A. Recipient will purchase and submit a request for payment for all operating and educational supplies under the budget subheading of this grant no later than May 31, 2006. Failure to comply may result in a termination of this agreement.
- B. A minimum of 40% of the personnel costs must be incurred, and a request for payment for these costs must be received no later than May 31, 2006. Failure to comply may result in a retraction of funds. A minimum of 60% of personnel costs must be incurred, and a request for payment for the cost must be received no later than July 31, 2006. Failure to comply may result in a termination of this agreement.
- C. Programmatic/ Technical conference calls will be held quarterly on a schedule to be announced. These conference calls are mandatory and attendance of these conference calls will be taken through role call. Failure to attend these calls may result in a termination of this agreement.

Recipient agrees to perform the project identified in said application utilizing the funds provided under this agreement, supplemented by any funds represented in said application as matching funds.

## Attachment B

### Program Statutes and Regulations

1. Chapter 252, Florida Statutes
2. Chapter 287, Florida Statutes
3. Chapter 119, Florida Statutes
4. Chapter 60A-1, Florida Administrative Code
5. Chapter 215.97, Florida Statutes (Audit Requirements)
6. Chapter 215.34(2), Florida Statutes
7. Chapters 10.550 (local government entities) or 10.650 (non-profit organizations) Rules of the Auditor General
8. OMB Circular A-133 (if applicable)
9. Section 112.061, Florida Statutes
10. 8 U.S.C., Section 1324a(e) [Section 27A(e) of the immigration and nationality Act ("INA")]
11. Section 768.28, Florida Statutes
12. American With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.)
13. OMB Circulars A-87 and A-102
14. Chapter 216.181(16), Florida Statutes
15. 48 Code of Federal Regulations, Part 31, if applicable

## Attachment C

### Recordkeeping

- A. As applicable, Recipient's performance under this Agreement shall be subject to the federal "Common Rule: Uniform Administrative Requirements for State and Local Governments" (53 Federal Register 8034) or OMB Circular No. A-110, "Grants and Agreements with Institutions of High Education, Hospitals, and Other Nonprofit Organizations," and either OMB Circular No. A-87, "Cost Principles for State and Local Governments," OMB Circular No. A-21, "Cost Principles for Educational Institutions," or OMB Circular No. A-122, "Cost Principles for Nonprofit Organizations." If this Agreement is made with a commercial (for-profit) organization on a cost-reimbursement basis, the Recipient shall be subject to Federal Acquisition Regulations 31.2 and 931.2.
- B. The Recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement, and the compliance of all subcontractors or consultants to be paid from funds provided under this Agreement, for a period of five years from the date the audit report is issued, and shall allow the Department or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The Recipient shall ensure that audit working papers are made available to the Department or its designee, Chief Financial Officer, or Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department, with the following exceptions:
  - 1. If any litigation, claim or audit is started before the expiration of the five year period and extends beyond the five year period, the records will be maintained until all litigation, claims or audit findings involving the records have been resolved.
  - 2. Records for the disposition of non-expendable personal property valued at \$5,000 or more at the time of acquisition shall be retained for five years after final disposition.
  - 3. Records relating to real property acquisition shall be retained for five years after closing of title.
- C. The Recipient shall maintain all records for the Recipient and for all subcontractors or consultants to be paid from funds provided under this Agreement, including supporting documentation of all program costs, in a form sufficient to determine compliance with the requirements and objectives of the Budget and Scope of Work - Attachment A - and all other applicable laws and regulations.
- D. The Recipient, its employees or agents, including all subcontractors or consultants to be paid from funds provided under this Agreement, shall allow access to its records at reasonable times to the Department, its employees, and agents. "Reasonable" shall be construed according to the circumstances but ordinarily shall mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, on Monday through Friday. "Agents" shall include, but not be limited to, auditors retained by the Department.

## Attachment D

### Reports

#### **CONTRACTUAL FORMS and REQUIREMENTS**

##### **Initial Report Form 1**

1. This report **must be received** prior to July 31, 2005 in order to be considered in compliance with the terms of the contract.

##### **Quarterly Report Form 2:**

1. This report **must be** completed in full each quarter. **This is a required report and must be submitted within 30 days of the end of each month in order to be considered in compliance with the terms of the contract. The ending dates for each quarter** September 30, 2005, December 31, 2005, March 30, 2006, June 30, 2006, and September 30, 2006  
December 31
3. If expenditures do not occur during a given month, a complete explanation should be given on Form 2.

##### **Reimbursement Request (Form 3) and Detail of Claims (Form 4):**

1. These forms are to be filed **as needed**. It is not necessary to wait until the end of each quarter. Complete Form 3 by filling in all items as needed. Do **not** send blank forms.
2. Submit form 4 for budget categories (e.g. Personnel, Travel, etc.) in which you have incurred expenditures. The Detail of Claims form must accompany the Reimbursement Request form.
3. **Do not include back up documentation with these reports unless it is a deliverable that is outlined in the scope of work. Maintain back up documentation, as it will be needed when audited.**
4. The Reimbursement Request form must be signed by the contract manager or someone with equal authority.
5. **Final requests for reimbursement shall be submitted no later than thirty (30) days after the termination date of the Agreement. Any requests received after October 31, 2006, may, in the discretion of the Department, not be reimbursed from this Agreement.**
6. Claims are to be submitted to the following address:  
FLORIDA DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF EMERGENCY MANAGEMENT  
BUREAU OF RECOVERY AND MITIGATION/HUMAN SERVICES  
2555 SHUMARD OAK BOULEVARD  
TALLAHASSEE, FLORIDA 32399-2100  
ATTN: CERT PROGRAM

##### **Close Out Report - (Form 5):**

1. The Close Out Report is due as soon as the final payment has been made and all final expenditures have occurred, no later than 60 days from the end of the contract period. The contract period end September 30, 2006, therefore, Close Out Reports must be received on or before November 30, 2006.
2. The contract cannot be considered closed until the Close Out Report has been received.

##### **Documentation of project expenditures:**

1. Grantees must maintain documentation of expenditures for a minimum period of five years following the close of project/program operations unless audits require a longer period of time.
2. Grantees should maintain a financial file with copies of back-up documentation for all paid project/program expenditures made by the grantee during the grant period. Documentation of expenditures against the program will be reviewed and verified during on-site monitoring visits or when necessary by the DEM staff. Acceptable documentation includes copies of purchase orders and paid vouchers, paid invoices or cancelled checks, payroll vouchers, journal transfers, etc. Backup documentation of expenditures should not be sent to the DEM.
3. In order to document hours worked on the program by permanent or temporary staff, the grantee may use its own time and attendance forms.
4. All claims for reimbursement of expenditures must be submitted on the approved DCA financial reporting forms. Claims not submitted on the proper form cannot be processed and will be returned for corrections. **All forms must be submitted in hard copy with original signature to be considered in compliance with the terms of the contract.**

**Forms may be downloaded from the Internet. Please be sure to save the files in the appropriate format before attempting to use. The address is:**  
**[http://www.floridadisaster.org/director\\_office/citizen\\_corps/cert](http://www.floridadisaster.org/director_office/citizen_corps/cert), click on reports under the title: CERT FY03 Sub-Grant Recipients.**



**Attachment E**

**JUSTIFICATION OF ADVANCE PAYMENT**

**RECIPIENT:**

Indicate by checking one of the boxes below, if you are requesting an advance. If an advance payment is requested, budget data on which the request is based must be submitted. Any advance payment under this Agreement is subject to s. 216.181(16)(a)(b), Florida Statutes. The amount which may be advanced shall not exceed the expected cash needs of the recipient within the initial three months.

**NO ADVANCE REQUESTED**

No advance payment is requested. Payment will be solely on a reimbursement basis. No additional information is required.

**ADVANCE REQUESTED**

Advance payment of \$ \_\_\_\_\_ is requested. Balance of payments will be made on a reimbursement basis. These funds are needed to pay staff, award benefits to clients, duplicate forms and purchase start-up supplies and equipment. We would not be able to operate the program without this advance.

**ADVANCE REQUEST WORKSHEET**

If you are requesting an advance, complete the following worksheet

	(A) FFY 2002	(B) FFY 2003	(C) FFY 2004	(D) Total
<b>FIPTION</b>				
<b>NITIAL CONTRACT ALLOCATION</b>				
<b>IRST THREE MONTHS CONTRACT EXPENDITURES<sup>1</sup></b>				
<b>AVERAGE PERCENT EXPENDED IN FIRST THREE MONTHS</b> (Divide line 2 by line 1.)				

<sup>1</sup> First three months expenditures need only be provided for the years in which you requested an advance. If you do not have this information, call your consultant and they will assist you.

**MAXIMUM ADVANCE ALLOWED CALCULATION:**

$$\text{Cell D3} \times \$ \text{DCA Award (Do not include any match)} = \text{MAXIMUM ADVANCE}$$

**REQUEST FOR WAIVER OF CALCULATED MAXIMUM**

- Recipient has no previous DCA contract history. Complete Estimated Expenses chart and Explanation of Circumstances below.
- Recipient has exceptional circumstances that require an advance greater than the Maximum Advance calculated above. Complete estimated expenses chart and Explanation of Circumstances below. Attach additional pages if needed.

**ESTIMATED EXPENSES**

<b>BUDGET CATEGORY</b>	<b>2004-2005 Anticipated Expenditures for First Three Months of Contract</b>
<b>ADMINISTRATIVE COSTS (Include Secondary Administration.)</b>	
<b>PROGRAM EXPENSES</b>	
<b>TOTAL EXPENSES</b>	

*Explanation of Circumstances:*

## **Attachment F**

### **Warranties and Representations**

#### Financial Management

Recipient's financial management system shall provide for the following:

- (1) Accurate, current and complete disclosure of the financial results of this project or program
- (2) Records that identify adequately the source and application of funds for all activities. These records shall contain information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.
- (3) Effective control over and accountability for all funds, property and other assets. Recipient shall adequately safeguard all such assets and assure that they are used solely for authorized purposes.
- (4) Comparison of expenditures with budget amounts for each Request For Payment. Whenever appropriate, financial information should be related to performance and unit cost data.
- (5) Written procedures for determining the reasonableness, allocability and allowability of costs in accordance with the provisions of the applicable cost principles and the terms and conditions of this grant.
- (6) Accounting records, including cost accounting records that are supported by source documentation.

#### Competition.

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The Recipient shall be alert to conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to the Recipient, price, quality and other factors considered. Solicitations shall clearly set forth all requirements that the bidder or offeror shall fulfill in order for the bid or offer to be evaluated by the Recipient. Any and all bids or offers may be rejected when it is in the Recipient's interest to do so.

#### Codes of conduct.

The Recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by public grant funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subcontracts. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

#### Business Hours

The Recipient shall have its offices open for business, with the entrance door open to the public, and at least one employee on site, for a Period of eight (8) hours per day, Monday through Friday.

#### Licensing and Permitting

All subcontractors or employees hired by the Recipient shall have all current licenses and permits required for all of the particular work for which they are hired by the Recipient.

**Attachment G**  
**Reporting Forms**

Attachment H

**Certification Regarding  
Debarment, Suspension, Ineligibility  
And Voluntary Exclusion**

**Contractor Covered Transactions**

- (1) The prospective contractor of the Recipient, \_\_\_\_\_, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the Recipient's contractor is unable to certify to the above statement, the prospective contractor shall attach an explanation to this form.

CONTRACTOR:

\_\_\_\_\_

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Recipient's Name

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
DCA Contract Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date



## Attachment I

### Statement of Assurances

#### ASSURANCES

To the extent the following provisions apply to the award of assistance in this Agreement, as determined by the awarding agency, the Subgrantee hereby assures and certifies that:

- (a) It will comply with:
  - (1) Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327 et seq., requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of forty hours in a work week; and
  - (2) Federal Fair Labor Standards Act, 29 U.S.C. Section 201 et seq., requiring that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rates for all hours worked in excess of the prescribed work-week.
  
- (b) It will comply with:
  - (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and the regulations issued pursuant thereto, which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Subgrantee receives Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Subgrantee, this assurance shall obligate the Subgrantee, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits;
  - (2) Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975, as amended (42 U.S.C.: 6101-6107) which prohibits discrimination on the basis of age or with respect to otherwise qualified handicapped individuals as provided in Section 504 of the Rehabilitation Act of 1973;
  - (3) Executive Order 11246 as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto, which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally assisted construction contracts; affirmative action to insure fair treatment in employment, upgrading, demotion,



or transfer; recruitment or recruitment advertising; layoff/termination, rates of pay or other forms of compensation; and election for training and apprenticeship;

- (c) The Subgrantee agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.), where applicable, which prohibits discrimination by public and private entities on the basis of disability in the areas of employment, public accommodations, transportation, State and local government services, and in telecommunications;
- (d) It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties pursuant to Section 112.313 and Section 112.3135, FS;
- (e) It will comply with the Anti-Kickback Act of 1986, 41 U.S.C. Section 51 which outlaws and prescribes penalties for "kickbacks" of wages in federally financed or assisted construction activities;
- (f) It will comply with the provisions of 18 USC 594, 598, 600-605 (further known as the Hatch Act) which limits the political activities of employees;
- (g) It will comply with the flood insurance purchase and other requirements of the Flood Disaster Protection Act of 1973 as amended, 42 USC 4002-4107, including requirements regarding the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance;
- (h) It will require every building or facility (other than a privately owned residential structure) designed, constructed, or altered with funds provided under this Agreement to comply with the "Uniform Federal Accessibility Standards," (AS) which is Appendix A to 41 CFR Section 101-19.6 for general type buildings and Appendix A to 24 CFR Part 40 for residential structures. The Subgrantee will be responsible for conducting inspections to ensure compliance with these specifications by the contractor;
- (i) It will, in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (U.S.C. 470), Executive Order 11593, 24 CFR Part 800, and the Preservation of Archaeological and Historical Data Act of 1966 (16 V.S.C. 469a-l, et seq.) by:

- (1) Consulting with the State Historic Preservation Office to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Section 800.8) by the proposed activity; and
- (2) Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.
- (3) abiding by the terms and conditions of the "Programmatic Agreement Among the Federal Emergency Management Agency, the Florida State Historic Preservation Office, the Florida Department of Community Affairs and the Advisory Council on Historic Preservation, (PA)" which addresses roles and responsibilities of Federal and State entities in implementing Section 106 of the National Historic Preservation Act (NHPA), 16 U.S.C. 470f, and implementing regulations in 36 CFR part 800.
- (4) When any of Recipient's projects funded under this Agreement may affect a historic property, as defined in 36 CFR 800(2)(e), the Federal Emergency Management Agency (FEMA) may require Recipient to review the eligible scope of work in consultation with the State Historic Preservation Office (SHPO) and suggest methods of repair or construction that will conform with the recommended approaches set out in the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings 1992 (Standards), the Secretary of the Interior's Guidelines for Archeological Documentation (Guidelines) (48 Federal Register 44734-37), or any other applicable Secretary of Interior standards. If FEMA determines that the eligible scope of work will not conform with the Standards, Recipient agrees to participate in consultations to develop, and, after execution by all parties, to abide by, a written agreement that establishes mitigation and recordation measures, including but not limited to, impacts to archeological sites, and the salvage, storage, and reuse of any significant architectural features that may otherwise be demolished.
- (5) Recipient agrees to notify FEMA and the Department if any project funded under this Agreement will involve ground disturbing activities, including, but not limited to: subsurface disturbance; removal of trees; excavation for footings and foundations; and installation of utilities (such as water, sewer, storm drains, electrical, gas, leach lines and septic tanks) except where these activities are restricted solely to areas previously disturbed by the installation, replacement or maintenance of such utilities. FEMA will request the SHPO's opinion on the potential that archeological properties may be present and be affected by such activities. The SHPO will advise Recipient on any feasible steps to be accomplished to avoid any National Register eligible archeological property or will make recommendations for the development of a treatment plan for the recovery of archeological data from the property. If Recipient is unable to avoid the archeological property, develop, in consultation with the SHPO, a treatment plan consistent with the Guidelines and take into account the Advisory Council on Historic Preservation (Council) publication "Treatment of Archeological Properties." Recipient shall forward information regarding the treatment plan to FEMA, the SHPO and the Council for review. If the SHPO and the Council do not object within 15 calendar days of receipt of the treatment plan,

FEMA may direct Recipient to implement the treatment plan. If either the Councilor the SHPO object, Recipient shall not proceed with the project until the objection is resolved.

- (6) Recipient shall notify the Department and FEMA as soon as practicable: (a) of any changes in the approved scope of work for a National Register eligible or listed property; (b) of all changes to a project that may result in a supplemental DSR or modify an HMGP project for a National Register eligible or listed property; (c) if it appears that a project funded under this Agreement will affect a previously unidentified property that may be eligible for inclusion in the National Register or affect a known historic property in an unanticipated manner. Recipient acknowledges that FEMA may require Recipient to stop construction in the vicinity of the discovery of a previously unidentified property that may be eligible for inclusion in the National Register or upon learning that construction may affect a known historic property in an unanticipated manner. Recipient further acknowledges that FEMA may require Recipient to take all reasonable measures to avoid or minimize harm to such property until FEMA concludes consultation with the SHPO. Recipient also acknowledges that FEMA will require, and Recipient shall comply with, modifications to the project scope of work necessary to implement recommendations to address the project and the property.
- (7) Recipient acknowledges that, unless FEMA specifically stipulates otherwise, it shall not receive funding for projects when, with intent to avoid the requirements of the PA or the NHPA, Recipient intentionally and significantly adversely affects a historic property, or having the legal power to prevent it, allowed such significant adverse affect to occur.
- (j) It will comply with Title IX of the Education Amendments of 1972, as amended (20 U.S.C.: 1681-1683 and 1685 -1686) which prohibits discrimination on the basis of sex;
- (k) It will comply with the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, (42 U.S.C. 4521-45-94) relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
- (l) It will comply with 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
- (m) It will comply with Lead-Based Paint Poison Prevention Act (42 U.S.C.: 4821 et seq.) which prohibits the use of lead based paint in construction of rehabilitation or residential structures;
- (n) It will comply with the Energy Policy and Conservation Act (P.L. 94-163; 42 U.S.C. 6201-6422), and the provisions of the state Energy Conservation Plan adopted pursuant thereto;
- (o) It will comply with the Laboratory Animal Welfare Act of 1966, 7 U.S.C. 2131-2159, pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by an award of assistance under this agreement;

- (p) It will comply with Title VIII of the Civil Rights Act of 1968, 42 U.S.C. 2000c and 42 3601-3619, as amended, relating to non-discrimination in the sale, rental, or financing of housing, and Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which prohibits discrimination on the basis of race, color or nation origin;
- (q) It will comply with the Clean Air Act of 1955, as amended, 42 U.S.C. 7401-7642;
- (r) It will comply with the Clean Water Act of 1977, as amended, 42 US.C. 7419-7626;
- (s) It will comply with the Endangered Species Act of 1973, 16 U.S.C. 1531-1544;
- (t) It will comply with the Intergovernmental Personnel Act of 1970, 42 U.S.C. 4728-4763;
- (u) It will assist the awarding agency in assuring compliance with the National Historic Preservation Act of 1966, as amended, 16 U.S.C. 270;
- (v) It will comply with environmental standards which may be prescribed pursuant to the National Environmental Policy Act of 1969, 42 U.S.C. 4321-4347;
- (w) It will assist the awarding agency in assuring compliance with the Preservation of Archeological and Historical Preservation Act of 1966, 16 U.S.C. 469a, et seq.;
- (x) It will comply with the Rehabilitation Act of 1973, Section 504,29 U.S.C. 794, regarding non-discrimination;
- (y) It will comply with the environmental standards which may be prescribed pursuant to the Safe Drinking Water Act of 1974, 42 U.S.C. 300f-300j, regarding the protection of underground water sources;
- (z) It will comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Property Acquisition Policies Act of 1970, 42 U.S.C. 4621-4638, which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs;
- (aa) It will comply with the Wild and Scenic Rivers Act of 1968, 16 U.S.C. 1271-1287, related to protecting components or potential components of the national wild and scenic rivers system;
- (bb) It will comply with the following Executive Orders: EO 11514 (NEPA); EO 11738 (violating facilities); EO 11988 (Floodplain Management); EO 11990 (Wetlands); and EO 12898 (Environmental Justice);

- (cc) It will comply with the Coastal Barrier Resources Act of 1977, 16 U.S.C. 3510;
- (dd) It will assure project consistency with the approved State program developed under the Coastal Zone Management Act of 1972, 16 U.S.C. 1451-1464; and
- (ee) It will comply with the Fish and Wildlife Coordination Act of 1958; 16 U.S.C. 661-666;
- (ff) With respect to demolition activities, it will:
  - (1) Create and make available documentation sufficient to demonstrate that the Recipient and its demolition contractor have sufficient manpower and equipment to comply with the obligations as outlined in this Agreement.
  - (2) Return the property to its natural state as though no improvements had ever been contained there on.
  - (3) Furnish documentation of all qualified personnel licences and all equipment necessary to inspect buildings located in Recipient's jurisdiction to detect the presence of asbestos and lead in accordance with requirements of the U. S. Environmental Protection Agency the Florida Department of Environmental Protection and the County Health Department.
  - (4) Provide documentation of the inspection results for each structure to indicate:
    - i. Safety Hazards Present
    - ii. Health Hazards Present
    - iii. Hazardous Materials Present
  - (5) Provide supervision over contractors or employees employed by Recipient to remove asbestos and lead from demolished or otherwise applicable structures.
  - (6) Leave the demolished site clean, level and free of debris.
  - (7) Notify the Department promptly of any unusual existing condition, which hampers the contractor's work.
  - (8) Obtain all required permits.
  - (9) Provide addresses and marked maps for each site where water wells or septic tanks are to be closed along with the number of wells located on each site.
  - (10) Comply with mandatory standards and policies relating to energy efficiency, which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94 -163).
  - (11) Comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act [42 U.S.C. 1857(h)], Section 508 of the Clean Water Act (33 U.S.1368), Executive Order 11738, and the U.S. Environmental Protection Agency regulations (40 C.F.R. Part 15). This clause shall be added to any subcontracts.
  - (12) Provide documentation of public notes for demolition activities.



STATE OF FLORIDA  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF EMERGENCY MANAGEMENT

**CONTRACTUAL FORMS and REQUIREMENTS**

**Form 1:**

1. This report must be completed in full **prior to AUGUST 15, 2004** in order to be considered in compliance with the terms of the contract.

**Monthly Status Report Form 2:**

1. This report must be completed in full each month. **This is a required report and must be submitted within 10 days of the first of each month in order to be considered in compliance with the terms of the contract.**
3. If expenditures do not occur during a given month, a complete explanation should be given on Form 2.

**Reimbursement Request (Form 3) and Detail of Claims (Form 4):**

1. These forms are to be filed as needed. It is not necessary to wait until the first of each month. Complete Form 3 by filling in all items as needed. Do not send blank forms.
2. Submit form 4 for budget categories (e.g. Personnel, Travel, etc.) in which you have incurred expenditures. The Detail of Claims form must accompany the Reimbursement Request form.
3. Do not include back up documentation with these reports unless it is a deliverable that is outlined in the scope of work. Maintain back up documentation, as it will be needed when audited.
4. The Reimbursement Request form must be signed by the contract manager or someone with equal authority.
5. Claims are to be submitted to the following address:

DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF EMERGENCY MANAGEMENT  
BUREAU OF RECOVERY AND MITIGATION  
CITIZEN CORPS/CERT PROGRAM  
2555 SHUMARD OAK BOULEVARD  
TALLAHASSEE, FLORIDA 32399-2100

**Close Out Report - (Form 5):**

1. Close Out Reports are due as soon as the final payment has been made and all final expenditures have occurred.
2. The contract cannot be considered closed until the Close Out Report has been received.

**Documentation of project expenditures:**

1. Grantees must maintain documentation of expenditures for a minimum period of five years following the close of project/program operations unless audits require a longer period of time.
2. Grantees should maintain a financial file with copies of back-up documentation for all paid project/program expenditures made by the grantee during the grant period. Documentation of expenditures against the program will be reviewed and verified during on-site monitoring visits or when necessary by the DEM staff. Acceptable documentation includes copies of purchase orders and paid vouchers, paid invoices or cancelled checks, payroll vouchers, journal transfers, etc. Backup documentation of expenditures should not be sent to the DEM.
3. In order to document hours worked on the program by permanent or temporary staff, the grantee may use its own time and attendance forms.
4. All claims for reimbursement of expenditures must be submitted on the approved DCA financial reporting forms. Claims not submitted on the proper form cannot be processed and will be returned for corrections. **All forms must be submitted in hard copy with original signature to be considered in compliance with the terms of the contract.**

Forms may be downloaded from the Internet. Please be sure to save the files in the appropriate format before attempting to use. The address is:  
[http://www.floridadisaster.org/director\\_office/citizen\\_corps/](http://www.floridadisaster.org/director_office/citizen_corps/)





**MONTHLY STATUS REPORT**  
**THIS IS A REQUIRED DOCUMENT AND MUST BE SUBMITTED MONTHLY**  
**COUNCIL - FORM 2**

**Please see contract scope of work, Section IIB, for further details**

RECIPIENT: \_\_\_\_\_

MONTH REPORTED: \_\_\_\_\_ CONTRACT #: \_\_\_\_\_

**I. DATA:**

	<b>Total for Month</b>	<b>Total to Date</b>
Number of public education and outreach activities held		
Number of preparedness and mitigation publications distributed to the public		
Number of people trained in community preparedness and family safety measures, to include first aid, emergency preparedness, and general safety precautions		
Number of volunteers participating in formal programs relating to crime prevention, emergency preparedness, mitigation or response, and public health needs		

**II. SUBMISSIONS:** Please check one. *If not submitted, please explain why in the narrative below.*

	<b>Submitted</b>	<b>Not Submitted</b>
Documentation of registration as an official Citizen Corps Council		
List of Publications distributed to the public		
Roster(s) of volunteers trained		
Sample copies of promotional, educational, and recruitment materials produced		
List of other Citizen Corps activities		

**III. GRANT FUNDS:**

	<b>Total for Month</b>	<b>Total to Date</b>
Grant funds used		

**IV. ACTIVATION**

1. Was there any activation of Citizen Corps for emergency or non-emergency situations during the month?  
 \_\_\_ YES      \_\_\_ NO

2. If yes, for how many times? \_\_\_\_\_ and how many total Citizen Corps volunteers were activated? \_\_\_\_\_



**REIMBURSEMENT REQUEST  
FORM 3**

GRANTEE :

ADDRESS:

AGREEMENT #:

COSTS INCURRED DURING THE PERIOD OF :

Request for Payment Date:

Request for Payment #:

Phone Number:

AGREEMENT AMOUNT:

/ / THROUGH / /

1. PERSONNEL	\$	_____
2. FRINGE BENEFITS	\$	_____
3. TRAVEL	\$	_____
4. EQUIPMENT	\$	_____
5. SUPPLIES	\$	_____
6. OTHER	\$	_____
7. TOTAL EXPENDITURES	\$	_____

I hereby certify that the above costs are true and valid costs incurred in accordance with the project agreement.

Signed \_\_\_\_\_  
Contract Manager or Financial Officer

**TO BE COMPLETED BY DEM**

AWARD AMOUNT - \$ \_\_\_\_\_  
PREVIOUS PAYMENTS - \$ \_\_\_\_\_  
THIS PAYMENT - \$ \_\_\_\_\_  
REMAINING BALANCE - \$ \_\_\_\_\_

TOTAL AMOUNT TO BE PAID  
ON THIS INVOICE

\$ \_\_\_\_\_



Close-Out Report - Form 5

This form should be completed and submitted to the Department no later than fifteen (15) days after the termination date of the Agreement

Grantee \_\_\_\_\_  
 Address \_\_\_\_\_  
 City and State \_\_\_\_\_

Agreement No. \_\_\_\_\_  
 Agreement Amount \_\_\_\_\_  
 Agreement Period \_\_\_\_\_

	(1)	(2)	(3)	(4)
Cost Categories	Grant Award Expenditures	Cash Match	In-Kind Match	Total Expenditures (1+2+3)
Personnel 1				
Fringe Benefits 2				
Travel 3				
Equipment (only items over \$5000) 4				
Supplies 5				
Other 6				
7 TOTALS	\$	\$	\$	\$

(5) Funds Received Under this Agreement *		(6)
Date	Amount	
1		
2		
3		
4		
5		
6		
7		
8 TOTAL	\$	

Total Funds Received From The Department of Community Affairs Under This Agreement (Column 6, Line 8) \_\_\_\_\_

Less Total Grant Award Expenditures (Col. 1, Line 7) \_\_\_\_\_

Equals Balance of Agreement Owed to DCA \_\_\_\_\_

Refund Due to the State? Yes No

Refund Check Enclosed? Yes No

If No, Enter Date that Refund will be Submitted \_\_\_\_\_

Refund and/or final interest check are due no later than ninety (90) days after the expiration date of the Agreement.

Make Check Payable To:  
 Cashier  
 Department of Community Affairs

Mail To:  
 Department of Community Affairs  
 Division of Emergency Management  
 2555 Shumard Oak Boulevard  
 Tallahassee, Florida 32399-2100

\*Include Any Advanced Funds Received

Agreement Amount	
Less Total Funds Received under this Agreement (Column 6, Line 8)	
Balance of Agreement	

I hereby certify that the above costs are true and valid costs incurred in accordance with the project Agreement, and that the matching funds, in-kind or cash, were utilized toward the project in this Agreement.

Signed \_\_\_\_\_  
 Contract Manager or Financial Officer

Date \_\_\_\_\_

**BY LAWS OF THE  
LEE COUNTY CITIZEN CORPS COUNCIL**



**ARTICLE I:  
NAME AND RELATIONSHIPS**

This council shall be named the **Lee County Citizen Corps Council**. The Citizen Corps is one of four components of the USA Freedom Corps. The Florida Division of Emergency Management was named by Governor Bush as the lead agency for the development and implementation of the Citizen Corps program under the **Florida Prepares** initiative umbrella. The Florida Division of Emergency Management in turn designated county Emergency Management Directors to implement the program at the county level. The Citizens Corps Council will provide a focused approach to the collaborative efforts and resource exchange strategies utilized to promote volunteerism, as a means to meet the communities' unique emergency preparedness needs among all emergency response and emergency management organizations.

**ARTICLE II:  
MISSION STATEMENT AND PURPOSE**

**Mission Statement**

The mission of the Lee County Citizen Corps Council (herein called the COUNCIL) is to make our communities safer, stronger and better prepared to respond to threats of domestic terrorism, crime, fire, public health impacts, and hazards of all kinds by engaging Community Based Organizations in civic service, crime prevention, and emergency preparedness through education, training and volunteer service.

**Purpose**

The COUNCIL will serve as a catalyst to educate and prepare citizens in our communities to respond to natural and man-made disasters. Additionally, the COUNCIL'S efforts will assure that volunteer resources are utilized effectively, eliminating duplication of services and promoting effective communications.

**Section 1 – Goals**

- A. Act as a coordinating and collaborating body for enhancement of activities that support emergency services, law enforcement, and other agencies involved in disaster prevention, preparedness and response.

- B. Assist in recruitment of volunteers by publicizing and expanding existing community programs.
- C. Facilitate communication between Lee County and state and federal agencies to enable all member organizations to identify grants, equipment and training opportunities available to further community service missions and activities.

**Section 2 – Objectives:**

- A. Improve public awareness of volunteer service opportunities in support of emergency and disaster response organizations. Publish literature and create an Internet website that will expand public awareness of natural and man-made hazard protective measures.
- B. Improve collaboration among public service organizations and community based volunteer support organizations through formalized information exchange programs with the Citizen Corps web site being the primary delivery mechanism.
- C. Proactively identify individual and organizational training opportunities to further develop the overall volunteer program.

**ARTICLE IV:**  
**MEMBERSHIP**

Membership on the COUNCIL shall be available to all community based professional and volunteer organizations involved in supporting public safety. Initial membership invitations were extended to and accepted by the following organizations:

- American Red Cross
- AmeriCorps
- Business Disaster Preparedness Council
- City of Bonita Springs
- City of Cape Coral
- City of Fort Myers
- City of Sanibel
- Clergy Disaster Team
- Florida Interagency Networking in Disasters (FIND)
- Friendship Volunteer Resource Center
- Lee County Amateur Radio Club
- Lee County Emergency Management
- Lee County Emergency Medical Services
- Lee County Fire Chiefs Association
- Lee County Government Administration
- Lee County Health Department
- Lee County Sheriff's Office/V.O.I.C.E./Neighborhood Watch
- Community Emergency Response Team (CERT)
- Salvation Army
- Town of Fort Myers Beach

- Lee County Economic Development

Each member organization will designate a primary and alternate representative to the COUNCIL. Representatives will be identified to the Council Chair in letter from the agency head. Additional membership requests, other than the charter members, may be submitted to the Council Chair for consideration and nomination. New agency membership requires a majority approval of COUNCIL members present at a general membership meeting. Total membership will be limited to thirty (30) agencies.

### **Section 1 – Alternate Membership**

In order to promote attendance at the meetings of the COUNCIL, each agency or organization represented on the COUNCIL shall appoint an alternate voting representative in addition to the primary member. This alternate member must also be identified to the Council Chair by letter from the agency head. The alternate member may vote only in the absence of the primary member.

### **ARTICLE V: RESIGNATION AND TERMINATION PROCESS**

Failure of an organization's voting member to attend three (3) consecutive scheduled meetings of the COUNCIL, without advance notification to the President, places an agency in a delinquent status. The COUNCIL may make a written request that the organization participate in COUNCIL activities. If there is no favorable response to such a request, the Chair may entertain a motion to remove a delinquent member. A member or an officer may be removed by a two-thirds (2/3) vote of the respective membership of the COUNCIL at any regular or special general membership meeting provided such member or officer has been given at least seven (7) days notice of a pending vote.

### **ARTICLE VI: MEETINGS AND PROCEDURES**

The COUNCIL shall meet at 2 p.m. on the third Friday of each month or at the call of the Chairperson. Committees may meet at other times to carry out the business of the committee.

### **Section 1 – Quorum**

A quorum shall constitute fifty-percent (50%), plus one (1) member of a current COUNCIL membership. Meeting site and date may be confirmed as a final act of the business at each current meeting or delegated to the decision of the COUNCIL President if no consensus is reached. When a quorum is present, a majority of those present may take action on matters properly presented at the meeting.



## **Section 2 – Procedures within the Meeting**

Behavior and conduct during the meetings will be consistent with that expected of responsible individuals. When there is a conflict on procedural matters, Robert's Rules of Order, Amended, will be consulted to determine correct action.

## **Section 3 – Agendas**

The COUNCIL Staff Coordinator will prepare an agenda for each general membership meeting with items for action that must be addressed. Any COUNCIL member may suggest items for the agenda at least eight working days before a scheduled meeting. The agenda will be flexible to allow other items of business that may be addressed. Every effort will be made to provide an advance copy of the agenda to all COUNCIL members at least one day prior to a scheduled meeting.

- a. Guests and Speakers – Members may request the COUNCIL Chair to invite guest to attend meetings at their own expense. The COUNCIL may also request the Chair invite individuals to attend meetings to inform them on items being reviewed by the COUNCIL.

## **Section 4 – Minutes**

Minutes will be kept for the meetings in summary form. The exact language of matters that are voted upon will be entered into the minutes. A copy of the minutes for the current meeting will be provide to each COUNCIL member before the following COUNCIL meeting by the Staff Coordinator.

## **ARTICLE VII** **OFFICERS, TERMS, DUTIES, SUBCOMMITTEES**

The officers shall perform the duties prescribed by these bylaws, the Administrative Policies, Rules and Procedures, as the parliamentary authority adopted by the COUNCIL or as a directive by a majority vote of the membership.

### **Section 1 – Officers**

There will be three (3) officers of the COUNCIL:

- Chair
- Vice Chair
- Second Vice Chair

## **Section 2 – Election of Officers and Term of Office**

The term of office for COUNCIL officers is one (1) year. Elections will be held annually in December of each year as an agenda item of business. The Staff Coordinator will prepare a list of candidates for office in December of each year. Nominations for a specific office will be submitted to the Staff Coordinator not later than November 15 for the December elections. The slate of nominations will be provided to each Council member prior to the December general meeting. Nominations cannot be taken from the floor at the December General meeting. Officers may serve multiple terms of office provided that the multiple terms of office do not exceed two (2) consecutive years in the same office. No member shall hold more than one office at a time.

## **Section 3 – Duties**

The duties of the Chair will be to preside over the meetings of the COUNCIL and to carry out duties as directed by the council at large. The Vice-Chair will act as an alternate for the Chair.

The Second Vice-Chair will preside over the proceedings in the absence of the other two officers.

Lee County Emergency Management will provide the Staff Coordinator to the COUNCIL and will assist the Chair in carrying out the duties and responsibilities of the office, pursuant to the stated objectives.

## **Section 4 – Committees**

The following standing committees will be established by the COUNCIL Chair to assist with accomplishment of the Goals and Objectives of the COUNCIL:

- Training Committee
- Public Information Committee
- Resource/Finance Committee
- Volunteer Services Coordination Committee

In addition, an Executive Steering Committee will be established. This committee will consist of the Chair, Vice-Chair, Second Vice Chair and Chairperson for each standing committee. The Staff Coordinator will coordinate meetings for the Executive Steering Committee. This committee will be the primary planning body that recommends goals and objectives, and guides the COUNCIL through the organizational process and beyond.

## **ARTICLE VIII** **RESPONSIBILITIES AND AUTHORITY**

## **Section 1 – Tasks and Functions**

- A. Members are expected to share information within the body of the COUNCIL as it pertains to the goals and objectives of the COUNCIL.
- B. Members are expected to report information and data to the COUNCIL Staff Coordinator, on a monthly basis, that concerns Citizen Corp related activities within their agencies or organizations. The report should include: 1) all activities supported by volunteers groups, 2) quantity and type of public outreach materials distributed, 3) any training, drills or exercises conducted for volunteers. This information will be used for public dissemination and to justify grant applications and expenditures.
- C. The Staff Coordinator will announce COUNCIL meetings to the members, provide a copy of the meeting agenda to members, keep minutes of the meetings, maintain and issue COUNCIL equipment and supplies for official use by the COUNCIL, and assist the Chair during COUNCIL meetings as required.

## **Section 2 – Financial Management**

- A. The Staff Coordinator and the Finance Committee will prepare an annual budget for approval by the COUNCIL. Lee County Emergency Management will provide annual website fees if no grant monies are available.
- B. Lee County purchasing and contracting procedures will be used for all acquisitions. The Staff Coordinator will process all purchases through the Director of Public Safety Fiscal Officer.
- C. The Finance Committee will be responsible to apply for grants that might be available from the State or Federal Government for Citizen Corps Council operations. The Staff Coordinator will process grant applications through the Director of Public Safety to the State of Florida.
- D. Fund expenditures may be made by the Staff Coordinator to support budgeted items throughout the year. Any none-budgeted items require the approval of the Executive Steering Committee.
- E. Members shall not be reimbursed for meals or travel expenses to attend Council or committee meetings.