

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2014	2015	2016	2017	2018
Capital Expenditures					
Operating Costs	(\$2,793)				
External Revenues	\$2,793				
Program Income (County)	0				
In-Kind Match (County)	0				
Net Fiscal Impact	0				
# Additional FTE Positions (Cumulative)	0				

Is Item Included in Current Budget: YES _____ NO X

Budget Account No.: Fund 1152 Agency 160 Org 2198 Object 3129

Reporting Category _____

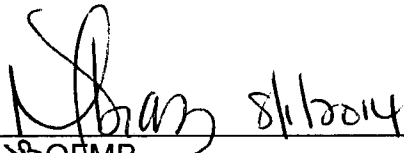
B. Recommended Sources of Funds / Summary of Fiscal Impact:

PBSO was awarded funding through the Florida Division of Emergency Management, FY10 Operation Stonegarden Grant Program. There is no match requirement associated with this award. No additional positions are needed and no additional County funds are required.

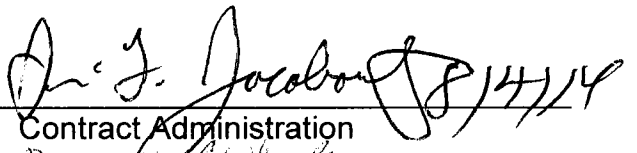
FY 2014 Operation Stonegarden Carry Forward Amount	\$103,372
FY 2014 Operation Stonegarden-Reduction in Funding	(\$2,793)
FY 2014 Grant Budget Total	\$100,579

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:



 Brian Skibor
 OFMB
 8/30/14



 Contract Administration
 8/14/14

B. Legal Sufficiency:



 Pamela Edelberg 8/4/14
 Assistant County Attorney

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.

14- 1020

BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY, FLORIDA
BUDGET AMENDMENT

FUND 1152 - Sheriff's Grants Fund

BGEX 420 073114 * 1677
BGRV 420 073114 * 610

Use this form to provide budget for items not anticipated in the budget.

ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED	REMAINING BALANCE
Revenues								
Operation Stonegarden-Border Security								
160-2198-3129	Federal Grant - Other Public Safety	0	103,312	0	2,793	100,579		
TOTAL REVENUES		2,442,123	\$5,515,768	\$0	\$2,793	\$5,512,975		
Expenditures								
Operation Stonegarden-Border Security								
160-2198-9498	Transfer to Sheriff's Fund 1902	0	103,312	0	2,793	100,579		
TOTAL EXPENDITURES		2,442,123	\$5,515,768	\$0	\$2,793	\$5,512,975		

Palm Beach County Sheriff's Office

INITIATING DEPARTMENT/DIVISION

Administration/Budget Department Approval

OFMB Department - Posted

Signatures

Date

7/15/14
 8/1/2014

By Board of County Commissioners
At Meeting of August 19, 2014

Deputy Clerk to the
Board of County Commissioners

Attachment # 1

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**MODIFICATION #3 TO SUBGRANT AGREEMENT BETWEEN
THE DIVISION OF EMERGENCY MANAGEMENT AND
PALM BEACH COUNTY SHERIFF'S**

This Modification is made and entered into by and between the State of Florida, Division of Emergency Management ("the Division"), and Palm Beach County Sheriff's ("Recipient"), to modify Contract Number 13DS-B8-10-60-23-454, which began on April 9, 2013 ("the Agreement").

WHEREAS, the Division and the Recipient have entered into the Agreement, pursuant to which the Division has provided a subgrant to Recipient under the State Homeland Security Grant program of **\$210,000**;

WHEREAS, the Division and the Recipient desire to modify the terms of the Agreement; and

WHEREAS, the parties desire to decrease the amount of funds by **\$2,793.00**.

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

1. Paragraph 17(a) of the Agreement is hereby amended to read as follows:

(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 **\$207,207.00** subject to availability of funds.
2. The funds to be disbursed under this Agreement are decreased by the sum of **\$2,793.00**, so that the total funding hereunder is **\$207,207.00**. The funds subgranted to the Recipient under this Modification must be used in accordance with the following requirements as outlined in the Agreement.
3. The Budget and Scope of Work, Attachment A to the Agreement, is hereby modified as set forth in 1st Revised Attachment A to this Modification, which is attached hereto and incorporated herein by reference.
4. All provisions of the Agreement being modified and any attachments thereto in conflict with this Modification shall be and are hereby changed to conform with this Modification, effective as of the date of the last execution of this Modification by both parties.
5. All provisions not in conflict with this Modification remain in full force and effect, and are to be performed at the level specified in the Agreement.

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IN WITNESS WHEREOF, the parties hereto have executed this Modification as of the dates set out below.

RECIPIENT: PALM BEACH COUNTY SHERIFF'S

By: _____

Name and Title: Ric L. Bradshaw, Sheriff

Date: 6/18/14

DIVISION OF EMERGENCY MANAGEMENT

By: Michael D. Long

for Name and Title: Bryan W. Koon, Director

Date: 6/23/14

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REVISED

Attachment A

Budget and Scope of Work

Proposed Program Budget

- * Below is a general budget which outlines eligible categories and their allocation under this award. The Recipient is to utilize the "Proposed Program Budget" as a guide for completing the "Budget Detail Worksheet" below.
- * If applicable, the equipment category will require a "Detailed Budget Worksheet" including the proposed equipment to be purchased and the corresponding Authorized Equipment List (AEL) reference number. The AEL can be found at www.rkb.us.
- * The transfer of funds between the categories listed in the "Proposed Program Budget" is permitted. However, the transfer of funds between Issues is strictly prohibited.

FY10 State Homeland Security Grant program – Issue 55	Palm Beach County Sheriff's Office	Operation Stonegarden Grant Program	\$207,207.00
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Budget Detail Worksheet

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

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

Budget Detail Worksheet - Eligible Activities				
Travel/per diem related to planning activities	0	\$0	\$0	
Overtime and backfill costs (in accordance with operational Cost Guidance)	0	\$0	\$0	
Other projects areas with prior approval from FEMA	0	\$0	\$0	
Overtime for information, investigative, and intelligence sharing activities (up to 50 percent of the allocation)				
	0	\$0	\$0	
Overtime and backfill for emergency preparedness and response personnel attending FEMA-sponsored and approved training classes.				
	0	\$0	\$0	
Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in FEMA training.				
	0	\$0	\$0	
Training Workshops and Conferences	0	\$0	\$0	
Travel	0	\$0	\$0	
Supplies	0	\$0	\$0	
Tuition for higher education	0	\$0	\$0	
Other items	0	\$0	\$0	
A complete list of FEMA approved courses may be found at www.ojp.usdoj.gov/BFEMA/docs/Eligible_Federal_Courses.pdf				
	0	\$0	\$0	
	0	\$0	\$0	

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	0	\$0	\$0	
Vessel-mounted FLIR System, Unit (RKB# 04MD-01-IREG)	1	\$11,938.00	\$11,938.00	Issue 55
Pro Go Camera w/SD Cards (RKB# 04MD-01-VCAM)	25	\$338.00	\$8,450.00	Issue 55
GOST Watch HD LTE IP67 1TB 4K 5 Camera System (RKB# 04MD-01-VCAM)	3	\$10,200.00	\$30,600.00	Issue 55
Nano NVR System (RKB# 04MD-01-VCAM)	1	\$2,970.00	\$2,970.00	Issue 55
Man Overboard Strobe Light w/flotation system (RKB# 03WA-01-ULHH)	1	\$840.00	\$840.00	Issue 55
	0	\$0	\$0	
	0	\$0	\$0	
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	0	\$0	\$0	
Operational Overtime. Operational overtime costs associated with law enforcement activities, in support of border law enforcement agencies for increased border security enhancement. Per the PRICE of Homeland Security Act (Public Law 110-412), all grantees are allowed to utilize up to 50 percent of their FY 2010 OPSG funding for personnel related costs, which include overtime activities. At the request of a grant recipient, the FEMA Administrator may waive the 50 percent personnel cap. Waiver decisions are at the discretion of the FEMA Administrator and will be considered on a case-by-case basis.	2,292	\$66,496,073	\$152,409.00	Issue 55
Part Time Personnel. FY 2010 OPSG funds may be used to pay additional current part time law enforcement personnel salaries in order to bring them to full time status.	0	\$0	\$0	

Travel, Per Diem, and Lodging. Travel and per diem costs associated with the deployment/redeployment of personnel to border areas and for travel associated with law enforcement entities assisting other local jurisdictions in law enforcement activities. In addition, costs to support up to six (6) month deployment of law enforcement personnel to critical Southwest Border locations to support operational activities (travel costs must be in accordance with applicable travel regulations).	0	\$0	\$0	
Vehicle and Equipment Rentals.	0	\$0	\$0	
Vehicle/Equipment Maintenance.	0	\$0	\$0	
Fuel Cost and/or Mileage Reimbursement. The reimbursement cap for operational activities is removed under FY 2010 OPSG.	0	\$0	\$0	
Activate Reserve State, local, tribal, and territorial law enforcement personnel. Supporting a request to the Governor to activate, deploy, or redeploy specialized National Guard Units/Package and/or elements of State law enforcement to increase or augment specialized/technical law enforcement elements operational activities, and implementation of the homeland security strategy.	0	\$0	\$0	
Backfill. Costs associated with backfill for personnel supporting operational activities.	0	\$0	\$0	
Law Enforcement Readiness. Use of FY 2010 OPSG funds may be used to increase operational, material, and technological readiness of State, local, tribal, and territorial law enforcement agencies.	0	\$0	\$0	
TOTAL FUNDS REQUESTED IN BUDGET			\$207,207.00	Issue 55

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Attachment

B. Scope of Work

Funding is provided to perform eligible activities as identified in the Domestic Homeland Security—Federal Emergency Management Agency National Preparedness Directorate Fiscal Year 2010 State Homeland Security Grant Program (SHSGP), consistent with the Department of Homeland Security State Strategy, Operation Stonegarden. OPSG funds are intended to enhance cooperation and coordination among local, tribal, territorial, State, and Federal law enforcement agencies in a joint mission to secure the United States borders along routes on ingress from international borders to include travel coordinators in States bordering Mexico and Canada, as well as States and territories with international water borders.

All operational plans must be prepared in cooperation and coordination with Federal, State, local, tribal, and territorial partners. The recipient must coordinate with the CBP/BP Sector Headquarters with geographic responsibility for the recipient's location and submit an Operations Order (OpOrder) with an embedded budget for approval by the appropriate Sector Headquarters and forwarded to Headquarters, Office of Border Patrol, Washington, D.C., for approval before funding is released.

The recipient shall perform the activities as agreed upon in the approved OpOrder(s) and budget(s). Eligible activities are outlined in the Scope of Work for each category below:

I. Categories and Eligible Activities

FY2010 allowable costs are divided into the following categories: **planning, organization, equipment, training, and operational cost**. Each category's allowable costs have been listed in the "Budget Detail Worksheet" above.

A. Planning

Allowable planning-related costs include:

Travel/per diem related to planning activities.

Overtime and backfill costs (in accordance with operational Cost Guidance).

Other project areas with prior approval from FEMA.

B. Organizational Activities

Section 2008 of the *Homeland Security Act of 2002*, as amended by the 9/11 Act, includes the following allowable activities:

- Responding to an increase in the threat level under the Homeland Security Advisory System, or needs resulting from a National Special Security Event
- Establishing, enhancing, and staffing State and Major Urban Area fusion centers
- Paying salaries and benefits for personnel to serve as qualified intelligence analysts

Overtime Costs -- Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and specifically requested by a Federal agency. Allowable costs are limited to overtime associated with federally requested participation in eligible fusion activities including anti-terrorism task forces, Joint Terrorism Task Forces (JTTFs), Area Maritime Security Committees (as required by the *Maritime Transportation Security Act of 2002*), DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams. Grant funding can only be used in proportion to the Federal man-hour estimate, and only after funding for these activities from other Federal sources (i.e. FBI JTTF payments to State and local agencies) has been exhausted. Under no circumstances should DHS grant funding be used to pay for costs already supported by funding from another Federal source.

C. Equipment Acquisition

There are 15 allowable equipment categories for FY 2010 OPSG, which are listed on the web-based version of the Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), at <https://www.rkb.us>. Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

The equipment, goods, and supplies ("the eligible equipment") purchased with funds provided under this agreement are for the purposes specified in "Florida's Domestic Security Strategy". Equipment purchased with these funds will be utilized in the event of emergencies, including but not limited to, terrorism-related hazards. The sub-recipient shall place the equipment throughout the State of Florida in such a manner that, in the event of an emergency, the equipment can be deployed on the scene of the emergency or be available for use at a fixed location within two (2) hours of a request for said deployment. The Florida Division of Emergency Management (FDEM) must approve any purchases of equipment not itemized in a project's approved Initial Strategic Implementation Plan (ISIP) in advance of the purchase.

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The sub-recipient will, in accordance with the statewide mutual aid agreement or other emergency response purpose as specified in the "Florida Domestic Security Strategy," ensure that all equipment purchased with these funds is used to respond to any and all incidents within its regional response area as applicable for so long as this Agreement remains in effect. Prior to requesting a response, the FDEM will take prudent and appropriate action to determine that the level or intensity of the incident is such that the specialized equipment and resources are necessary to mitigate the outcome of the incident.

The sub-recipient shall notify the FDEM Office of Domestic Preparedness at 2555 Shumard Oak Blvd., Tallahassee, Florida 32399 one year in advance of the expiration of the equipment's posted shelf-life or normal life expectancy or when it has been expended. The sub-recipient shall notify the FDEM immediately if the equipment is destroyed, lost, or stolen.

The sub-recipient shall not transfer, rent, sell, lease, alienate, donate, mortgage, encumber or otherwise dispose of the eligible equipment without the prior written consent of the FDEM.

D. Training Activities

Training costs are generally not allowable under OPSG. Only under limited circumstances where the federal partner agency requests training for the local partner agency may training costs be allowable. Allowable training-related costs may include:

- **Overtime and Backfill** – The entire amount of overtime costs, including payments related to backfilling personnel, which are the direct result of attendance at FEMA and/or approved training courses and programs, are allowable. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the State or unit(s) of local government and has the approval of the State or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities.
- **Training, Workshops and Conferences**– Grant funds may be used to plan and conduct training workshops or conferences to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and training plan development.
- **Travel**– Costs (e.g., airfare, mileage, per diem, hotel) are allowable as expenses by employees who are on travel status for official business related to approved training.
- **Supplies** - Supplies are items that are expended or consumed during the course of the planning and conduct of the training project(s) (e.g., copying paper, gloves, tape, and non-sterile masks.)
- **Tuition for Higher Education**
- **Other Items** - These costs include the rental of space/locations for planning and conducting training, badges, etc.

Training Activities

States, territories, and Urban Areas may use HSGP funds to develop a homeland security training program. Allowable training-related costs under HSGP include the establishment, support, conduct, and attendance of training specifically identified under the SHSP, UASI, MMRS, and CCP grant programs and/or in conjunction with emergency preparedness training by other Federal agencies (e.g., HHS, DOT). Allowable training topics include, but are not limited to, CBRNE terrorism, cyber/agriculture/food security, intelligence gathering and analysis, NIMS related training, citizen and community preparedness, interoperable and emergency communications, and training for volunteers, infants and children and individuals with disabilities in disasters, pediatric medical surge, and evacuation and sheltering with particular emphasis on children, keeping children with parents or guardians, addressing needs of unaccompanied minors, and integrating the accessibility and functional needs of children and adults with disabilities (see *Comprehensive Preparedness Guide 301* [CPG-301]; *Interim Emergency Management Planning Guide for Special Needs Populations* and other resources for additional information).

Training conducted using HSGP funds should address a performance gap identified through an After Action Report/Improvement Plan (AAR/IP) or contribute to building a capability that will be evaluated through an exercise. Exercises should be used to provide the opportunity to demonstrate and validate skills learned in training, as well as to identify training gaps. Any training or training gaps should be identified in the AAR/IP and addressed in the State or Urban Area training cycle. All training and exercises conducted with HSGP funds should support the development and testing of the jurisdiction's EOP or specific annexes, where applicable.

E. OPSG Operational Activities

Allowable operation-related costs include

- **Operational Overtime.** Operational overtime costs associated with law enforcement activities, in support of border law enforcement agencies for increased border security enhancement. Per the PRICE of Homeland Security Act (Public Law 110-412), all grantees are allowed to utilize up to 50 percent of their FY 2010 OPSG funding for

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personnel related costs, which include overtime activities. At the request of a grant recipient, the FEMA Administrator may waive the 50 percent personnel cap. Waiver decisions are at the discretion of the FEMA Administrator and will be considered on a case-by-case basis.

- **Part Time Personnel.** FY 2010 OPSG funds may be used to pay additional current part time law enforcement personnel salaries in order to bring them to full time status.
- **Travel, Per Diem, and Lodging.** Travel and per diem costs associated with the deployment/redeployment of personnel to border areas and for travel associated with law enforcement entities assisting other local jurisdictions in law enforcement activities. In addition, costs to support up to six (6) month deployment of law enforcement personnel to critical Southwest Border locations to support operational activities (travel costs must be in accordance with applicable travel regulations).
- **Vehicle and Equipment Rentals.**
- **Vehicle/Equipment Maintenance.**
- **Fuel Cost and/or Mileage Reimbursement.** The reimbursement cap for operational activities is removed under FY 2010 OPSG.
- **Activate Reserve State, local, tribal, and territorial law enforcement personnel.** Supporting a request to the Governor to activate, deploy, or redeploy specialized National Guard Units/Package and/or elements of State law enforcement to increase or augment specialized/technical law enforcement elements operational activities.
- **Backfill.** Costs associated with backfill for personnel supporting operational activities.
- **Law Enforcement Readiness.** Use of FY 2010 OPSG funds may be used to increase operational, material, and technological readiness of State, local, tribal, and territorial law enforcement agencies.

F. Unauthorized Expenditures

- Activities unrelated to the completion and implementation of the grant program
- Other items not in accordance with the Authorized Equipment List or previously listed as allowable costs
- Funding may not be used to supplant ongoing, routine public safety activities of state and local emergency responders, and may not be used to hire staff for operational activities or backfill. Funds cannot not replace (supplant) funds that have been appropriated for the same purpose.

G. Construction and Renovation

Construction and/or renovation costs are prohibited under OPSG.

H. Overtime and Backfill Guidance

Overtime – These expenses are limited to the additional costs which result from personnel working over and above 40 hours of weekly work time as a direct result of their performance of FEMA-approved activities specified in this guidance. Overtime associated with any other activity is not eligible.

Backfill-related Overtime – Also called “Overtime as Backfill,” these expenses are limited to overtime costs which result from personnel who are working overtime (as identified above) to perform the duties of other personnel who are temporarily assigned to FEMA-approved activities outside their core responsibilities. Neither overtime nor backfill expenses are the result of an increase of FTE employees.

I. National Incident Management System (NIMS) Compliance

HSPD-5, “*Management of Domestic Incidents*,” mandated the creation of NIMS and the National Response Plan (NRP). NIMS provides a consistent framework for entities at all jurisdictional levels to work together to manage domestic incidents, regardless of cause, size, or complexity. To promote interoperability and compatibility among Federal, State, local, and tribal capabilities, NIMS includes a core set of guidelines, standards, and protocols for command and management, preparedness, resource management, communications and information management, supporting technologies, and management and maintenance of NIMS. The NRP, using the template established by NIMS, is an all-discipline, all-hazards plan that provides the structure and mechanisms to coordinate operations for evolving or potential Incidents of National Significance, which are major events that “require a coordinated and effective response by an appropriate combination of Federal, State, local, tribal, private sector, and nongovernmental entities.”

The NIMS Integration Center (NIC) recommends 38 NIMS Compliance Objectives for nongovernmental organizations that support NIMS implementation. These activities closely parallel the implementation activities that have been required of State, territorial, tribal, and local governments since 2004 and can be found at www.fema.gov/pdf/emergency/nims/ngo_fs.pdf. To integrate nonprofit organizations into the broader national preparedness effort, DHS encourages grantees to consider pursuing these recommended activities.

Additionally, nongovernmental organizations grantees and sub-grantees will be required to meet certain NIMS compliance requirements. This includes all emergency preparedness, response, and/or security personnel in the organization participating in the development, implementation, and/or operation of resources and/or activities awarded through this grant must complete training programs consistent with the NIMS National Standard Curriculum Development Guide. Minimum training includes IS-700 NIMS: An Introduction. In addition, IS-800, a NRP: An Introduction, Incident Command System (ICS-100), Incident Command System (ICS-200), Intermediate Incident Command System (I-300), and Advanced Incident Command System (A-400) are also recommended. For additional guidance on NIMS training, please refer to http://www.fema.gov/emergency/nims/nims_training.shtml. Additional information about NIMS implementation and resources for achieving compliance are available through the NIMS Integration Center (NIC), at <http://www.fema.gov/emergency/nims/>.

II. Reporting Requirements

1. Quarterly Programmatic Reporting:

The Quarterly Programmatic Report is due within 30 days after the end of the reporting periods (March 30, June 30, September 30 and December 30) for the life of this contract. If a report(s) is delinquent, future financial reimbursements will be withheld until the Recipient's reporting is current.

Programmatic Reporting Schedule

Reporting Period	Report due to DEM no later than
January 1 through March 31	April 30
April 1 through June 30	July 31
July 1 through September 30	October 31
October 1 through December 31	January 31

2. Programmatic Reporting-BSIR

Biannual Strategic Implementation Report:

After the end of each reporting period, for the life of the contract unless directed otherwise but the SAA, the recipient will complete their Biannual Strategic Implementation Report in the Grants Reporting Tool (GRT) <https://www.reporting.odp.dhs.gov>. The reporting periods are January 1-June 30 and July 1-December 31. Data entry is scheduled for December 1 and June 1 respectively. Future awards and reimbursement may be withheld if these reports are delinquent.

3. Reimbursement Requests:

A request for reimbursement may be sent to your grant manager for review and approval at any time during the contract period. The Recipient should include the category's corresponding line item number in the "Detail of Claims" form. This number can be found in the "Proposed Program Budget". A line item number is to be included for every dollar amount listed in the "Detail of Claims" form.

4. Close-out Programmatic Reporting:

The Close-out Report is due to the Florida Division of Emergency Management no later than 60 calendar days after the agreement is either completed or the agreement has expired.

5. Monitoring:

**Florida Division of Emergency Management
US Department of Homeland Security Grants Program
Grant Monitoring Process**

Florida has enhanced state and local capability and capacity to prevent, prepare and respond to terrorist threats since 1999 through various funding sources including federal grant funds. The Florida Division of Emergency Management (FDEM) has a responsibility to track and monitor the status of grant activity and items purchased to ensure compliance with applicable SHSGP grant guidance and statutory regulations. The monitoring process is designed to assess a recipient agency's compliance with applicable state and federal guidelines.

Monitoring is accomplished utilizing various methods including desk monitoring and on-site visits. There are two primary areas reviewed during monitoring activities - financial and programmatic monitoring. Financial monitoring is the review of records associated with the purchase and disposition of property, projects and contracts. Programmatic monitoring is the observation of equipment purchased, protocols and other associated records. Various levels of financial and programmatic review may be accomplished during this process.

Desk monitoring is the review of projects, financial activity and technical assistance between FDEM and the applicant via e-mail and telephone. On-Site Monitoring are actual visits to the recipient agencies by a Division representative who examines records, procedures and equipment.

Frequency of annual monitoring activity:

Each year the FDEM will conduct monitoring for up to 50% of their sub-grantees. It is important to note that although a given grant has been closed, it is still subject to either desk or on-site monitoring for a five year period following closure.

Areas that will be examined include:

Management and administrative procedures;
Grant folder maintenance;
Equipment accountability and sub-hand receipt procedures;
Program for obsolescence;
Status of equipment purchases;
Status of training for purchased equipment;
Status and number of response trainings conducted to include number trained;
Status and number of exercises;
Status of planning activity;
Anticipated projected completion;
Difficulties encountered in completing projects;
Agency NIMS/ICS compliance documentation;
Equal Employment Opportunity (EEO Status);
Procurement Policy

FDEM may request additional monitoring/information if the activity, or lack thereof, generates questions from the region, the sponsoring agency or FDEM leadership. The method of gathering this information will be determined on a case-by-case basis.

Desk monitoring is an on-going process. Recipients will be required to participate in desk top monitoring on an annual basis and as determined by the FDEM. This contact will provide an opportunity to identify the need for technical assistance (TA) and/or a site visit if the FDEM determines that a recipient is having difficulty completing their project.

As difficulties/deficiencies are identified, the respective region or sponsoring agency will be notified by the program office via email. Information will include the grant recipient agency name, year and project description and the nature of the issue in question. Many of the issues that arise may be resolved at the regional or sponsoring agency level. Issues that require further TA will be referred to the FDEM for assistance. Examples of TA include but are not limited to:

- * Equipment selection or available vendors
- * Eligibility of items or services
- * Coordination and partnership with other agencies within or outside the region or discipline
- * Record Keeping
- * Reporting Requirements
- * Documentation in support of a Request for Reimbursement

On-Site Monitoring will be conducted by the FDEM or designated personnel. On-site Monitoring visits will be scheduled in advance with the recipient agency POC designated in the grant agreement.

The FDEM will also conduct coordinated financial and grant file monitoring. These monitoring visits will be coordinated with the capability review visits. Subject matter experts from other agencies within the region or state may be called upon to assist in the form of a peer review as needed.

All findings related to the capability review will be documented and maintained within the FDEM.

On-site Monitoring Protocol

On-site Monitoring Visits will begin with those grantees that are currently spending or have completed spending for that federal fiscal year (FFY). Site visits may be combined when geographically convenient. There is a financial and programmatic on-site monitoring checklist to assist in the completion of all required tasks.

Site Visit Preparation

A letter will be sent to the recipient agency Point of Contact (POC) outlining the date, time and purpose of the site visit before the planned arrival date.

The appointment should be confirmed with the grantee in writing (email is acceptable) and documented in the grantee folder.

The physical location of any equipment located at an alternate site should be confirmed with a representative from that location and the address should be documented in the grantee folder before the site visit.

On-Site Monitoring Visit

Once FDEM personnel have arrived at the site, an orientation conference will be conducted. During this time, the purpose of the site visit and the items FDEM intends to examine will be identified. If financial monitoring visit will be conducted, they will then explain their objectives and will proceed to perform the financial review.

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FDEM personnel will review all files and supporting documentation. Once the supporting documentation has been reviewed, a tour/visual/spot inspection of equipment will be conducted.

Each item should be visually inspected whenever possible. Bigger items (computers, response vehicles, etc.) should have an asset decal (information/serial number) placed in a prominent location on each piece of equipment as per recipient agency requirements. The serial number should correspond with the appropriate receipt to confirm purchase. Photographs should be taken of the equipment (large capital expenditures in excess of \$1,000. per item).

If an item is not available (being used during time of the site visit), the appropriate documentation must be provided to account for that particular piece of equipment. Once the tour/visual/spot inspection of equipment has been completed, the FDEM personnel will then conduct an exit conference with the grantee to review the findings.

Other programmatic issues can be discussed at this time, such as missing quarterly reports, payment voucher/reimbursement, equipment, questions, etc.

Post Monitoring Visit

FDEM personnel will review the on-site monitoring review worksheets and backup documentation as a team and discuss the events of the on-site monitoring.

Within 30 calendar days of the site visit, a monitoring report will be generated and sent to the grantee explaining any issues and corrective actions required or recommendations. Should no issues or findings be identified, a monitoring report to that effect will be generated and sent to the grantee. The grantee will submit a Corrective Action Plan within a timeframe as determined by the FDEM. Noncompliance on behalf of sub-grantees is resolved by management under the terms of the Sub grant Agreement.

The On-Site Monitoring Worksheets, the monitoring report and all back up documentation will then be included in the grantee's file.

A. Contractual and Programmatic Point of Contact

Contractual Point of Contact	Programmatic Point of Contact
Carolyn Washington, Contract Manager Florida Division of Emergency Management 2555 Shumard Oak Blvd Tallahassee, FL 32399-2100 (850) 410-1271 carolyn.washington@em.myflorida.com	Danny Kilcollins, Program Manager Florida Division of Emergency Management 2555 Shumard Oak Blvd Tallahassee, FL 32399-2100 (850) 413-9859 danny.kilcollins@em.myflorida.com

B. Contractual Responsibilities

- The FDEM shall determine eligibility of projects and approve changes in scope of work.
- The FDEM shall administer the financial processes.

Attachment # 2

Page 12 of 14

ATTACHMENT C
DELIVERABLES

Operation Stonegarden (OPSG): The FY 2010 OPSG funds are intended to enhance cooperation and coordination among local, tribal, territorial, State, and Federal law enforcement agencies in a joint mission to secure the United States' borders along routes of ingress from international borders to include travel corridors in States bordering Mexico and Canada, as well as States and territories with international water borders.

The allocation methodology for the FY 2010 OPSG is made on a competitive basis to designated localities within U.S. Border States and based on risk analysis and the anticipated feasibility and effectiveness of proposed investments by the applicants.

FY 2010 OPSG is intended to support eligible U.S. States and territories in:

- Increase capability to prevent, protect against, and respond to border security issues;
- Encourage local operational objectives and capabilities to enhance National and State Homeland Security Strategies (such as the Federal Secure Borders Initiative and U.S. Customs and Border Protection (CBP)/Border Patrol (BP) strategies);
- Increase coordination and collaboration among Federal, State, local, tribal and territorial law enforcement agencies;
- Continue the distinct capability enhancements required for border security and border protection;
- Provide intelligence-based operations through CBP/BP Sector Level experts to ensure safety and operational oversight of Federal, State, local, tribal, and territorial law enforcement agencies participating in OPSG operational activities;
- Support a request to the Governor to activate, deploy, or redeploy specialized National Guard Units/Packages and/or elements of State law enforcement to increase or augment specialized/technical law enforcement elements operational activities; and
- Continue to increase operational, material and technological readiness of State, local, tribal, and territorial law enforcement agencies

OPSG funds must be used to increase operational capabilities of Federal, State, local, tribal and territorial law enforcement by promoting a layered, coordinated approach to law enforcement within the United States Border States and territories.

As part of the FY 2010 OPSG process, each eligible local unit of government at the county level or Federally-recognized tribal government must develop an Operations Order (OpOrder) in coordination with State and Federal law enforcement agencies, to include, but not limited to CBP/BP. For this funding agreement, the recipient shall perform the CBP/BP approved activities described in **OPSG OpOrder Number 13-MIPWES-06-001 V1 dated May 12, 2014**. The goal of this OpOrder (Operation Hammerhead) is to increase current capabilities of law enforcement to gather intelligence, identify, apprehend and criminally prosecute smugglers transporting illegal aliens, drugs and contraband into the South Florida area. This operation will concentrate on disrupting smuggling organizations by arresting and prosecuting alien smugglers, with the ultimate intention of deterring and denying any smuggling route. Operation Hammerhead will focus on inlets, marinas, coastal areas, land-based and air smuggling routes.

In addition, the Recipient is to complete the following issue as described below throughout the agreement period to ensure compliance and coordination with the Homeland Security Grant

Attachment # 2

Page 13 of 14

Program, Operation Stonegarden. Items listed below are to be reviewed quarterly to ensure recipients' compliance. Documentation supporting the completion of the issues outlined below shall be submitted along with the Quarterly Financial report.

Issue 55 – Operation Stonegarden – Enhance cooperation and coordination among local, tribal, territorial, State, and Federal law enforcement agencies in a joint mission to secure the United States' borders along routes of ingress from international borders to include travel corridors in States bordering Mexico and Canada, as well as States and territories with international water borders.

Overtime expenses for law enforcement personnel and fuel for operations have been incorporated into the budget plan:

- Law Enforcement Operational Overtime and Fringe Benefits - 2,292 @ \$66.496073 - \$152,409.00

Equipment

- Vessel-mounted FLIR System, Unit (RKB# 04MD-01-IREN) – 1 @ - \$11,938.00 - \$11,938.00
- Pro Go Camera w/SD Cards (RKB# 04MD-01-VCAM) – 25 @ \$338.00 - \$8,450.00
- GOST Watch HD LTE IP67 1TB IVR 5 Camera System (RKB# 04MD-01-VCAM) – 3 @ \$10,200.00 - \$30,600.00
- Nano NVR System (RKB# 04MD-01-VCAM) – 1 @ \$2,970.00 - \$2,970.00
- Man Overboard Strobe Light w/flotation system (RKB# 03WA-01-ULHH) - 1 @ \$840.00 - \$840.00

Attachment # 2

Page 14 of 14

Agenda Item No. **3BB-2**
BALV 70
R-200-2010

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: December 07, 2010 Consent Regular
 Ordinance Public Hearing

Department:
Submitted By: Palm Beach County Sheriff's Office
Submitted For: Palm Beach County Sheriff's Office

I. EXECUTIVE BRIEF

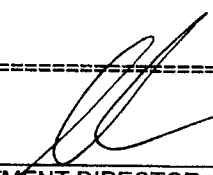
Motion and Title: Staff recommends motion to: (A) Accept, on behalf of the Palm Beach County Sheriff's Office a Florida Division of Emergency Management, FY 2010 Homeland Security Grant Program award, for Operation Stonegarden, in the amount of \$100,000 for the period of August 1, 2010 through July 31, 2013; (B) Approve a budget amendment of \$100,000 in the Sheriff's Grants fund.

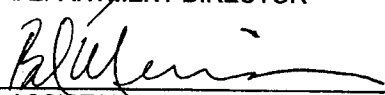
Summary: On November 3, 2010, the Palm Beach County Sheriff's Office (PBSO) received a FY 2010 Homeland Security Grant Program award for Operation Stonegarden. Funds provided will be used to enhance the United States Border Patrol's (U.S.B.P) mission to secure the Nation's coastline through an all-threats layered integrated approach in collaboration with local and state law enforcement agencies, and Border Patrol. Specifically, grant funds will pay for overtime to reinforce our presence within local communities along the coast; and intercepting those who have illegally crossed our borders through highway interdiction and crime suppression operations. There is no match requirement associated with this award. No additional positions are needed and no additional County funds are required. Countywide. (GB)

Background and Justification: Operation Stonegarden funds are intended to enhance cooperation and coordination among local, tribal, territorial, State, and Federal law enforcement agencies in a joint mission to secure the United States borders along routes of ingress from international borders to include travel corridors in States bordering Mexico and Canada, as well as States and territories with international water borders. The Catalog of Federal Domestic Assistance (CFDA) Number for this program is 97.067 and the contract number is 2010-SS-TO-0092.

- Attachments:**
- 1. Budget Amendment
 - 2. Award Letter

=====

RECOMMENDED BY:  _____
DEPARTMENT DIRECTOR DATE

APPROVED BY:  12/1/10
ASSISTANT COUNTY ADMINISTRATOR DATE

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2011	2012	2013	2014	2015
Capital Expenditures	\$0				
Operating Costs	\$100,000				
External Revenues Program Income (County)	(\$100,000)				
In-Kind Match (County)	0				
Net Fiscal Impact	0				
# Additional FTE Positions (Cumulative)	0				

Is Item Included in Current Budget: YES _____ NO X

Budget Account No.: Fund 1152 Agency 160 Org 2198 Object 3129

Reporting Category _____

B. Recommended Sources of Funds / Summary of Fiscal Impact:

Operation Stonegarden is funded by the Florida Division of Emergency Management through the FY 2010 Homeland Security Grant Program. There is no match requirement associated with this award. No additional positions are needed and no additional County funds are required.

Operation Stonegarden	\$100,000
Total Program Budget	\$100,000

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

[Signature] 11/24/10
OFMB

[Signature] 11/24/10
Contract Administration

B. Legal Sufficiency:

[Signature] 11/30/10
Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

Agenda Item No. **3BB-3**

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

TISU7-0
R-2013-1212

Meeting Date: September 10, 2013 Consent Regular
 Ordinance Public Hearing

Department:
Submitted By: Palm Beach County Sheriff's Office
Submitted For: Palm Beach County Sheriff's Office

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: (A) **Accept**, on behalf of the Palm Beach County Sheriff's Office, a Grant Modification with the Florida Division of Emergency Management, to provide an additional \$110,000 in reimbursable funding for a total amount of \$210,000, for FY2010 Homeland Security Grant Program award, for Operation Stonegarden; and (B) **Approve** a budget amendment of \$110,000 in the Sheriff's Grants fund.

Summary: The Board of County Commissioners (BOCC) accepted this grant for \$100,000, on December 7, 2010 (R-2010-2040). This Grant Modification will provide additional funding to offset the costs associated with enhancing the United States Border Patrol's (U.S.B.P) mission to secure the Nation's coastline through an all-threats layered integrated approach in collaboration with local and state law enforcement agencies, and Border Patrol. Reimbursable costs for this award include, but are not limited to: overtime to reinforce our presence within local communities along the coast; and intercepting those who have illegally crossed our borders through highway interdiction and crime suppression operations. There is no match requirement associated with this award. No additional positions are needed and no additional County funds are required. Countywide. (PGE)

Background and Justification: Operation Stonegarden funds are intended to enhance cooperation and coordination among local, tribal, territorial, State, and Federal law enforcement agencies in a joint mission to secure the United States borders along routes of ingress from international borders to include travel corridors in States bordering Mexico and Canada, as well as States and territories with international water borders. The Catalog of Federal Domestic Assistance (CFDA) Number for this program is 97.067 and the contract number is 13DS-B8-10-60-23-454.

Attachments:

1. Budget Amendment
2. Grant Modification
3. Grant Award
4. Contract 13DS-B8-10-60-23-454
5. R-2010-2040

RECOMMENDED BY: [Signature] DEPARTMENT DIRECTOR DATE 8/16/13

APPROVED BY: [Signature] ASSISTANT COUNTY ADMINISTRATOR DATE 8/28/13

Attachment # 4

Page 1 of 2

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2013	2014	2015	2016	2017
Capital Expenditures	\$0				
Operating Costs	\$110,000				
External Revenues	(\$110,000)				
Program Income (County)					
In-Kind Match (County)	0				
Net Fiscal Impact	0				
# Additional FTE Positions (Cumulative)	0				

Is Item Included in Current Budget: YES _____ NO X

Budget Account No.: Fund 1152 Agency 160 Org 2198 Object 3129

Reporting Category _____

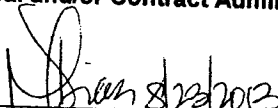
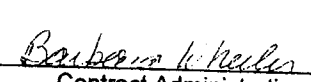
B. Recommended Sources of Funds / Summary of Fiscal Impact:

The Florida Division of Emergency Management has increased the annual funding, for the FY2010 Homeland Security Grant Program award, for Operation Stonegarden, by \$110,000. There is no match requirement associated with this award. NO additional positions are need and no additional County funds are required.

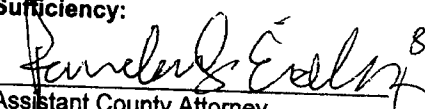
Operation Stonegarden	\$100,000
Operation Stonegarden – Additional Funding	\$110,000
Total Program Budget	\$210,000

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

 8/22/13
 OFMB RW 8/20/13
 8-20-13
 Contract Administration

B. Legal Sufficiency:

 8/27/13
 Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

Agenda Item No. **300-4**
PB/A 7-0
R-2014-0653

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: May 6, 2014 Consent Regular
 Ordinance Public Hearing

Department:
Submitted By: Palm Beach County Sheriff's Office
Submitted For: Palm Beach County Sheriff's Office

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: **A) Receive and File Modification #2 to Subgrant Agreement between the Florida Division of Emergency Management and Palm Beach County Sheriff's Office, for Operation Stonegarden, to reinstate the grant agreement and extend the grant period from July 31, 2013 through June 30, 2014; and B) Approve a budget amendment of \$103,372 in the Sheriff's Grant Fund to reinstate the grant award.**

Summary: The Palm Beach County Sheriff's Office received an award to offset overtime and equipment costs associated with enhancing the United States Border Patrol's (U.S.B.P) mission to secure the Nation's coastline through an all-threats layered integrated approach in collaboration with local and state law enforcement agencies, and Border Patrol. The Board of County Commissioners (BOCC) accepted this grant for \$100,000, on December 7, 2010 (R-2010-2040). On September 10, 2013, the BOCC accepted a grant modification to increase the grant award in the amount of \$110,000 for a total of \$210,000 (R-2013-1212). This Grant Modification will reinstate the agreement and extend the grant period from July 31, 2013 through June 30, 2014 to expend the balance of the grant. There is no match requirement associated with this award. No additional positions are needed and no additional County funds are required. **Countywide (PGE)**

Background and Justification: Operation Stonegarden funds are intended to enhance cooperation and coordination among local, tribal, territorial, State, and Federal law enforcement agencies in a joint mission to secure the United States borders along routes of ingress from international borders to include travel corridors in States bordering Mexico and Canada, as well as States and territories with international water borders. The Catalog of Federal Domestic Assistance (CFDA) Number for this program is 97.067 and the contract number is 13DS-B8-10-60-23-454.

Attachments:

1. Modification #2 to Subgrant Agreement Between The Division of Emergency Management and Palm Beach County Sheriff's Office
2. Budget Amendment
3. R-2010-2040
4. R-2013-1212

RECOMMENDED BY: _____
DEPARTMENT DIRECTOR

4/28/14
DATE

APPROVED BY: _____
ASSISTANT COUNTY ADMINISTRATOR

5/1/14
DATE

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2014	2015	2016	2017	2018
Capital Expenditures	\$57,591				
Operating Costs	\$45,781				
External Revenues	(\$103,372)				
Program Income (County)					
In-Kind Match (County)	0				
Net Fiscal Impact	0				
# Additional FTE Positions (Cumulative)	0				

Is Item Included in Current Budget: YES _____ NO X

Budget Account No.: Fund 1152 Agency 160 Org 2198 Object 3129

Reporting Category _____

B. Recommended Sources of Funds / Summary of Fiscal Impact:

PBSO was awarded funding through the Florida Division of Emergency Management, FY10 State Homeland Security Grant Program. These funds represent the balance not expended in FY13. There is no match requirement associated with this award. No additional positions are needed and no additional County funds are required.

2010 State Homeland Security Grant	\$103,372
Total Program Budget	\$103,372

III REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

[Handwritten Signature]

 OFMB
 4/29/14

[Handwritten Signature]

 Contract Administration
 4-30-14 Bwhickel

B. Legal Sufficiency:

[Handwritten Signature]

 Assistant County Attorney
 4/30/14

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.

Attachment # 5

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