

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

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Meeting Date: June 13, 2023                       Consent     Regular  
     Ordinance    Public Hearing

Department:                    Department of Public Safety  
 Submitted By:                Department of Public Safety  
 Submitted For:                Division of Emergency Management

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**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to receive and file: an amendment to Attachment A (2) of the State-funded Grant Agreement (A0281) for FY2022-23 in the amount of \$105,806 for the Emergency Management Preparedness and Assistance (EMPA) Grant with the State of Florida, Division of Emergency Management (FDEM) to receive grant funding for the period of July 1, 2022 through June 30, 2023, to improve and enhance emergency management plans and programs and provide operational support to maintain state required programs.

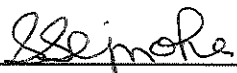
**Summary:** On October 18, 2022 the Board of County Commissioners (BCC) received and filed the EMPA grant (CSFA #31.063), a state funded grant that recurs annually. This grant will be used to further enhance emergency planning, response, mitigation, and recovery in the County. R2012-1731 dated November 20, 2012 gave authority to the County Administrator, or designee, to execute this agreement on behalf of the BCC. An amendment was necessary to the attachment due to the original project costs coming in lower than anticipated. No changes were made to the overall amount of grant funding received, only a change in project scope in order to effectively spend down the grant funds. Added projects now include a Community Emergency Response Team (CERT) training course, backup water supply, duty officer support supplies, small generators, FORTs power cord, power distribution boxes and power cords for the power distribution boxes. **The EMPA grant requires a match at the amount either equal to the average of the previous three years' level of county general revenue funding for the Division of Emergency Management (DEM) budget or the level of funding for the DEM budget for the last fiscal year, whichever is lower.** Countywide (DB)

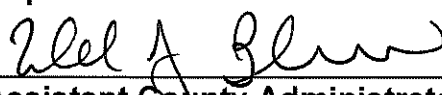
**Background and Justification:** The EMPA Trust Fund provides grant funds to all counties in the State of Florida on the basis of population. Funding comes from a surcharge on property insurance policies. The funding provides assistance to counties to enhance their ongoing Emergency Management Programs in accordance with the requirements of Florida Statute 252, The Emergency Management Act.

**Attachments:**

- 1) Attachment A (2) of the EMPA 2022 Agreement

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**Recommended By:**  5/18/23  
Date

**Approved By:**  5/24/23  
Date

*ML*

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact**

Fiscal Years	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Personal Services	_____	_____	_____	_____	_____
Operating Expenses	_____	_____	_____	_____	_____
Capital Outlay	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>Net Fiscal Impact</b>	=====	=====	=====	=====	=====

# ADDITIONAL FTE POSITIONS (Cumulative) \_\_\_\_\_

Is Item Included In Current Budget? Yes X No \_\_\_\_\_  
 Does this item include the use of federal funds? Yes \_\_\_\_\_ No X

Budget Account Exp No: Fund 1428 Dept 662 Units 5233 Object Various  
 Rev No: Fund 1428 Dept 662 Units 5233 Source 3429

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

Fund: EM Preparedness & Assistance  
 Units: EM Preparedness & Assistance-State  
 Grants: EM Preparedness & Assistance (EMPA) – State

No additional fiscal impact, funding reallocated between projects.

Departmental Fiscal Review: [Signature] 4/27/23

MG

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Dev. and Control Comments:**

[Signature] 5/11/2023  
 OFMB 9/11 5/10 85111

[Signature] 5/18/23  
 Contract Administration  
7/16 5/16/23

**B. Legal Sufficiency:**

[Signature] 5/21/23  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

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

**FY 2022 – 2023 EMPA AGREEMENT  
ATTACHMENT A (2)**

**PROPOSED PROGRAM BUDGET DETAIL WORKSHEET**

The Recipient shall use the Emergency Management Preparedness and Assistance (“EMPA”) Trust Fund monies authorized by this Agreement in order to complete the tasks outlined in the Scope of Work (Attachment A).

The “Proposed Program Budget Detail Worksheet” serves as a guide for both the Recipient and the Division during the performance of the tasks outlined in the Scope of Work (Attachment A).

Prior to execution of this Agreement, the Recipient shall complete the “Proposed Program Budget Detail Worksheet” listed below. If the Recipient fails to complete the “Proposed Program Budget Detail Worksheet”, then the Division shall not execute this Agreement.

After execution of this Agreement, the Recipient may change the allocation amounts in the “Proposed Program Budget Detail Worksheet.” If the Recipient changes the “Proposed Program Budget Detail Worksheet”, then the Recipient’s quarterly reports must include an updated “Proposed Program Budget Detail Worksheet” to reflect current expenditures.

**BUDGET SUMMARY AND EXPENDITURES**

**RECIPIENT: PALM BEACH COUNTY**  
**AGREEMENT: A0281**

1. PLANNING	\$ -
2. ORGANIZATION	\$ 3,563.16
3. EQUIPMENT	\$ 60,412.84
4. TRAINING	\$ 41,830.00
5. EXERCISE	\$ -
6. MANAGEMENT AND ADMINISTRATION	\$ -
<b>7. TOTAL AWARD</b>	<b>\$ 105,806.00</b>

<b>FY 2022-2023 PROPOSED PROGRAM BUDGET DETAIL WORKSHEET - ELIGIBLE ACTIVITIES</b> (Not limited to activities below)			
<b>Allowable Planning Costs</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Emergency Operations Plan			
Salaries and Fringe Benefits			
Supplies			
Travel/per diem related to planning activities			
<b>TOTAL PLANNING</b>			<b>\$ -</b>
<b>EXPENDITURES</b>			
<b>Allowable Organization Costs</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Salaries and Fringe Benefits			
Utilities (electric, water and sewage)			
Service/Maintenance agreements			

Back-up Food Supply	48	\$ 47.23	\$ 2,267.16
Back-up Water Supply	180	\$ 7.20	\$ 1,296.00
<b>TOTAL ORGANIZATION</b>			<b>\$ 3,563.16</b>
<b>EXPENDITURES</b>			
<b>Allowable Equipment Acquisition Costs</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
<b>Personal protective equipment</b>			
<b>Information technology</b>			
EOC Monitor Upgrade; 04MD-03-DISP - Display, Video	6	\$ 470.80	\$ 2,824.80
Meeting Owl 3; 04MD-01-VCAM - Camera, Video	3	\$ 812.67	\$ 2,438.82
<b>Cybersecurity enhancement equipment</b>			
<b>Interoperable communications equipment</b>			
<b>Detection Equipment</b>			
<b>Power equipment</b>			
10GE-00-GENR - Generators			
EOA 5500W Generators	6	\$ 733.33	\$ 4,400.00
EOA 8000W Generators	3	\$ 1,300.00	\$ 3,900.00
FORTs Power Cords	1	\$ 175.00	\$ 175.00
Generator 50 AMP Power Cords	10	\$ 470.00	\$ 4,700.00
Generator 30 AMP Power Cords	6	\$ 333.33	\$ 2,000.00
50 AMP Power Distribution Box	7	\$ 628.57	\$ 4,400.00
30 AMP Power Distribution Box	7	\$ 471.43	\$ 3,300.00
<b>CBRNE Reference Materials</b>			
<b>CBRNE Incident Response Vehicles</b>			
Trailer wrap with DEM logo/colors; 12TR-00-TEQP - Trailer, Equipment	4	\$ 1,109.00	\$ 4,436.00
<b>Physical Security Enhancement Equipment</b>			
CCTV Camera upgrade; 14SW-01-VIDA - Systems, Video Assessment, Security	10	\$ 1,931.00	\$ 19,310.00
<b>Logistics</b>			
EM Duty Officer supporting supplies; 19GN-00-HSSF - Housing, Subsistence and Sanitation	40	\$ 24.65	\$ 986.05
<b>Other authorized equipment costs</b>			
21GN-00-OCEQ - EOC Equipment & Supplies (provide description of EOC equipment & supplies)			
Meeting Room Chairs	25	\$ 179.59	\$ 4,489.65

CWP Communicator Chairs	4	\$ 763.13	\$ 3,052.52
<b>TOTAL EQUIPMENT</b>			<b>\$ 60,412.84</b>
<b>EXPENDITURES</b>			
<b>Allowable Training Costs</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
L-962 Planning Section Chief	1	\$ 9,220.00	\$ 9,220.00
L-967 Logistics Section Chief	1	\$ 10,220.00	\$ 10,220.00
L-973 Finance-Admin Section Chief	1	\$ 7,200.00	\$ 7,200.00
L-964 Situation Unit Leader	1	\$ 11,440.00	\$ 11,440.00
CERT Training Course	1	\$ 3,750.00	\$ 3,750.00
<b>TOTAL TRAINING</b>			<b>\$ 41,830.00</b>
<b>EXPENDITURES</b>			
<b>Allowable Exercise Costs</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
<b>TOTAL EXERCISE</b>			<b>\$ -</b>
<b>EXPENDITURES</b>			
<b>Allowable Management and Administration Costs (Up to 5% of total award)</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
<b>TOTAL MANAGEMENT AND ADMINISTRATION</b>			<b>\$ -</b>
<b>EXPENDITURES</b>			
<b>TOTAL EXPENDITURES</b>			<b>\$105,806.00</b>

REVISION DATE: 4/11/2023