

STATE OF FLORIDA  
DEPARTMENT OF  
COMMUNITY AFFAIRS  
DIVISION OF PUBLIC SAFETY PLANNING AND ASSISTANCE

BOB GRAHAM  
Governor



JOHN M. DeGROVE  
Secretary

May 30, 1984

Mr. Terry Griffin, Director  
Nassau County Civil Defense  
11 North 14th Street, Room 114  
Fernandina Beach, Florida 32034

Dear Mr. Griffin: *Terry*

Enclosed is Nassau County's executed copy of the FFY-84 E.M.A. agreement for your files. Also enclosed is FEMA Form 85-21 which is to be used for claiming expenses incurred against your E.M.A. agreement.

If further information is needed in regards to this agreement, please contact Ms. Pat Barrett of my staff.

Sincerely,

A handwritten signature in cursive script that reads "Gordon".

Gordon L. Guthrie  
Chief

GLG/PCB/pkd

Enclosures (2)

cc: James Dalzell

**RECEIVED**  
JUN 1 1984

**NASSAU COUNTY  
EMERGENCY SERVICES**

**BUREAU OF EMERGENCY MANAGEMENT**  
1720 SOUTH GADSDEN STREET • TALLAHASSEE, FLORIDA 32301 (904) 488-1900

FEDERAL EMERGENCY MANAGEMENT AGENCY

**STATE AND LOCAL MANAGEMENT  
EXPENSES CLAIMED FOR (PERSONNEL AND ADMINIS-  
TRATIVE EXPENSES) CONTRIBUTIONS**

STATE NUMBER  
*(For state use only)*

FEMA NUMBER  
*(For FEMA use only)*

IN SUBMITTING THIS CLAIM, THE CLAIMANT REPRESENTS THAT JUSTIFICATION TO SUPPORT THIS CLAIM IS CONTAINED IN THE WORKPLAN APPROVED AS PART OF THE JURISDICTION'S PROGRAM PAPER. IT IS UNDERSTOOD THAT FAILURE TO EXECUTE THE ELEMENTS OF THAT WORKPLAN MAY RESULT IN WITHHOLDING OR RECOVERY OF FUNDS CLAIMED AND APPROVED HEREON.

NAME OF ORGANIZATION <sup>1</sup>	STATE	DATE	PERIOD COVERED		PAGE _____ OF _____ PAGES	
			FROM	THROUGH		
CLAIMANT AGENCY OR VENDOR	COST CATEGORIES			TOTAL	CHECK NO. OR OTHER PROOF OF PAYMENT	
	PERSONNEL COMPENSATION AND BENEFITS	TRAVEL AND TRANSPORTATION OF PERSONS	ALL OTHER			
<b>TOTAL AMOUNTS EXPENDED</b>						
<b>FEDERAL SHARE</b>						
<b>TOTAL AMOUNTS OBLIGATED BUT NOT EXPENDED</b>						

<sup>1</sup> Name of organization as shown on the program paper, FEMA Form 85-16 and 85-16A and Other Personnel and Administrative Expense documents. <sup>2</sup> This amount to be claimed on FEMA Form 85-20.

AGREEMENT  
BETWEEN THE STATE OF FLORIDA  
DEPARTMENT OF COMMUNITY AFFAIRS  
AND  
THE BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA  
\_\_\_\_\_  
(NAME OF SUBGRANTEE)

This Agreement, entered into this 1st day of October, 1983 between the Department of Community Affairs (Grantee) and the Board of County Commissioners, Nassau Co (Subgrantee), shall govern certain emergency management related activities to be financed by the Grantee.

THEREFORE, the parties agree as follows:

I. TERMS OF AGREEMENT

a. This Agreement shall commence on the 1st day of October, 1983 and shall continue in full force and effect to and including the 30th day of September, 1984.

b. The Grantee agrees to allocate the Subgrantee the maximum sum of \$ 10,909 / 50 % which the Subgrantee will match with \$ 10,909 / 50 % for a total subgrant of \$ 21,818 / 100 % for the successful completion of the items of performance agreed to herein.

c. It is agreed that liability of the Grantee under this Agreement shall not exceed the total funds received by the Grantee for this purpose.

d. The Grantee or Subgrantee may terminate this Agreement for breach of contract or in the event of non-availability of funds with such notice as is reasonable under the circumstances. Either party may terminate this Agreement without cause by giving 30 days notice to the other party.

e. The Grantee or Subgrantee may, from time to time, request changes in the services to be provided under this Agreement or in the operating budget. Such requested changes must be submitted in writing, agreed to and signed by both parties in order to amend this Agreement.

f. The Subgrantee, in performing the requirements of this Agreement, shall comply with applicable laws, rules, regulations, ordinances and codes of the federal, state and local governments.

## II. REQUIREMENTS AND ASSURANCES

a. General Provisions. The Subgrantee hereby assures and certifies that it will comply with regulations, policies, guidelines, and requirements including 44 CFR Part 301, CPG 1-3 and 1-5, and OMB Circular No. A-87 and A-102 as they relate to application, acceptance and use of federal funds.

b. Budget Summary. The Subgrantee will complete the attached "budget summary" which is incorporated herein by reference as Exhibit A and which must be approved by the Grantee prior to expenditure of funds by the Subgrantee.

c. Scope of Work. The Subgrantee will complete a "scope of work" describing the activities/projects to be accomplished under this Emergency Management Assistance (EMA) Agreement. Such scope of work is attached to and incorporated herein as Exhibit B.

d. Reports. The Subgrantee shall submit, at such times and in such form as may be prescribed, quarterly and final financial reports, as well as semi-annual and final progress reports.

e. Fiscal and Program Accountability. The Subgrantee must establish fiscal control and fund accounting procedures which assure proper disbursement of an accounting for subgrant funds and required matching expenditures. All monies spent on this project will be disbursed in accordance with provisions of the budget summary as approved by the Grantee. The Subgrantee acknowledges that it has full responsibility for fiscal and programmatic accountability for this subgrant. In the event the Subgrantee is unable to produce records capable of being audited without reconstruction by Auditors, all funds paid under this Agreement by the Grantee to the Subgrantee shall be disallowed and subject to repayment. The accounting system established and maintained by the Subgrantee must have internal controls adequate to safeguard the assets of the Subgrantee, check the accuracy and reliability of accounting data, promote operating efficiency and encourage compliance with prescribed management policies and this Agreement.

f. Recording and Documentation of Receipts and Expenditures. Accounting procedures must provide for an accurate and timely recording of receipt of funds by type of expenditures made from such funds and of unexpended balances. Accounting procedures must be adequate to ensure that expenditures charged to this subgrant are for allowable purposes and that documentation is readily available to verify that such charges are accurate.

g. Utilization and Payment of Funds. Funds awarded are to be expended only for purposes and activities covered by the Subgrantee's approved budget summary and scope of work (Exhibits A and B). Payments to the Subgrantee will be made on a quarterly basis in accordance with approved expenditure reports submitted by the Subgrantee.

h. Obligation of Grant Funds. Subgrant funds shall not, without advance written approval by the Grantee, be obligated prior to the effective date or subsequent to the termination date of the subgrant period. Obligations outstanding as of the termination date shall be liquidated within 90 days. Such obligations must be related to goods or services provided and utilized within the subgrant period.

i. Audit. An independent audit of the Subgrantee's financial management system will be performed not less frequently than every two years by the Subgrantee. The audits must comply with requirements of OMB Circulars No. A-102 (Attachment P) and A-110, must be performed in accordance with Standards for Audit of Government Organizations, Programs, Activities, and Functions and must be made on an entity-wide basis which includes an appropriate sample of federal subgrants. The Subgrantee must indicate what organization(s) will conduct the audit(s), the approximate time the audit(s) will be initiated and completed, the coverage to be provided (including the period of activities), and a projected date when the "audit report" will be issued and forwarded to the Grantee.

j. Retention of Records. The Subgrantee shall maintain all records, documents and files pertaining to this Agreement for a period of three years from the date of conclusion of the Agreement unless informed by the Grantee that said records may be disposed of earlier. Access to those records must be provided at reasonable times to the Grantee and its employees and agents and to the federal grant agency, its employees and agents.

k. Legal Authorization. The Subgrantee certifies with respect to this subgrant that it possesses legal authority to apply for the grant and that the applicant's governing body has adopted a resolution which authorizes the execution and acceptance of the Agreement with all understandings and assurances contained herein; and names and authorizes the person to act in connection with this Agreement.

l. Standard or Special Conditions. The Subgrantee agrees to comply with the requirements as specified in the attached "Standard or Special Conditions" appended hereto and incorporated herein by specific reference as Exhibit C (Special Conditions).

The Subgrantee acknowledges that the responsibility for complying with the approved subgrant award rests with the recipient Subgrantee and acknowledges that failure to do so may constitute grounds for the recession or suspension of this subgrant and may influence future subgrant awards.

IN WITNESS HEREOF, the Grantee and the Subgrantee have executed this Agreement as of the date first written above.

FOR THE SUBGRANTEE:

FOR THE GRANTEE:

BY John F. Claxton  
Authorized County Official

STATE OF FLORIDA  
DEPARTMENT OF COMMUNITY AFFAIRS

BY [Signature]  
Secretary

John F. Claxton, Chairman  
Name/Title

5/25/84  
Date

STATE OF FLORIDA  
BUREAU OF EMERGENCY MANAGEMENT

EXHIBIT A - BUDGET SUMMARY

Object Class Categories	Budget Requested	Budget Approved	Amended Budget	Date
1. Salary & Fringe Benefits		\$21,818.00		
2. Travel		-0-		
3. Administrative Expenses		-0-		
4. Operating Capital Outlay* (OCO)		-0-		
5. TOTAL		\$21,818.00		
6. Federal Share		\$10,909.00		
7. Local Share		\$10,909.00		

\*Any item purchased in excess of \$250 must have prior approval of the Bureau.

NOTE: Before beginning to prepare your budget summary, it is imperative that you read the funding limits to EMA funds as addressed in Rule 9G-11, specifically 9G-11.05.

## EXHIBIT B

### SCOPE OF WORK

1. PLANS DEVELOPMENT
  - A. Develop a County Hazard Vulnerability Analysis (third quarter)
  - B. Prepare a Hazard Vulnerability Capability analysis (fourth quarter)
2. TRAINING
  - A. Director to attend career development course should state/federal funding become available.
3. COMMUNICATIONS: INCREASE CAPABILITY
  - A. Install amateur radio equipment in alternate EOC (first quarter)
  - B. Purchase new repeater for County Civil Defense net (first quarter)
  - C. Purchase new control station for Civil Defense Office (first quarter)
  - D. Purchase portable for director (second quarter)
4. RADIOLOGICAL DEFENSE
  - A. Perform inspection and operational testing of radiological instrument kits and coordinate exchange of defective kits with State RSM Facility (throughout the year)
5. WARNING
  - A. Conduct CATV warning weekly (throughout the year)
6. TEST AND EXERCISE
  - A. Hold county wide emergency exercise (second quarter)
7. PUBLIC INFORMATION
  - A. Distribute disaster information for season activities (through the year)
  - B. Conduct public speaking engagements to civic groups throughout the year.
- B. OTHER
  - A. Replace carpet in alternate EOC if funding is available



(second quarter)

- B. Drop ceiling in Alternate EOC and communications room if funding available (first quarter).

EXHIBIT C

STATE OF FLORIDA  
DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF PUBLIC SAFETY PLANNING AND ASSISTANCE

BUREAU OF EMERGENCY MANAGEMENT  
1720 SOUTH GADSDEN STREET  
TALLAHASSEE, FLORIDA 32301

SPECIAL CONDITIONS

GRANTEE: Bureau of Emergency Management

GRANT NUMBER: 84EM-75-04-55-10-037

GRANT TITLE: Nassau County Emergency Management Assistance

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In addition to the general conditions to which this Agreement is subject, the following special conditions must be met within 270 days from the date of this Agreement and submitted to the Bureau.

Plan Development:

1. Complete Peacetime Emergency Plan by including subjects in Annexes I through IV and VI through XV and XVII of the sample format in Rule 9G-7 and submit revisions based on NDP Planning Staff review (3rd quarter)