

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Phillip Morley, County Administrator

FROM: Bob Hamlin, Program Manager
Department of Emergency Management

DATE: July 6, 2010

SUBJECT: EMERGENCY MANAGEMENT PROGRAM GRANT (EMPG)

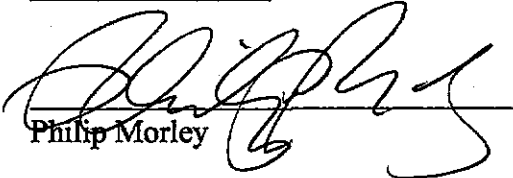
STATEMENT OF ISSUE: Amendment A to the agreement between the Washington State Military Department and Jefferson County, Department of Emergency Management to accept EMPG funds which will enhance Jefferson County's Emergency Management program. This amendment increases the available funding from \$15,773 to \$16,918, an increase of \$1,145.

ANALYSIS/STRATEGIC GOALS/PRO'S and CON'S: These additional funds will allow a greater expansion of ongoing projects already approved under the original grant. These projects include the publication of a disaster oriented cookbook; communications upgrades for the Emergency Management Duty Officer program; and additional safety vests and equipment to ensure department responders are visible and safe at a disaster incident.

FISCAL IMPACT/COST BENEFIT ANALYSIS : Funds will enhance program capabilities.

RECOMMENDATION : Approval of the amendment to the original EMPG 10-252 contract between Washington State Military Department and Jefferson County Department of Emergency Management.

REVIEWED BY:


Phillip Morley

7/15/10
Date

**Washington State Military Department
AMENDMENT**

1. CONTRACTOR NAME/ADDRESS: Jefferson County Department of Emergency Management 81 Elkins Road Port Hadlock, WA 98339		2. CONTRACT NUMBER: EFD-262	3. AMENDMENT NUMBER: A
4. CONTRACTOR CONTACT PERSON, NAME/TITLE: Nancy McDaniel, (360) 385-9368 nmcdaniel@co.jefferson.wa.us		5. MD STAFF CONTACT, NAME/TELEPHONE: Charma Anderson (253) 512-7864 c.anderson@amd.wa.gov	
6. TIN or SSN: 91-6001322	7. CATALOG OF FEDERAL DOMESTIC ASST. (CFDA) #: 97.042 EMPG	8. FUNDING SOURCE NAME/AGREEMENT #: 2010-EP-EO-0027	
9. FUNDING AUTHORITY: Washington State Military Department (Department) and U.S. Department of Homeland Security (DHS)			
10. DESCRIPTION/JUSTIFICATION OF AMENDMENT, MODIFICATION, OR CHANGE ORDER: The U.S. Department of Homeland Security (DHS) Emergency Management Performance Grant (EMPG) provided federal funding to enhance and sustain emergency management programs. EMD withheld 10% of the pass through funding pending applicant budget review and approval. Local applicant funding is being increased to include the funding that was withheld.			
11. AMENDMENT TERMS AND CONDITIONS: 1. The overall contract expiration date of March 31, 2011 remains unchanged. 2. Change the contract amount from \$16,778 to \$16,918, an increase of \$1,145. 3. Replace the Local/Tribal Budget with the attached Revised Local/Tribal Budget.			
This Amendment is incorporated in and made a part of the contract. Except as amended herein, all other terms and conditions of the contract remain in full force and effect. Any reference in the original contract or an Amendment to the "contract" shall mean "contract as amended". The Department and Contractor acknowledge and accept the terms of this Amendment as identified above, effective on the final date of execution below. By signing this Amendment, the signatories warrant they have the authority to execute this Amendment.			
IN WITNESS WHEREOF, the parties have executed this Amendment:			
FOR THE DEPARTMENT:		FOR THE CONTRACTOR:	
Signature _____ Date _____ James M. Mullen, Director Emergency Management Division Washington Military Department		Signature _____ Date _____ David Sullivan, Chairman Board of Jefferson County Commissioners	
APPROVED AS TO FORM: Brian E. Buchholz (signature on file) 3/12/2010 Assistant Attorney General		APPROVED AS TO FORM: <i>David Sullivan</i> 7/13/10 Jefferson County Prosecutor's Office	

Form 10/27/00

REVISED Budget Sheet
FFY10 Emergency Management Performance Grant Program

LOCAL/TRIBAL EMERGENCY MANAGEMENT OPERATING BUDGET SUMMARY

Category	2010 Local Funds Budget*
Salaries and Benefits	\$76,036
In-Direct Costs	\$0
Travel	\$378
Equipment	\$0
Supplies	\$3,540
Telephones	\$2,338
IT	\$0
Printing	\$0
Janitorial/Maintenance	\$0
Auto Lease	\$3,000
Space Rental	\$0
Insurance	\$0
Subcontractor	\$0
Other	\$0
Total All Program Costs	\$86,192
FFY10 EMPG Award	\$16,918

The Jefferson County Department of Emergency Management award is \$16,918. This is based on the FFY10 allocation factor of 19.628% of approved local/tribal emergency management operating budgets. This award will not be used to supplant the existing local/tribal funds identified above. The Department's Reimbursement Spreadsheet will accompany each reimbursement request submitted. In addition, the Contractor agrees to make all records available to Military Department staff, upon request. A total of 3% of this award can be used to pay for management and administration of this contract.

If the local/tribal emergency management operation budget should change, as the award contract amount is based on the budget, an amendment may have to be issued modifying the award contract amount.

* No federal funds are included in the local emergency management operating budget.

Funding Source: U.S. Department of Homeland Security - PI# 703PT - EMPG

**Washington State Military Department
CONTRACT FACE SHEET**

1. Contractor Name and Address: Jefferson County Department of Emergency Management 81 Elkins Road Port Hadlock, WA 98339	2. Contract Amount: \$16,773	3. Contract Number: E10-252
4. Contractor's Contact Person, phone number: Nancy McDaniel, (360) 385-9368 nmcdaniel@co.jefferson.wa.us	5. Contract Start Date: October 1, 2009	6. Contract End Date: March 31, 2011
7. MD Program Manager/phone number: Charma Anderson, (253) 512-7064 c.anderson@emd.wa.gov	8. Data Universal Numbering System (DUNS #): 179278197	9. UBI # (state revenue): 601-098-110

10. Funding Authority:
Washington State Military Department (Department) and the U.S. Department of Homeland Security (DHS)

11. Funding Source Agreement #: 2010-V0065-WA-EP	12. Program Index # & OBJ/SUB-OJ: 703PT NZ	13. CFDA # & Title: 97.042	14. TIN or SSN: 91-6001322
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15. Service Districts: (BY LEGISLATIVE DISTRICT): 24 (BY CONGRESSIONAL DISTRICT): 6	16. Service Area by County(ies): Jefferson County	17. Women/Minority-Owned, State Certified?: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> NO <input type="checkbox"/> YES, OMWBE # _____
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18. Contract Classification: <input type="checkbox"/> Personal Services <input type="checkbox"/> Client Services <input checked="" type="checkbox"/> Public/Local Gov't <input type="checkbox"/> Collaborative Research <input type="checkbox"/> A/E <input type="checkbox"/> Other _____	19. Contract Type (check all that apply): <input checked="" type="checkbox"/> Contract <input type="checkbox"/> Grant <input type="checkbox"/> Agreement <input type="checkbox"/> Intergovernmental (RCW 39.34) <input type="checkbox"/> Interagency
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20. Contractor Selection Process: <input checked="" type="checkbox"/> "To all who apply & qualify" <input type="checkbox"/> Competitive Bidding <input type="checkbox"/> Sole Source <input type="checkbox"/> A/E RCW <input type="checkbox"/> N/A <input type="checkbox"/> Filed w/OFM? <input type="checkbox"/> Advertised? <input type="checkbox"/> YES <input type="checkbox"/> NO _____	21. Contractor Type (check all that apply): <input type="checkbox"/> Private Organization/Individual <input type="checkbox"/> For-Profit <input checked="" type="checkbox"/> Public Organization/Jurisdiction <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> VENDOR <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> OTHER
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22. Brief Description:
Provide U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) Emergency Management Performance Grant (EMPG) funds to local jurisdictions and tribes with emergency management programs. The purpose of the funding is to support and enhance day-to-day emergency management operations.

IN WITNESS WHEREOF, the Department and Contractor acknowledge and accept the terms of this contract and attachments hereto and have executed this contract as of the date and year written below. This Contract Face Sheet, Special Terms and Conditions, General Terms and Conditions (Exhibit A), Statement of Work (Exhibit B) and Budget (Exhibit C) and the attached Contractor's Scope of Work (Attachment A) govern the rights and obligations of both parties to this contract.

In the event of an inconsistency in this contract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

- (a) **Applicable Federal and State Statutes and Regulations**
- (b) **Statement of Work**
- (c) **Special Terms and Conditions**
- (d) **General Terms and Conditions, and if attached,**
- (e) **Any other provisions of the contract incorporated by reference.**

This contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto.

WHEREAS, the parties hereto have executed this contract on the day and year last specified below.

<p>FOR THE DEPARTMENT:</p> <p><i>James M. Mullen</i> 6-25-10 Signature Date James M. Mullen, Director Emergency Management Division Washington State Military Department</p> <p>APPROVED AS TO FORM: Brian E. Buchholz (signature on file) 3/12/2010 Assistant Attorney General</p>	<p>FOR THE CONTRACTOR:</p> <p><i>David Sullivan</i> 06/14/10 Signature Date David Sullivan, Chairman Board of Jefferson County Commissioners</p> <p>APPROVED AS TO FORM: _____ Jefferson County Prosecutor's Office</p>
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