

GOVERNMENT OF
THE DISTRICT OF
COLUMBIA

APPLICANT PROFILE

| FY 2005 Homeland Security Grant Program: Urban Areas Security Initiative | |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PROJECT TITLE: | Enhance Resource and Logistics Training and Support |
| EMERGENCY SUPPORT FUNCTION: | RESF 7 |
| PROJECT PERIOD: | March 1, 2005 – February 28, 2007 |
| PROJECT SYNOPSIS: | In order to provide a timely, effective and efficient response during an incident it is critical that the individuals within organizations participating as RESF #7: 1) be provided training in emergency management, logistics, operations and planning; 2) have the ability to readily identify existing assets maintained by participating jurisdictions, including commodities and equipment as well as logistical requirements including both warehouses and means and methods of transportation that may be needed in an emergency; and 3) have the ability to readily identify where to obtain/purchase commodities and equipment whether from states/localities/vendors from within or beyond the metropolitan Washington region |
| IMPLEMENTING JURISDICTION: | Fairfax County |
| AGENCY: | Purchasing & Supply Management |
| ADDRESS: | 12000 Government Center Parkway, Suite 427 Fairfax, VA 22035 |
| AUTHORIZATION OFFICIAL | |
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| Signature of Authorized Official | <i>Edward L. Long</i> |
| Date: February 28, 2005 | |

**FY 2005 URBAN AREA SECURITY INITIATIVE GRANT APPLICATION
RESF #7
RESOURCE AND LOGISTICS SUPPORT ENHANCEMENT**

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1.0 Proposal Summary

The Chief Purchasing Officers Committee (CPOC) of the Metropolitan Washington Council of Governments (COG) is comprised of the Chief Purchasing Officer from each of COG's 19 member jurisdictions as well as participating school boards and regional commissions and agencies. The CPOC serves as the Regional Emergency Support Function (RESF) #7. RESF #7 is designated the responsibilities of facilitating communication and support among regional jurisdictions to assist in the effective and timely coordination and delivery of resources following an emergency. A regional incident or emergency may adversely impact resource availability, while at the same time create a significant demand for these resources. An incident may not only create a demand for resources but also a demand for related logistical support for warehousing and transportation of commodities and equipment.

In order to provide a timely, effective and efficient response during an incident it is critical that the individuals within organizations participating as RESF #7: 1) be provided training in emergency management, logistics, operations and planning; 2) have the ability to readily identify existing assets maintained by participating jurisdictions, including commodities and equipment as well as logistical requirements including both warehouses and means and methods of transportation that may be needed in an emergency; and 3) have the ability to readily identify where to obtain/purchase commodities and equipment whether from states/localities/vendors from within or beyond the metropolitan Washington region.

The Fairfax County Director of Purchasing and Supply Management is currently serving as the Chair of the CPOC. Fairfax County will serve as the subgrant recipient and will coordinate the activities of the subgrant. Fairfax County has substantial experience in the three prime areas of this proposal, emergency management training, conduct and participation in emergency incident exercises and database development. In addition, through the COG Cooperative Purchasing Program, Fairfax County has been the lead jurisdiction for the purchase of equipment and supplies, used by first responders throughout the region. Fairfax County competitively contracted for and is one of the region's repository for the emergency cache of 800 mhz radios. Where available, Fairfax County will use contracts that are already in place to accomplish the goals detailed in this proposal. Should new contracts be required, the County, working through the CPOC will initiate the competitive process to obtain those contracts.

1.0 Proposal Goals/Objectives and Implementation Steps

a. Training

- i. Goals/Objectives In the event of an incident the region's Chief Purchasing Officers and members of their staffs will be called upon to provide logistical support to the region's first responders. Logistical support will encompass not only the provision of goods and services but the knowledge of where to obtain those items, properly account for the purchase and utilization of those items for

potential reimbursement and the efficient transport of those items to the scene of an incident. Depending on the nature of the incident, purchasing officials will need to work closely with the incident command team to make sure that the first responders will receive what they need, where they need it and when they need it. Miscommunication and the lack of training could result in the delivery of improperly specified goods or equipment or transportation to the incorrect receiving points.

Fairfax County will take the lead in coordinating, through COG's CPOC, training classes to train both purchasing agents and staff that may be assigned during an emergency the fundamentals of serving as logistics and resource managers in an emergency operation. The objective will be to answer the question, what are the roles and responsibilities of logistics and resources managers when participating in an Emergency Operation Center.

ii. Implementation Steps – It is the intention of Fairfax County to identify Response to Emergencies and Disaster Institute (READI) training courses such as *Incident Management/Unifies Command for WMD/Terrorism Incidents*, that would provide the training to fulfill the objectives identified above. While primarily designed for first responders, the purpose of the course is to bring together those emergency management personnel from with a jurisdiction who would be required to prevent, manage or react to the crisis. Logistics management, clearly is an essential component of the total management of an incident. The County will coordinate other training needs deemed essential by it and the other participants in the COG CPOC.

b. Exercises

i. Goals/Objectives Individuals participating in RESF #7 should be included as integral members of any Regional Emergency Incident Exercise. Some of the region's Chief Purchasing Officers have participated in their local and regional exercises. This participation has highlighted the need for a more involved and formal role in the exercises with a focus on the interaction of the Chief Purchasing Officers with each other's organizations to provide coordinated support to a regional incident. This was the case in the regional exercise that included the plane crash at Dulles and bombings at Potomac Mills and a METRO station. Without the benefit of knowing what resources are available in the event of an emergency and without knowing how resources will be delivered to first responders and others, no regional planning exercise can be considered complete. In order to be able to be a full participating partner in any regional incident exercise, a regional tabletop exercise, specifically designed for purchasing/logistics needs to be developed and presented to individuals participating in RESF #7. The tabletop exercise, coordinated by the County, will assist the region's Chief Purchasing Officers determine, through after action reports, the extent to which additional training and resources are required, under varying scenarios, in order to assure that required resources will be made

available to first responders and others in the event of an emergency incident. It is recommended that regional training exercises be held at least twice each year. These exercises should allow the face-to-face review and analysis by logistics and resource managers of realistic scenario injected messages to develop standard procedures and operational relationships. Through utilization of the COG CPOC, the County envisions first a regional CPOC exercise, which would entail remote coordination and communication based on a realistic scenario and injected messages to develop the ability of the region's purchasing personnel to provide mutual support and assistance in an emergency environment. RESF 7 will recommend a second regional exercise, coordinated with other RESF participants, with specifically developed logistics messages injected.

ii. Implementation Steps – Coordinating through the COG CPOC, the County will contract with a consulting firm with experience with emergency exercise development and presentation. The firm will be required to have an understanding of the ramifications of logistic requirements during an incident and the ability to design regional table top and remote exercises.

RESF 7 recognizes the need to coordinate exercise planning with other RESFs, and will participate in coordination planning sessions to avoid duplication of efforts and their attendant expenses.

c. Database Development

i. Goals/Objectives - RESF #7 is recommending the development of a database of assets currently held by participants in RESF #7 that may be required during an emergency. RESF #7 would survey the other RESF's to obtain items that should be included in the database. The database would include the following data for each participating jurisdiction:

- Existing inventory items, including stock levels;
- Warehouse space and storage capacity and type (i.e. refrigerated);
- Distribution resources (rail, truck, personnel, etc);
- Contracts available to fulfill support requirements; and
- Non-contract vendors available to fulfill support requirements.

ii. Implementation Steps – The County anticipates surveying other RESFs to determine goods and equipment that will be required during an incident. First responders are already equipped with an inventory of required items that are readily available to them. The purpose of the inventory would be to readily identify from where and how to replenish depleted supplies. It is anticipated that the County will contract with a consulting firm to develop the initial database, reach a consensus of the items that will populate the database and coordinate the initial population the database. To insure that the database is not static a methodology will be developed that will provide updated information, at an agreed upon interval.

d. Resource Guides

i. Goals/Objectives - RESF #7 is recommending the development of resources guides that would contain critical information and serve as a ready reference for individuals participating in a regional training exercise or incident. It would contain a directory of participating jurisdiction purchasing personnel, information on establishing communication links and the databases described above. The Resource Guide would consolidate information available in disparate locations and formats – not all of which are currently in electronic form and readily available to personnel outside of a single jurisdiction. The Guides can be developed in both hardcopy and CD format and placed on the COG Website.

ii. Implementation Steps - It is anticipated that the County will contract with a consulting firm to develop the Resource Guide, reach a consensus of the items that will be included in the Guide and put it into hardcover format, CD and on the Web. To insure that the Guide is not static a methodology will be developed that will provide updated information, at an agreed upon interval.

e. Equipment

i. Goals/Objectives - RESF #7 is recommending that the Chief Purchasing Officer and one other individual from each participating jurisdiction be provided with remote/wireless devices to facilitate telephonic communication during an emergency as well as be able to send and receive text information. This will permit access to contracts, purchase orders, field specs etc.

ii. Implementation Steps –The participating jurisdictions will be surveyed to determine their individual needs. Through contracts already implemented at the County, the County will purchase and distribute the devices to the participating jurisdictions.

2.0 Project Description

The proposed projects will provide the Chief Purchasing Officers and members of their staff, from participating jurisdictions, the training, experience and the resources to provide support to the first responders during an incident. Those responsible for providing resources and logistics will have a better command of the goods and materials maintained throughout the region and the resources to efficiently manage that inventory during an emergency.

3.0 Organization, Experience and Qualifications of Applicant

Fairfax County, Virginia has an area of approximately 407 square miles with a resident population in excess of 1,000,000 people. Daily population with commuters exceeds 1.5 million. Fairfax County is the largest jurisdiction in the Washington DC metropolitan area.

The Department of Purchasing and Supply Management serves the County as the lead for Emergency Support Function #7 (ESF 7). As such, DPSM is an active member of the Emergency Management Coordinating Committee and has participated in the planning and conduct of County and regional emergency response exercises. DPSM was a key participant in the Hurricane Isabel response and was recognized for contributing to the successful response and damage mitigation in the after-action report.

DPSM has developed a County database of stock, contract and non-contract resources available for emergency response and has the experience and expertise to expand this concept for a regional resource data base.

DPSM is currently sub-grant administrator for several UASI grants including firefighter personal protective equipment (PPE), law enforcement PPE, health department PPE, Police Regional Intelligence Centers and the regional radio cache totally \$28M.

Cathy Muse, Director, DPSM serves as the MWCOC CPOC. This committee is comprised of procurement professionals and decision makers from the jurisdictions throughout the region. CPOC participation in this project is a key component to its success.

4.0 Staffing Plan

Project Director (Director, Department of Purchasing and Supply Management) – Plan and direct staff efforts to obtain equipment and services as described. Coordinate requirements with participating jurisdictions through the CPOC.

Fiscal Grant Administrator (Management Analyst III) – Provide all aspects of fiscal administration of the grant and fulfillment of all reporting requirements.

Contract Administrator (Purchasing Supervisor) – Perform all contracting actions on behalf of the participating jurisdictions to include solicitations, awards and contract administration.

Administrative Support (Administrative Assistant IV) – Provide administrative support as needed for copying, document processing & distribution, meeting support, etc.

5.0 Project Budget and Budget Justifications

| <u>Budget Category</u> | <u>Amount</u> |
|------------------------|---------------|
| A. Personnel | \$ - |
| B. Fringe Benefits | - |
| C. Travel | 5,000 |
| D. Equipment | 30,000 |

| | |
|--------------------------|----------|
| E. Consultants/Contracts | 25,000 |
| F. Printing/Reproduction | 10,000 |
| H. Indirect | - |
| Total Project Costs | \$70,000 |

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

| Name/Position | Computation | Cost |
|---------------------------------------|-------------|-------------|
| There will be no charge for personnel | | |
| | | |
| | | |
| | | |
| Total | | \$ - |

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

| Name/Position | Computation | Cost |
|---------------|-------------|------|
| | | |
| | | |
| | | |
| | | |

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

| Purpose of Travel | Location | Item | Computation | Cost |
|---------------------------------------------------------------------------------------------------------------------------------------------|----------|------|-------------|----------------|
| In region travel to training and regional exercises. Participants will be reimbursed at the approved Federal or local rates as appropriate. | | | | \$5,000 |
| | | | | |
| | | | | |
| Total | | | | \$5,000 |

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years. (Note: Organization's own capitalization policy and threshold amount for classification of equipment may be used). Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

| Item | Computation | Cost |
|---------------------------------------------|--------------------|------------------|
| Mobile wireless devices (lap top computers) | 15 each at \$2,000 | \$30,000 |
| | | |
| | | |
| | | |
| Total | | \$ 30,000 |

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy and threshold amount for classification of supplies may be used). Generally, supplies include any materials that are expendable or consumed during the course of the project.

| Item | Computation | Cost |
|--------------|-------------|-------------|
| | | |
| | | |
| | | |
| | | |
| Total | | \$ - |

F. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

All procurement will done in accordance with the County of Fairfax Purchasing Resolution.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from ODP.

| Name of Consultant | Service Provided | Computation | Cost |
|--------------------|------------------|-------------|-----------------|
| None | | | |
| <i>subtotal</i> | | | \$25,000 |

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

| Item | Location | Computation | Cost |
|-----------------|----------|-------------|-------------|
| None | | | |
| <i>subtotal</i> | | | \$ - |

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

| Contractor | Service Provided | Computation | Cost |
|------------------|---------------------------------------------------------------------|--------------|----------|
| To be determined | Develop and conduct regional tabletop exercises | FFP \$10,000 | \$10,000 |
| To be determined | Develop database, research and input data | FFP \$10,000 | \$10,000 |
| To be determined | Develop resource guide to include research, graphic design, layout. | FFP \$ 5,000 | \$ 5,000 |
| \$ 25,000 | | | |

G. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

| Description | Computation | Cost |
|----------------------------------------------------------------------------|--------------|------------------------|
| Printing and distribution of resource guide to participating jurisdictions | FFP \$10,000 | \$10,000 |
| | | |
| | | |
| | | |
| | | <i>Total</i> \$ 10,000 |

H. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

| Description | Computation | Cost |
|-------------|-------------|-------------------|
| None | | |
| | | |
| | | |
| | | |
| | | <i>Total</i> \$ - |

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE DEPUTY MAYOR FOR PUBLIC SAFETY AND JUSTICE**

**Certifications Regarding Lobbying; Debarment, Suspension and Other
Responsibility
Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, The applicant certifies that:

- (a) 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 making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) 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 grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application 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 a 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;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in The applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

- (b) Establishing an on-going drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The applicant's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Grants Management and Development, 717 14th St., NW, Suite 1200, Washington, DC 20005. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (3) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (1), (c), (d), and (e). and (f)

B. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:
Place of Performance (Street address, city, county, state, zip code)

Fairfax County Government Center
12000 Government Center Parkway, Suite 427
Fairfax, VA 22035

Metropolitan Washington Council of Governments
777 North Capital Street, NE
Washington, DC 20002

As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

County of Fairfax
Department of Purchasing and Supply Management
12000 government Center Parkway, Suite 427
Fairfax, VA 22035

2. Application Number and/or Project Name:

RESF #7 - Enhance Resource and Logistics Training and Support

2. Grantee IRS/Vendor Number:

54-74 0127K

Edward L. Long, Chief Financial Officer

4. Typed Name and Title of Authorized Representative

Edward L. Long
5. Signature

February 28, 2005

6. Date

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE DEPUTY MAYOR FOR PUBLIC SAFETY AND JUSTICE**

STANDARD ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their 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.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.

8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, 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 that has been identified by the Secretary of the Department of Housing and Urban Development as an 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.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, 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 Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its sub grantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Flood Plain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

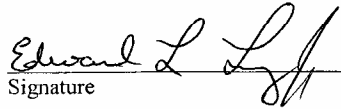
13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Edward L. Long

Chief Financial Officer

Print Name

Print Title


Signature

February 28, 2005

Date