

Resolution No. 2024-3314

A Resolution of the City of Sanford, Florida, amending the City's annual operating budget for the fiscal year beginning October 1, 2024 and ending September 30, 2025 relating to the amendment to address the acquisition of license plate recognition (LPR) systems using Urban Areas Security Initiative (UASI) Program grant funding and related procurement activities; providing for general and specific implementing administrative actions; providing for a savings provision; providing for conflicts; providing for severability and providing for an effective date.

Whereas, the Commission of the City of Sanford, Florida has adopted an annual operating budget for the fiscal year beginning October 1, 2024 and terminating on September 30, 2025 specifying certain projected revenues and expenditures for the operations of Sanford municipal government; and

Whereas, the City's budget provides for certain methodologies and criteria for the expenditure of budgeted funds during the course of the City's fiscal year; and

Whereas, from time-to-time circumstances and events may require that the original City budget and implementing provisions may need revision such as to address the acquisition of license plate recognition (LPR) systems using Urban Areas Security Initiative (UASI) Program grant funding and related procurement activities; and

Whereas, the City Commission, in its judgment and discretion, has the authority to adjust the budget to more closely coincide with actual and expected events and the sound implementation of the projects and programs of the City such as the acquisition of LPR systems using UASI Program grant funding and related procurement activities,

Now, therefore, be it adopted and resolved by the City Commission of the City of Sanford, Florida as follows:

Section 1. Adoption of Budget Amendment; Acquisition Of LPR Systems Using UASI Program Grant Funding And Related Procurement Activities

The annual operating budget of the City of Sanford for the fiscal year beginning October 1, 2024 and terminating on September 30, 2025 is hereby revised and amended to address the acquisition of LPR systems using UASI Program grant funding and related procurement activities, as set forth in the Exhibit to this Resolution. Except as amended herein, the annual operating budget for the City of Sanford for fiscal year beginning October 1, 2024 and terminating on September 30, 2025 shall remain in full force and effect.

Section 2. Implementing Administrative Actions; Procurement of Goods And Services To Address Acquisition Of LPR Systems Using UASI Program Grant Funding And Related Procurement Activities.

The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Resolution by means of such administrative actions as may be deemed necessary and appropriate with regard to the provisions of this Resolution. Notwithstanding the generality of the foregoing, the City Manager, or designee(s), shall have authority to implement the procurement of goods and services to address the acquisition of LPR systems using UASI Program grant funding and related procurement activities. Such activities shall be implemented in accordance with the Purchasing Policies and Procedures of the City and controlling State law.

Section 3. Savings.

The prior actions of the City of Sanford relating to the adoption of the City budget and related activities to include, but not be limited to, those relating to the City's projects

and programs to address UASI Program grant funding and related procurement activities, are hereby ratified and affirmed.

Section 4. Conflicts.

All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

Section 5. Severability.

If any section, sentence, phrase, word, or portion of this Resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

Section 6. Effective Date.

This Resolution shall become effective immediately upon adoption.

Passed and adopted this 18th day of November, 2024.

Attest:

Traci Houchin, MMC, FCRM

Traci Houchin, MMC, FCRM
City Clerk

City Commission of the City of Sanford

Art Woodruff

Art Woodruff
Mayor



For use and reliance of the Sanford City Commission only.

Approved as to form and legality.

William Colbert

William Colbert
City Attorney

ATTACHMENT A REQUEST FOR BUDGET AMENDMENT

Fiscal Year 2025
Department: Police

Division: Patrol

CHANGES IN EXPENDITURE

EXPENDITURE ACCOUNT NUMBER						Current	Current	Amount of	Adjusted
Fund	Expenditure	Act Cd	Ele	Project #	Revenue Account Title	Budget	Balance	Change	Unrealized
360	0000	334	80	01	25UASI Urban Areas Security Initiative (UASI) grant	\$ 76,190	\$ 76,190	\$ (76,190)	-

TOTAL CHANGES IN REVENUES \$ (76,190)

CHANGES IN EXPENDITURES

EXPENDITURE ACCOUNT NUMBER						Current	Current	Amount of	Remaining	
Fund	Dpt Div	Activity	Obj	Ele	Project #	Expenditure Account Title	Budget	Balance	Change	Balance
360	2023	521	52	00	25UASI	Law Enforcement Operating Supplies	\$ 184,457	44,000	76,190	120,190
							\$ -		-	-
							\$ -		-	-

TOTAL CHANGES IN EXPENDITURES \$ 76,190

REASON FOR AMENDMENT: Funds from FY23 grant approval - UASI Agreement No. R0881 Regional LPRs Project (license plate readers)

DIRECTOR APPROVAL:  DATE: 11/13/24

FINANCE APPROVAL:  DATE: 11/13/24

CITY MANAGER APPROVAL:  DATE: 11.25.2024

CITY COMMISSION AGENDA DATE: 11/18/24 APPROVED Y

FOR FINANCE USE

Entry Date: _____ Batch Number: _____ Document #: _____

ORANGE COUNTY SHERIFF'S OFFICE



GENERAL ORDER

Effective Date: October 2, 2020	<input checked="" type="checkbox"/> Amends - GO 17.1.11 (January 30, 2019)	Number: 17.1.11
Distribution: All Personnel	Review Month: January	Reviewing Authority: Undersheriff / Fiscal Management
Subject: GRANTS: Grant Management and Oversight		

This order consists of the following:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. Purpose

The purpose of this grants policy is to develop, implement, and maintain meaningful grant oversight and coordination for the Orange County Sheriff's Office and the County.

2. Policy

The Orange County Sheriff's Office (OCSO) Fiscal Management Grants Section shall maintain fiscal and programmatic accountability of all federal funds, property and other assets awarded to OCSO. Accountability will be in accordance with all applicable Federal Office of Management and Budget, [2 CFR Chapter I, Chapter II, Part 200](#), et al., regulations, statutes, and awarding agency financial guidelines, in addition to [GO 17.1.4](#) and agency policy.

3. Definitions

- A. Allowable Cost - costs allowable under a federal grant program and are governed by cost principles of the Office of Management and Budget (OMB), Code of Federal Regulations (CFR) [2 CFR Chapter I, Chapter II, Part 200](#), et al., and agency policies and procedures.
- B. American Data Group (ADG) - OCSO Management, Accounting and Reporting Tool.
- C. Award - financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements in the form of money or property in lieu of money, by the federal government to an eligible recipient. The term does not include technical assistance, which provides services instead of money; other assistance in the form of loans, loan guarantees, interest subsidies, or insurance; direct payments of any kind to individuals; and contracts that are required to be entered into and administered under federal procurement laws and regulations.
- D. Closeout - the process in which the awarding agency determines that all applicable administrative actions and all required work of the award have been completed by the recipient and sub-recipients.

- E. Consultant - an individual or firm retained to provide a specialized service.
- F. Contract - an agreement between an entity and OCSO for the provision of goods or services.
- G. Contractor - an entity that provides goods and services for OCSO.
- H. Drawdown - the payment of grants fund by the awarding agency to OCSO.
- I. Grant Adjustment Notification (GAN) - a request to the federal awarding agency to make programmatic, administrative and/or financial change to a federal award. This is done electronically using the Federal Grant Management Systems (GMS).
- J. Grant Coordinators - the Fiscal Division staff members supervised under the Grants Manager are responsible for working closely with the Project Manager to verify the Grants Section follows the financial and management of federal awards received by the agency.
- K. Grant Fund Number - an accounting fund number assigned to each grant to control the restricted use of the funds. It is a separate chart of accounts from the general funds to prevent comingling of general funds and grant funds.
- L. Grants Manager - the Fiscal Division staff member responsible for the financial oversight and management of all federal awards received by the agency.
- M. Lawson - the OCSO Human Resources and Payroll System.
- N. Magic - the OCSO inventory management system.
- O. Master Grant File - the repository for all official documents for each individual award. Such documentation will include, but is not limited to, the solicitation, application, bid documents, payment source, quotes, sole source documentation, purchase orders, award documents, certifications, special conditions, financial reports, program/progress reports, grant adjustments, audit reports, monitoring visit/desk review reports, corrective action plans, and close out documentation.
- P. Project Manager - the agency member who is responsible for the implementation and program management of a federal award. The Project Manager works closely with the grant manager and grant coordinators to verify that federal funds are used only for those expenditures associated with activities that conform to the goals and objectives approved for the grant.
- Q. Project Period - the period for which implementation of the federal award or project is authorized.
- R. Sole Source Procurement - any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements. Each grant may require a standardized sole source form provided by the Federal Agency or the State Agency awarding the grant

funds. Grant Section will determine what is allowable based on the grant guidance.

- S. Supplanting - deliberately reducing state or local funds because of the availability of federal funds. For example, when state funds are appropriated for a stated purpose and federal funds are then used in place of the appropriated state funds so they can be used elsewhere, supplanting has occurred.
- T. System for Award Management (SAM) - an official website of the US government that provides grant recipients with registered non-excluded vendors to do business with the US government.
- U. Time and Effort Logs - time and effort logs are required in lieu of timesheets or in addition to timesheets when employees work on a single federal award. This log will be signed by the employee and supervisors having first-hand knowledge of the grant related work and submitted every quarter.
- V. Urban Area Security Initiative (UASI) - grant program under the Homeland Security Grant Program. The grant focuses on planning, organization, equipment, training, and exercise needs of high-threat, high-density urban areas, and assists them in building an enhanced and sustainable capacity to prevent, protect against, respond to, and recover from acts of terrorism.
- W. Un-allowable Cost - expenses that cannot be charged against federal funds.

4. Procedures

- A. Grant Pre-Application Coordination
 - 1. Prior to applying for a grant, an employee must coordinate with the Grants Manager, via the employee's chain of command to verify no grant duplications. The department can implement the project within the timeframe, and OCSO meets all the eligibility and requirements of the grant guidance or Funding Opportunity Announcement (FOA).
 - 2. Once approved by all parties, it is the responsibility of the Grants Section to:
 - a. Establish due dates for grant documents to be submitted to the Grants Section to avoid last-minute delays or problems that could cause the grant deadline to be missed.
 - b. Complete the grant application documents with assistance from the Project Managers.
 - c. Obtain all required federal certifications, assurances, and any other required documents to accompany the grant.
 - d. Schedule a meeting to discuss the responsibilities of the partnerships, if grant requires a partnership or research component.
 - e. Obtain approval from the Comptroller, if grant requires a match.
- B. Pre-Grant Award Application Process

The Grants Section shall:

 - 1. Review the grant requirements in the grant guidance or FOA.

2. Review the application.
 3. Organize a pre-grant award application file to include:
 - a. Grant guidance or FOA
 - b. Grant application.
 - c. Required federal certifications, assurances, letters of commitment/support, project abstracts, project narratives, budget narratives, budget worksheets, research, resumes, and any other required documentation.
 4. Grants Manager shall review file and submit grant application to the grantor.
 5. Submit a copy of the grants application to the county, if grant requires the county as a pass-through recipient.
- C. Award Notification, Review, and Acceptance
1. Grant agreements are legal contracts. It is the responsibility of the OCSO, Project Manager, and Grants Section to adhere to all of the activities associated with a grant to accomplish its objectives, while adhering to the terms and conditions of the grant. Failure to do so can have legal and financial ramifications to the OCSO and the county.
 2. It is the responsibility of the Grants Section and Project Manager to verify all aspects of the grant projects are:
 - a. In accordance with the grant guidelines.
 - b. All special conditions and certifications outlined in the grant award can be adhered to.
 3. The Grants Section shall route copies of the award documents to the Legal Services Section before routing through the chain of command for Sheriff's signature of acceptance. If the grant is required to pass through the Orange County Mayor and Board of County Commissioners (OCBCC), the OCSO Grants Section submits a memo to the OCBCC for approval to accept the grant awarded. In addition to the Mayor and OCBCC memo for approval, a memo is sent to Orange County Agenda Development to add item to the OCBCC consent agenda.
 4. Once the award or contract is signed and approved by the OCSO and/or OCBCC, the Grants Section shall submit required documents with signatures to the grantor.
 5. Grant funds will not be expended until a fully executed (signed by the grantor and grantee) contract is received by Grants Section. Once received, the Grants Section shall notify the Project Manager.
- D. Award Administration and Management
1. Once the grant funding has been awarded and the fully executed contract is received by OCSO, the project implementation begins the date the contract is fully executed or the beginning date stated in the award or contract.

2. The department receiving the award must work to confirm that they maintain high standards, achieve stated goals and objectives, meet deadlines, stay within budget, expend funds as required, comply with the grantor's terms and conditions, meet programmatic reporting requirements, and communicate any issues or concerns about the grant to the Grants Section.

For all grants and other types of financial assistance, the [2 CFR Chapter I, Chapter II, Part 200](#), et al., regulations, statutes, and awarding agency financial guidelines will be followed in conjunction with [GO 17.1.4](#).

3. Order of Precedence-when grant requirements are inconsistent, the following Order of Precedence should be followed:
 - a. Federal Statutes
 - b. Government Directives (such as Presidential Executive Orders and [2 CFR Chapter I, Chapter II, Part 200](#))
 - c. Administrative Regulations
 - d. Program Regulations
 - e. Award Terms and Conditions
 - f. [GO 17.1.4](#)
4. Budget Allocations - the Grants Manager shall establish a fund number for each grant to prevent comingling of funds, grant reconciliation and grant reporting. The budget allocations will be setup in ADG accounting system by the Grants Manager. These allocations will be based on the award amount, the budget worksheet, and allowable costs in the grant contract.
5. Purchase of Goods and Services Using Grant Funds-all procurement activity associated with grant funded projects will follow [GO 17.1.4](#) and applicable State and Federal procurement guidelines.
 - a. The Project Manager shall provide a quote to the Grants Section for items to be purchased under the grant.
 - b. The Grants Section shall do the following before submission of all purchase-related documents to Purchasing Unit.
 1. Check SAM for vendor exclusions or debarments with the US government.
 2. The Homeland Security grants require an authorized equipment list (AEL) approval before purchase allowability. Grants Section need to attach the approval to purchase requisition.
 3. Attach all email or written approvals from the grantor to the purchase requisition and keep a record in the grant file.
 4. Follow the OCSO purchasing guidelines and attach required backup documentation to purchase requisition.
6. Asset Management- verifies requirements for the acquisition, supervision, control transfer and disposal of tangible personal property are met.
 - a. The grant purchased items will follow the [SO 37.0](#) and [2 CFR 200](#) guidelines.
 - b. UASI asset management will be tagged with a "Property of DHS" tag

to track inventory in the UASI inventory spreadsheet. The UASI Project Managers shall complete the State of Florida Transfer Form to obtain approval from the State of Florida.

- c. It is the responsibility of the Project Manager to notify and obtain instructions from the Grants Section when disposing or transferring of equipment.

7. Supplanting

- a. Grant funds awarded to OCSO or the county will not be used to supplant a budgeted position or expense so that current funds can be diverted to another use.
- b. To avoid personnel supplanting, the Grants Manager shall contact Human Resources for personnel that is in compliance with the grant project period.
- c. Human Resources will perform the following if the grant includes the hiring of personnel:
 1. Verify every sworn and/or civilian hired under the grant has a hire date after the grant award date.
 2. Once personnel are hired, they will be placed into a separate grant fund and job code to be expensed through payroll and avoid commingling of funds appropriately.
 3. Copies of the hire PCN forms will be sent to the Grants Section for compliance review by the Grants Section.
 4. Grants Section will notify Human Resources if they believe there are any potential issues with the selection of the new Grant Deputies or Recruits.
 5. Grants Section will keep copies of the hire PCN forms for audit documentation.
 6. Grants Section will send the Orange County Comptroller's Office a copy of all PCNs for a second level internal control.

E. Grant Reporting

1. Programmatic Reporting

- a. The Project Manager is responsible for providing the Grants Section with any information required to complete the programmatic report.
- b. The Grants Section shall discuss monthly or quarterly due dates with the Project Manager to avoid late submissions of programmatic reports to the grantor.
- c. The Grants Section is solely responsible for submitting any required programmatic reports to the grantor by the due date in the contract or agreement.

2. Financial Reporting

- a. The Grants Section shall reconcile and complete required financial reports for each grant.
- b. Request for Reimbursements in order to request for reimbursements timely and accurately, the Grants Section shall:
 1. Review and reconcile the general ledger to the grant eligible expenditures for accuracy.
 2. Prepare the request for reimbursements on the grant provided forms.

3. Attach form of payment copy, approval documentation, SAM documentation, AEL documentation, and any other requirements for reimbursements.
4. Any grant reimbursing employees, need to have the Lawson payroll report and timesheets or time and effort logs.
5. If the grant is a pass-thru county grant, financial reports and documentation will be submitted for their review and drawdown of funds.

F. Grant Closeout

1. A grant is considered complete when the project or program funded by the award is complete, or the award project period ends.
2. The Grants Section has the prime responsibility of verifying that a continuation, supplement, or no-cost time extension is requested in a timely manner to continue the project.
3. The Grants Section must prepare and submit performance reports, financial reports and other reports required under the grant for closeout. The Grants Section shall submit the reports to the grantor.
4. Once the Grants Section receives the letter of closeout, the grant folder will be closed. The file will be retained for five years after completion of project provided applicable audits have been released.

G. File Management and Retention

1. The Grants Section assigned to each grant shall maintain a master grant file in following order:
 - a. Submittal (e.g., application guidance, FOA, and copy of the submitted application).
 - b. Research (e.g., statistical and other information used in preparation of and support of the grant application)
 - c. Award (e.g., award letter, OCBC agenda item, executed grant contract/agreement, grant amendments, extensions, modifications, cancellations and terminations, closeout letters from the grantor)
 - d. Programmatic Reports (e.g., report to granting entity and evaluation components, and other reports as requested or needed)
 - e. Financial Reports (e.g., financial accounting system set-up, claims, expenditure reports, purchase orders, invoices, copies of checks, emails allowability, copy of SAM, copy of AELs)
2. The closed grant folder will be retained for five years after completion of project applicable audits have been released.
3. All documents will be kept in accordance with the State of Florida General Records Schedule [GS1-SL](#) and General Records Schedule [GS2](#).



STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT



SOLE SOURCE JUSTIFICATION APPROVAL FORM

As the Florida State Administrative Agency, our policy is to maximize competition in the procurement process. Sole source procurements on a federal award must adhere to 2 C.F.R. §200.320(c) and 200.407, Agencies intending to use non-competitive procurement practices must complete and submit this form to the Florida Division of Emergency Management, Office of Domestic Security for approval. The following list of questions will substantiate a Sole Source or Proprietary Procurement. Please attach additional pages if more space is required.

DEFINITIONS:

Sole Source - A Sole Source is defined as a product or service available only from one source. A letter from the manufacturer or vendor is required but will not suffice as the only documentation.

Proprietary— A Proprietary specification restricts the acceptable product(s) or services(s) to one manufacturer or vendor. A common example would be the specification by brand name which excludes consideration of approved “equals”.

For example, what are the unique features or performance capabilities of this product or service that are unique only to this particular product or service and thus set it apart?

Is the equipment, software or service Trademarked? Copyrighted? Registered? Licensed? Exclusive? Proprietary?

How is this product or service different from any other such product or service available?

Is this procurement an upgrade or expansion to an existing system, product and/or service?

Exceptions to the competition (sole source/proprietary) must be justified, documented and pre-approved.

Items Only Available Through a Single Source

- Does independent research through internet searches or discussions with subject matter experts corroborate that the item is available only from a single source?
- Does the request demonstrate the uniqueness of items or services to be procured from the proposed contractor or vendor compatibility or patent issues, etc?
- Does the request demonstrate and support how it determined that the item or service is only available from one source(cost analysis results, patented or proprietary system)? Documentation must be provided
- Does the request demonstrate a significant need for contractor’s expertise linked to the current project (e.g., knowledge of project management, responsiveness, experience of contractor personnel, and/or prior work on earlier phases of project)? justification must be provided)

Public Emergency

- Is there a public emergency such as a natural disaster or catastrophic event?
- Has there been a declared state of emergency in which these goods and services will be needed?
- Is there an immediate health or safety concern?
- Conflict of Interest/Suitability/Procurement Standards (justification must address all items)
- Does the request ensure there is no conflict of interest with the proposed vendor?
- Does the request indicate that the proposed vendor has not been suspended or debarred from receiving federal funds?
- Does the request include evidence that the procurement will be completed in compliance with the organization’s procurement policies and the procurement standards outlined in 2 C.F.R. §§200.318 through 200.326 as well as Appendix II to 2 C.F.R. Part 200?

Inadequate Competition

- Does the request adequately describe the efforts to competitively contract for this item? For example, were requests for proposals or bids conducted and what was the nature of the responses?
- Does the request adequately describe the efforts to ensure the contract pricing is fair and reasonable?
- Does the request provide results of a market survey to determine competition availability or explained why no survey was conducted?

Conflict of Interest/Suitability/Procurement Standards (justification must address all items)

- Does the request ensure there is no conflict of interest with the proposed vendor?
- Does the request indicate that the proposed vendor has not been suspended or debarred from receiving federal funds?
- Does the request include evidence that the procurement will be completed in compliance with the organization’s procurement policies and the procurement standards outlined in 2 C.F.R. §§200.318 through 200.326 as well as Appendix II to 2 C.F.R. Part 200?

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FOR USE BY SUB-RECIPIENTS

c. How does the proposed procurement tie back to the Terrorism Nexus?

4. Please list any known vendor(s) which supplies a similar product/service with similar functions or functionality and why the competing product/service cannot satisfactorily meet your needs:

5. Was a Market Research analysis conducted? Please provide details on what research was performed along with the documentation to demonstrate the research.

6. Will the item or service be used with existing equipment? *(If yes, answer a-e)* Yes No
a. Indicate the Brand & Model Number of the existing equipment:

b. Indicate why the proposed item or service being purchased is the only one that will work properly:

c. Is the item being purchased a repair *or* replacement part? Yes No

d. Is the item being purchased a component for existing equipment? Yes No

e. Will installation be required? Yes No

7. Please provide supporting documentation from the vendor certifying that this vendor is a sole source for the required product/service being requested:

Vendor holds the exclusive rights for the product/service.

Vendor is the sole provider of the product/service that has unique characteristics essentials to the needs which no other product is capable.



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CERTIFICATION – SUBRECIPIENTS AGREES THAT THE ABOVE INFORMATION IS ACCURATE, THAT ALL APPLICABLE LOCAL PURCHASING/PROCUREMENT POLICIES HAVE BEEN COMPLIED WITH, AND THAT NO CONFLICT OF INTEREST EXISTS BETWEEN THE SUB-RECIPIENT AND THE PROPOSED VENDOR OR CONTRACTOR.

Sub-Recipient Signatures:

_____ Program Manager _____ Date

_____ Finance or Purchasing Manager _____ Date

State Division of Emergency Management Signatures:

Approved _____ / _____ Program Manager/Date

Disapproved _____ / _____ Grants Manager Supervisor/Date

Comments: _____

Eligible Equipment Acquisition Costs The table below highlights the allowable equipment categories for this award. A comprehensive listing of these allowable equipment categories, and specific equipment eligible under each category, are listed on the web-based version of the Authorized Equipment List (AEL) at http://www.fema.gov/authorized-equipment-list .	Quantity	Unit Cost	Total Cost	Issue #
Personal protective equipment				
Explosive device mitigation and remediation equipment				
OFD Bomb X-Ray 02EX-01-XRAP	1	128,000.00	\$ 128,000.00	45-OFD Bomb
OFD Bomb PAN 02EX-02-TLPB	1	21,000.00	\$ 21,000.00	45-OFD Bomb
OFD Bomb Firing System 02EX-02-TLRO	1	25,912.00	\$ 25,912.00	45-OFD Bomb
CBRNE operational search and rescue equipment				
OPD SWAT Throwbots 03OE-07-ROBT	1	72,000.00	\$ 72,000.00	45-OPD SWAT
USAR Air Bags 03SR-01-ABAG	1	17,000.00	\$ 17,000.00	45-USAR
OCSO SWAT Quadrapedal Unmanned Vehicle 03OE-07-ROBT	1	365,000.00	\$ 365,000.00	45-OCSO SWAT
Information technology				
Election Security 04AP-04-RISK	1	15,000.00	\$ 15,000.00	45-Election
Election Security 04HW-01-INHW	1	62,000.00	\$ 62,000.00	45-Election
Cybersecurity enhancement equipment				
Interoperable communications equipment				
OPD Interop Mobile Comm Tower 06CP-03-TOWR	1	266,203.00	\$ 266,203.00	45-OPD Interop
Detection Equipment				
OFD HazMat 07RD-04-SGND	1	35,200.00	\$ 35,200.00	45-HazMat
OFD HazMat 07RD-02-PRDA	1	63,100.00	\$ 63,100.00	45-HazMat
OFD HazMat 07CD-01-DPRS	1	108,000.00	\$ 108,000.00	45-HazMat
Decontamination Equipment				
Medical supplies				
Power equipment (generators, batteries, power cells)				
CBRNE Reference Materials				
CBRNE Incident Response Vehicles				
St. Cloud SWAT Mobile Camera Trailer 12TR-00-TEQP	1	20,000.00	\$ 20,000.00	45-St. Cloud SWAT
Terrorism Incident Prevention Equipment				
Fusion Center 13IT-00-DACQ	1	104,800.00	\$ 104,800.00	45-CFIX
Physical Security Enhancement Equipment				
Election Security 14SW-01-PACS	1	35,000.00	\$ 35,000.00	45-Election
Region School Video Integration & Comm Platform 14SW-01-VIDA	1	500,000.00	\$ 500,000.00	45-Reg School
Regional LPRs 14SW-01-VIDA	1	761,900.00	\$ 761,900.00	45-Reg LPRs
St. Cloud SWAT Mobile Camera Kit 14SW-01-VIDA	1	80,000.00	\$ 80,000.00	45-St. Cloud SWAT
Lake Cty Critical Comm Infrastructure 14SW-01-VIDA	1	129,885.00	\$ 129,885.00	45-Lake Cty Interop
Inspection and Screening Systems				
Animal Care and Foreign Animal Disease				
CBRNE Prevention and Response watercraft				
USAR Inflatable Rescue Boat 17WC-00-BOAT	1	15,000.00	\$ 15,000.00	45-USAR
CBRNE Prevention and Response Unmanned Aircraft				
OCSO Aviation Thermal Camera 18AC-00-ACUP	1	465,000.00	\$ 465,000.00	45-OCSO Aviation
CBRNE Aviation Equipment				
CBRNE Logistical Support Equipment				

UASI Grant Purchase Justification

Date: _____ Amount: _____
Grant Year: 2023 Purchase Req #: _____

Description of purchase: (max 600 characters)

Why purchase needed and what will it be used for (max 600 characters)

Project Manager's Signature Please Print Name

Agency

Executive Board Approval:

Orlando/Orange County UASI Executive Board approved Orange County Sheriff's Office
(Agency Involved)
for Regional LPRs in the amount of \$761,900.00. This project was
(Project Title) *(Dollar Amount)*
then submitted in the 2023 (year) Homeland Security Grant Program- Investment Justification
grant application and approved by the Florida Department of Emergency Management
on 3/25/24 This purchase is the total or part of the allocated amount for the project.
(Date)

Captain Todd Payne
Core County UASI Executive Board Representative

Grants Section Approval:

Item(s) being purchased is/are included in the 2023 (year) UASI budget detail worksheet
submitted to and approved by the Florida Department of Emergency Management on
3/25/24 . Item(s) being purchased is/are an allowable expense under the grant program
(Date)
and within the guidelines of 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative
Requirements, Cost Principles, and Audit Requirements for Federal Awards and OCSO General Order
17.1.4.

Tammy Miller
Grants Manager

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM

OMB Control Number: 1660-0115
Expiration: 1/31/2024

Paperwork Burden Disclosure Notice

Public reporting burden for this data collection is estimated to average 8 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, Washington, DC, 20472, Paperwork Reduction Project (1660-0115).

PRIVACY NOTICE

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This form should be completed electronically. The document is available in both Word and Adobe Acrobat (pdf) formats at this website: (<http://www.fema.gov/library/viewRecord.do?fromSearch=fromsearch&id=4802>). The following website has additional guidance and instructions on the EHP review process and the information required for the EHP review: <https://www.fema.gov/environmental-planning-and-historic-preservation-compliance>

Submit completed form through your grant administrator who will forward it to GPDEHPInfo@fema.dhs.gov. Please use the subject line: *EHP Submission: Project Title, location, Grant Award Number (Example, EHP Submission: Courthouse Camera Installation, Any Town, State, 12345; 2011-SS-0xxxx)*.

SECTION A. PROJECT INFORMATION

DHS Grant Award Number: _____

Grant Program: Regional License Plate Reader (LPR) Project

Grantee: Orange County Sheriff's Office (Florida)

Grantee POC: Sergeant Glenn Arguilla

Mailing Address: 2500 West Colonial Drive, Orlando, FL 32804

E-Mail: Glenn.arguilla@ocsofl.com

Sub-Grantee: Belle Isle Police Department

Sub-Grantee POC: Deputy Chief Travis Grimm

Mailing Address: 1521 Nela Ave, Belle Isle, FL 32809

E-Mail: TGrimm@belleislepolice.org

Estimated cost of project: \$50,000.00

Project title: Regional License Plate Reader (LPR) Project

Project location (physical address or latitude-longitude): N/A

Project Description. Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site:

Belle Isle Police Department will be purchasing license plate reader cameras to retro-fit an existing traffic trailer owned by their agency. The existing traffic trailer is mobile and wireless. The onboard LPR camera system will be wireless and has its own power supply. Additionally, the information transmittal from the trailer will occur over a cellular connection. No construction or environmental alteration will occur for this acquisition. The remaining fields in this form are not applicable, as indicated in Section C.1.

SECTION B. PROJECT TYPE

Based on the proposed project activities, determine which project type applies below and complete the corresponding sections that follow. For multi-component projects or those that may fit into multiple project types, complete the sections that best apply and fully describe all major components in the project description. If the project involves multiple sites, information for each site (such as age of structure, location, ground disturbance, etc.) must be provided. Attach additional pages to this submission, if needed.

1. **Purchase of equipment.** Projects in this category involve the purchase of equipment that will require installation on or in a building or structure. Complete other portions of Section B as needed. Complete Section C.1.
2. **Training and exercises.** Projects in this category involve training exercises with any field-based components, such as drills or full-scale exercises. Complete Section C.2.
3. **Renovations/upgrades/modifications or physical security enhancements to existing structures.** Projects in this category involve renovations, upgrades, retrofits, and installation of equipment or systems in or on a building or structure. Examples include, but are not limited to: interior building renovations; electrical system upgrades; sprinkler systems; vehicle exhaust systems; closed circuit television (CCTV) cameras; security fencing; access control for an area, building, or room; bollards; motion detection systems; alarm systems; security door installation or upgrades; lighting; and audio-visual equipment (projectors, smart boards, whiteboards, monitors, displays, and projector screens). Complete Section C.3.
4. **Generator installation.** Projects in this category involve installation of new or replacement generators, to include the concrete pads, underground fuel and electric lines, and if necessary, a fuel storage tank. Complete Section C.4.
5. **New construction/addition.** Projects in this category involve new construction, addition to, or expansion of a facility. These projects involve construction of a new building, or expansion of the footprint or profile of a current structure. Complete Section C.5.
6. **Communication towers, antennas, and related equipment.** Projects in this category involve construction of new or replacement communications towers, or installation of communications-related equipment on a tower or building or in a communications shelter or building. Complete Section C.6.
7. **Other.** Projects that do not fit in any of the categories listed above. Complete Section C.7.

SECTION C. PROJECT TYPE DETAILS

Check the box that applies to the proposed project and complete the corresponding details.

1. **Purchase of equipment.** *If the entire project is limited to purchase of mobile/portable equipment and there is no installation needed, this form does not need to be completed and submitted.*

a. Specify the equipment, and the quantity of each: _____

b. Provide the Authorized Equipment List (AEL) number(s) (if known): _____

c. Complete Section D.

2. **Training and exercises.** *If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted.*

a. Describe the scope of the proposed training or exercise (purpose, materials, and type of activities required): _____

b. Provide the location of the training (physical address or latitude-longitude): _____

c. Would the training or exercise take place at an existing facility which has established procedures for that particular proposed training or exercise, and that conforms with existing land use designations? Yes No

• If yes, provide the name of the facility and the facility point of contact (name, telephone number, and e-mail address): _____

• If no, provide a narrative description of the area where the training or exercise would occur (e.g., exercise area within four points defined by latitude/longitude coordinates): _____

• Does the field-based training/exercise differ from previously permitted training or exercises in any way, including, but not limited to frequency, amount of facilities/land used, materials or equipment used, number of participants, or type of activities? _____

• If yes, explain any differences between the proposed activity and those that were approved in the past, and the reason(s) for the change in scope: _____

• If no, provide reference to previous exercise (e.g., FEMA grant name, number, and date): _____

d. Would any equipment or structures need to be installed to facilitate training? _____

• If yes, complete Section D

3. **Renovations/upgrades/modifications, or physical security enhancements to existing structures.** **If so, Complete Section D.**

4. **Generator installation.**

- a. Provide capacity of the generator (kW): _____
- b. Identify the fuel to be used for the generator (diesel/propane/natural gas): _____
- c. Identify where the fuel for the generator would be stored (e.g. stand-alone tank, above or below ground, or incorporated in generator): _____
- d. Complete Section D.

5. **New construction/addition.**

- a. Provide detailed project description (site acreage, new facility square footage/number of stories, utilities, parking, stormwater features, etc): _____
- b. Provide technical drawings or site plans of the proposed project: Attached
- c. Complete Section D.

6. **Communication towers, antennas, and related equipment.**

- a. Provide the current net height (in feet above ground level) of the existing tower or building (with current attached equipment): _____
- b. Provide the height (in feet above ground level) of the existing tower or building after adding/replacing equipment: _____

Complete items 6.c through 6.q below ONLY if this project involves construction of a new or replacement communications tower. Otherwise continue to Section D.

- c. Provide the ground-level elevation (feet above mean sea level) of the site of the proposed communications tower: _____
- d. Provide the total height (in feet above ground level) of the proposed communications tower or structure, including any antennas to be mounted: _____
- If greater than 199 feet above ground level, state why this is needed to meet the requirements of the project: _____
- e. Would the tower be free-standing or require guy wires? Free standing Guy wires
- If guy wires are required, state number of bands and the number of wires per band: _____
- Explain why a guyed tower is needed to meet the requirements of this project: _____
- f. What kind of lighting would be installed, if any (e.g., white strobe, red strobe, or steady burning)? _____
- g. Provide a general description of terrain (e.g., mountainous, rolling hills, flat to undulating): _____
- h. Describe the frequency and seasonality of fog/low cloud cover: _____

i. Provide a list of habitat types and land use at and adjacent to the tower site (within 1/2 mile), by acreage and percentage of total (e.g., woodland conifer forest, grassland, agriculture) water body, marsh:

j. Is there evidence of bird roosts or rookeries present within 1/2 mile of the proposed site? Yes No

• Describe how presence/absence of bird roosts or rookeries was determined:

k. Identify the distance to nearest wetland area (e.g., forested swamp, marsh, riparian, marine) and coastline if applicable:

l. Distance to nearest existing telecommunication tower:

m. Have measures been incorporated for minimizing impacts to migratory birds? Yes No

• If yes, Describe:

n. Has a Federal Communications Commission (FCC) registration been obtained for this tower? Yes No

• If yes, provide Registration #:

• If no, why?

o. Has the FCCE106 process been completed? Yes No

p. Has the FCC Tower Construction Notification System (TCNS) process been completed? Yes No

• If yes, Describe:

q. Would any related equipment or structures need to be installed (e.g., backup generator and fuel source, communications shelter, fencing, or security measures)? Yes No

• If yes, explain where and how each installation would be done. Provide details about generator capacity (kW), fuel source, fuel location and tank volume, amount of fencing, and size of communication shelter:

r. Complete Section D.

7. **Other:** Complete this section if the proposed project does not fit any of the categories above.

a. Provide a complete project description:

mobile traffic trailer w/ LPR's retro-fit

b. Complete Section D.

SECTION D. PROJECT DETAILS

Complete all of the information requested below.

1. **Project Installation**

a. Explain how and where renovations/upgrades/modifications would take place, or where equipment/systems will be installed:

Retro-fit of an existing mobile traffic trailer with license plate reader cameras, no environmental structural alterations are necessary

b. Would ground disturbance be required to complete the project or training? Yes No

• If Yes, provide total extent (depth, length, and width) of each ground-disturbing activity. Include both digging and trenching. For example, light poles and fencing have unique ground-disturbing activities (e.g., six light poles, 24" dia. x 4' deep; trenching 12" x 500' x 18" deep; 22 fence posts, 12" diameter x 3' deep, and 2 gate posts, 18" diameter x 3' deep):

N/A

• If yes, describe the current disturbed condition of the area (e.g., parking lot, road right-of-way, commercial development): _____

c. Would the equipment use the existing infrastructure for electrical distribution systems? Yes No

• If no, describe power source and detail its installation at the site: _____

2. **Age of structure/building at project site**

a. Provide the year existing building(s) or structure(s) on/in/nearest to the location involved in the proposed project was built: _____

• If the building or structure involved is over 45 years old and significant renovation, rehabilitation, or modification has occurred, provide the year(s) modified and briefly describe the nature of the modification(s): _____

b. Are there any structures or buildings that are 50 years old or older in or adjacent to the project area? Yes No

• If yes, provide the location of the structure(s), ground-level color photographs of the structure(s), and identify their location(s) on an aerial map: _____

c. Is the project site listed in the National Register of Historic Places (National Register), or in/near a designated local or National Register Historic District? The internet address for the National Register is: <http://nrhp.focus.nps.gov/> Yes No

• If yes, identify the name of the historic property, site and/or district and the National Register document number: _____

3. **Site photographs, maps and drawings**

a. Attach site photographs. Site photographs are required for all projects. Use the following as a checklist for photographs of your project. Attach photographs to this document or as accompanying documents in your submission.

- Labeled, color, ground-level photographs of the project site: Required
 - Labeled, color photograph of each location where equipment would be attached to a building or structure: Required
 - Labeled, color aerial photographs of the project site: Required
 - Labeled, color aerial photographs that show the extent of ground disturbance (if applicable): Attached
 - Labeled, color ground-level color photographs of the structure from each exterior side of the building/structure (applicable only if building/structure is more than 45 years old): Attached
- b. Are there technical drawings or site plans available? Yes No
- If yes, attach: Attached

Appendix A has guidance on preparing photographs for EHP review

4. **Environmental documentation**

a. Is there any previously completed environmental documentation for this project at this proposed project site (e.g., Environmental Assessment, or wetland delineation, or cultural/archaeological study)?

Yes No

• If yes, attach documentation with this form:

Attached

b. Is there any previously completed agency coordination for this project (e.g., correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)?

Yes No

• If yes, attach documentation with this form:

Attached

c. Was a NEPA document prepared for this project?

Yes No

• If yes, what was the decision? (Check one, and please attach):

Finding of No Significant Impact (FONSI) from an Environmental Assessment (EA) or

Record of Decision (ROD) from an Environmental Impact Statement (EIS).

Name of preparing agency: _____

Date Attached: _____

Appendix A. Guidance for Supporting Photographs for EHP Grant Submissions

Photographs are a vital component of the EHP review process and add an additional level of understanding about the nature and scope of the project. They also provide pre-project documentation of site conditions. Please follow the guidance provided below when preparing photographs for your EHP submission. The following pages provide examples of best practices used in earlier EHP submissions.

Minimum requirements for photographs

1. Photographs should be in color.
2. Label all photographs with the name of facility, location (city/county, state) and physical location (physical address or latitude-longitude).
3. Label the photographs to clearly illustrate relevant features of the project, such as location of installed features (e.g., cameras, fences, sirens, antennas, generators) and ground disturbance. See examples below.
4. Identify ground disturbance. Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities.

Best Practices

1. Provide photographs in a separate file.
2. Place no more than 2 pictures per page.
3. Compressing pictures files (such as with Microsoft Picture Manager)¹ or saving the file in PDF format will reduce the size of the file and facilitate e-mail submissions.
4. Identify the photograph file with the project name so that it can be matched to the corresponding FEMA EHP screening form.
5. Maximum file size for enclosures should not exceed 12 MB. If the total size of files for an EHP submission exceeds 12 MB, send the submission in multiple e-mails.
6. If necessary, send additional photographs or data in supplemental e-mails. Please use the same e-mail subject line with the additional label: 1 of x, 2 of x, . . . x of x.

Options for Creating Photographs

1. Obtain an aerial photo. There are multiple online sources for aerial photographs.
2. For the aerial photo, use the screen capture feature (Ctrl + Print Screen keys) and copy the image to photo editing software, such as Paint, or PhotoShop.¹ Use that software to crop the image so the photo has the content necessary.
3. Open PowerPoint, or other graphics-oriented software, and paste the aerial or ground-level photograph on the canvas.
4. Use drawing tools, such as line drawing and shapes, to indicate the location of project features (for example: fencing, lighting, sirens, antennas, cameras, generators).
5. Insert text to label the features and to label the photograph.
6. Use drawing tools to identify ground-disturbing activities (if applicable).
7. Save the file with the project name or grant number so that it can be appropriately matched to the corresponding FEMA EHP screening form. Include this file with the EHP screening when submitting the project.

Example Photographs

Aerial Photographs. The example in Figure 1 provides the name of the site, physical address and proposed location for installing new equipment. This example of a labeled aerial photograph provides good context of the surrounding area.

Figure 1. Example of labeled, color aerial photograph.

Ground-level photographs. The ground-level photograph in Figure 2 supplements the aerial photograph in Figure 1, above. Combined, they provide a clear understanding of the scope of the project. This photograph has the name and address of the project site, and uses graphics to illustrate where equipment will be installed.

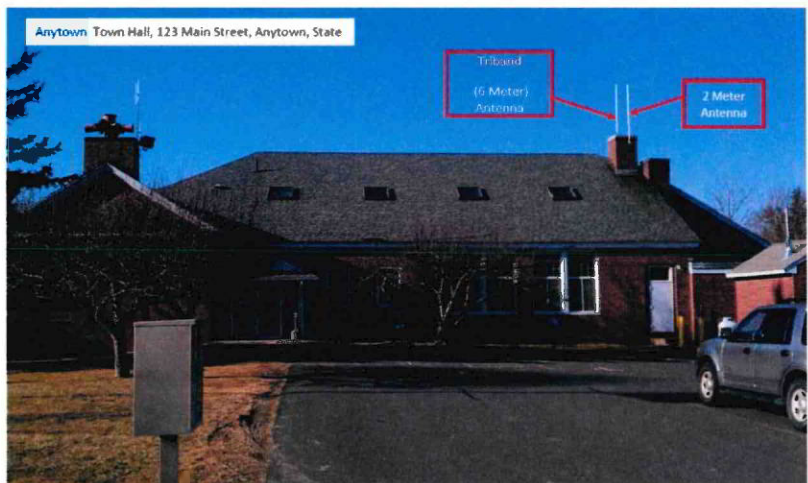


Figure 2. Example of ground-level photograph showing proposed attachment of new equipment.

Appendix A. Supporting Photographs for EHP Grant Submissions

Ground-level photograph with equipment close-up. Figure 3 includes a pasted image of a CCTV camera that would be placed at the project site. Using desktop computer software, such as PowerPoint, this can be accomplished by inserting a graphic symbol (square, triangle, circle, star, etc.) where the equipment would be installed. This example includes the name and location of the site. The site coordinates are in the degree-minute-second format.

Abc Tower Site, Some County, State: 12° 34' 56.7" N,
45° 67' 89.12" W

New CCTV
Camera



Figure 3. Ground-level photograph with graphic showing proposed equipment installation.

Ground-level photograph with excavation area close-up. The example in Figure 4 shows the proposed location for the concrete pad for a generator and the ground disturbance to connect the generator to the building's electrical service. This information can be illustrated with either an aerial or ground-level photograph, or both. This example has the name and physical address of the project site.

Sometown Community Center, 123 Elm Street, Sometown, State

Trenching from
generator to
building's
electrical service:
22 ft x 18 in x 6
in.

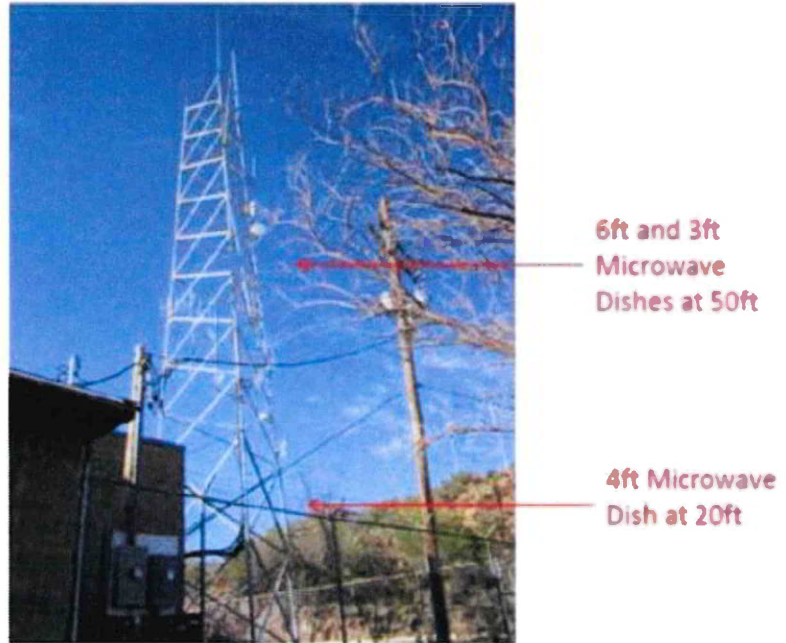
Generator Pad.
4 ft x 10 ft x 8 in



Figure 4. Ground-level photograph showing proposed ground disturbance area.

Appendix A. Supporting Photographs for EHP Grant Submissions

Communications equipment photographs. The example in Figure 5 supports a project involving installation of equipment on a tower. Key elements are identifying where equipment would be installed on the tower, name of the site and its location. This example provides site coordinates in decimal format.



Any County Tower, State: 12.3456° N, 34.5678° W

Figure 5. Ground-level photograph showing proposed locations of new communications equipment on an existing tower.

Interior equipment photographs. The example in Figure 6 shows the use of graphic symbols to represent security features planned for a building. The same symbols are used in the other pictures where the same equipment would be installed at other locations in/on the building. This example includes the name of the facility and its physical address.

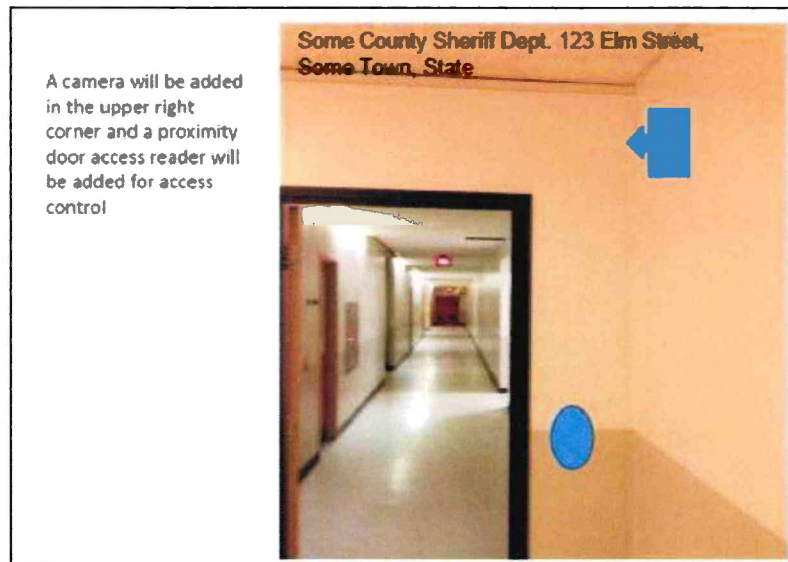


Figure 6. Interior photograph showing proposed location of new equipment.

Ground-level photographs of nearby historic structures and buildings. Consultation with the State Historic Preservation Office (SHPO) may be required for projects involving structures that are more than 50 years old, or are on the National Register of Historic Places. In that event, it will be necessary to provide a color, ground-level photograph of each side of the building/structure.

1 Use of brand name does not constitute product endorsement, but is intended only to provide an example of the type of product capable of providing an element of the EHP documentation.

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM

OMB Control Number: 1660-0115
Expiration: 4/30/2020

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This form should be completed electronically. The document is available in both Word and Adobe Acrobat (pdf) formats at this website: (<https://www.fema.gov/media-library/assets/documents/90195>). The following website has additional guidance and instructions on the EHP review process and the information required for the EHP review: <https://www.fema.gov/environmental-planning-and-historic-preservation-compliance>

Submit completed form through your grant administrator who will forward it to GPDEHPInfo@dhs.gov. Please use the subject line: **EHP Submission: Project Title, location, Grant Award Number (Example, EHP Submission: Courthouse Camera Installation, Any Town, State, 12345; 2011-SS-0xxxx).**

SECTION A. PROJECT INFORMATION

DHS Grant Award Number: _____

Grant Program: Regional License Plate Reader (LPR) Project

Grantee: Orange County Sheriff's Office

Grantee POC: Sgt Glenn Arguilla

Mailing Address: 2500 W. Colonial Drive, Orlando, FL 32804

E-Mail: glen.arguilla@ocfl.net

Sub-Grantee: _____

Sub-Grantee POC: _____

Mailing Address: _____

E-Mail: _____

Estimated cost of project: \$50,000.00

Project title: _____

Project location (physical address or latitude-longitude): Lee Rd @ Diplomat Circle / 28.36.28 N, 81.23.19 W

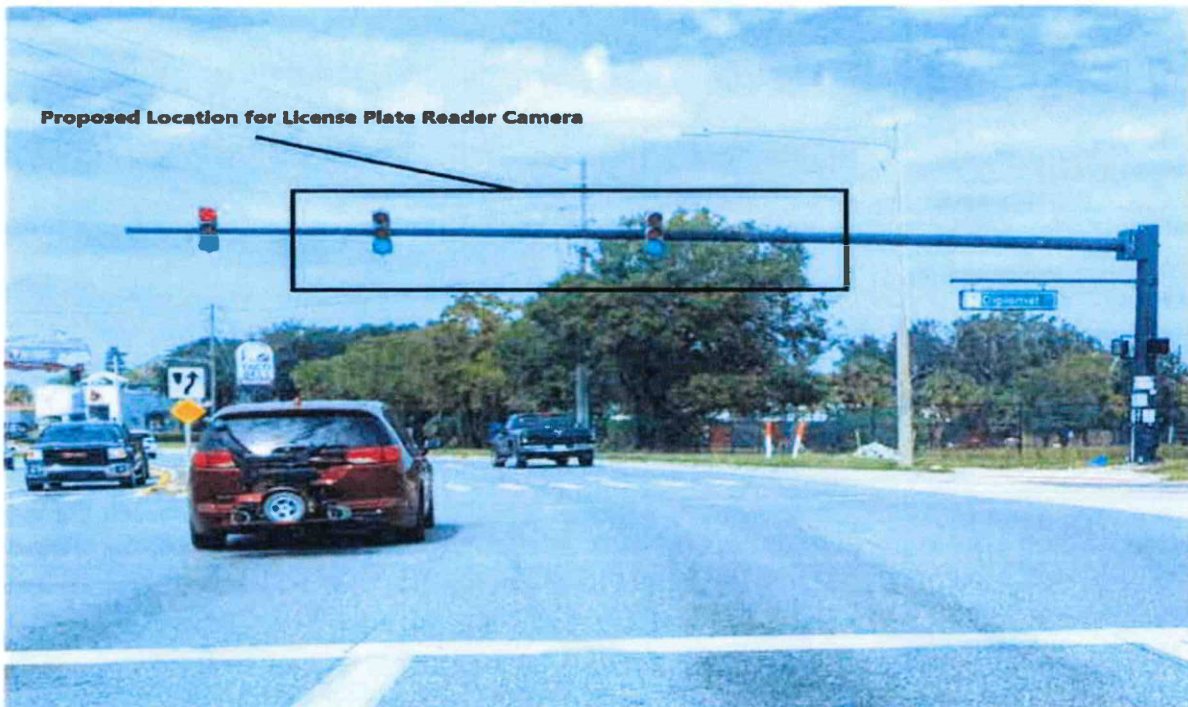
Project Description. Provide a complete project description. The project description should contain a summary of what specific action is proposed, where it is proposed, how it will be implemented. Include a brief description of the objectives the project is designed to accomplish (the purpose), and the reason the project is needed. Use additional pages if necessary. If multiple sites are involved, provide the summary for each site:

Lee Road at Diplomat Circle on the west side of the intersection (28.36.28 N, 81.23.19 W)

A dual camera license plate reader will be affixed to an existing traffic light pole on the north west side of the intersection. The license plate reader is cellular and will capture data from west bound traffic on Lee Rd. The installation of this license plate reader is an ongoing phase of the UASI funded Regional LPR camera project.

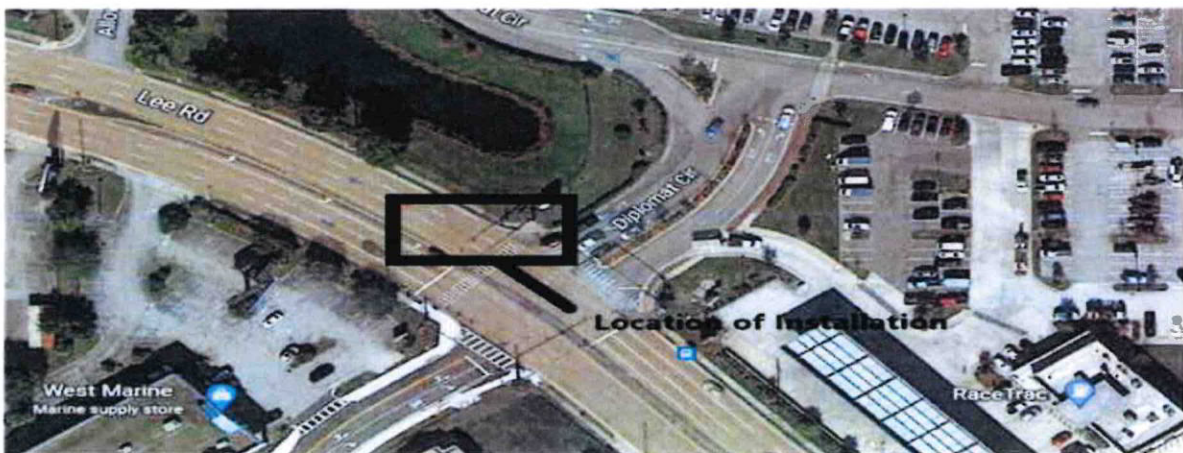
Lee Road at Diplomat Circle West side of intersection

28.36.28.N , 81.23.19 W



Photograph was taken from the east side of the intersection on Lee Rd at Diplomat Cir and facing West

LPR to face West on Lee Rd



SECTION B. PROJECT TYPE

Based on the proposed project activities, determine which project type applies below and complete the corresponding sections that follow. For multi-component projects or those that may fit into multiple project types, complete the sections that best apply and fully describe all major components in the project description. If the project involves multiple sites, information for each site (such as age of structure, location, ground disturbance, etc.) must be provided. Attach additional pages to this submission, if needed.

1. **Purchase of equipment.** Projects in this category involve the purchase of equipment that will require installation on or in a building or structure. Complete other portions of Section B as needed. Complete Section C.1.
2. **Training and exercises.** Projects in this category involve training exercises with any field-based components, such as drills or full-scale exercises. Complete Section C.2.
3. **Renovations/upgrades/modifications or physical security enhancements to existing structures.** Projects in this category involve renovations, upgrades, retrofits, and installation of equipment or systems in or on a building or structure. Examples include, but are not limited to: interior building renovations; electrical system upgrades; sprinkler systems; vehicle exhaust systems; closed circuit television (CCTV) cameras; security fencing; access control for an area, building, or room; bollards; motion detection systems; alarm systems; security door installation or upgrades; lighting; and audio-visual equipment (projectors, smart boards, whiteboards, monitors, displays, and projector screens). Complete Section C.3.
4. **Generator installation.** Projects in this category involve installation of new or replacement generators, to include the concrete pads, underground fuel and electric lines, and if necessary, a fuel storage tank. Complete Section C.4.
5. **New construction/addition.** Projects in this category involve new construction, addition to, or expansion of a facility. These projects involve construction of a new building, or expansion of the footprint or profile of a current structure. Complete Section C.5.
6. **Communication towers, antennas, and related equipment.** Projects in this category involve construction of new or replacement communications towers, or installation of communications-related equipment on a tower or building or in a communications shelter or building. Complete Section C.6.
7. **Other.** Projects that do not fit in any of the categories listed above. Complete Section C.7.

SECTION C. PROJECT TYPE DETAILS

Check the box that applies to the proposed project and complete the corresponding details.

1. **Purchase of equipment.** *If the entire project is limited to purchase of mobile/portable equipment and there is no installation needed, this form does not need to be completed and submitted.*

a. Specify the equipment, and the quantity of each: (1) dual camera license plate reader

b. Provide the Authorized Equipment List (AEL) number(s) (if known): N/A

c. Complete Section D.

2. **Training and exercises.** *If the training is classroom and discussion-based only, and is not field-based, this form does not need to be completed and submitted.*

a. Describe the scope of the proposed training or exercise (purpose, materials, and type of activities required): N/A

b. Provide the location of the training (physical address or latitude-longitude): N/A

c. Would the training or exercise take place at an existing facility which has established procedures for that particular proposed training or exercise, and that conforms with existing land use designations? Yes No

• If yes, provide the name of the facility and the facility point of contact (name, telephone number, and e-mail address): N/A

• If no, provide a narrative description of the area where the training or exercise would occur (e.g., exercise area within four points defined by latitude/longitude coordinates): N/A

• Does the field-based training/exercise differ from previously permitted training or exercises in any way, including, but not limited to frequency, amount of facilities/land used, materials or equipment used, number of participants, or type of activities? N/A

• If yes, explain any differences between the proposed activity and those that were approved in the past, and the reason(s) for the change in scope: N/A

• If no, provide reference to previous exercise (e.g., FEMA grant name, number, and date): N/A

d. Would any equipment or structures need to be installed to facilitate training? N/A

• If yes, complete Section D

3. **Renovations/upgrades/modifications, or physical security enhancements to existing structures.** *If so, Complete Section D.*

4. **Generator installation.**

- a. Provide capacity of the generator (kW): N/A
- b. Identify the fuel to be used for the generator (diesel/propane/natural gas): N/A
- c. Identify where the fuel for the generator would be stored (e.g. stand-alone tank, above or below ground, or incorporated in generator): N/A
- d. Complete Section D.

5. **New construction/addition.**

- a. Provide detailed project description (site acreage, new facility square footage/number of stories, utilities, parking, stormwater features, etc): N/A
- b. Provide technical drawings or site plans of the proposed project: Attached
- c. Complete Section D.

6. **Communication towers, antennas, and related equipment.**

- a. Provide the current net height (in feet above ground level) of the existing tower or building (with current attached equipment): N/A
- b. Provide the height (in feet above ground level) of the existing tower or building after adding/replacing equipment: N/A

Complete items 6.c through 6.q below ONLY if this project involves construction of a new or replacement communications tower. Otherwise continue to Section D.

- c. Provide the ground-level elevation (feet above mean sea level) of the site of the proposed communications tower: N/A
- d. Provide the total height (in feet above ground level) of the proposed communications tower or structure, including any antennas to be mounted: N/A
- If greater than 199 feet above ground level, state why this is needed to meet the requirements of the project: N/A
- e. Would the tower be free-standing or require guy wires? Free standing Guy wires
- If guy wires are required, state number of bands and the number of wires per band: N/A
- Explain why a guyed tower is needed to meet the requirements of this project: N/A
- f. What kind of lighting would be installed, if any (e.g., white strobe, red strobe, or steady burning)? N/A
- g. Provide a general description of terrain (e.g., mountainous, rolling hills, flat to undulating): N/A
- h. Describe the frequency and seasonality of fog/low cloud cover: N/A

i. Provide a list of habitat types and land use at and adjacent to the tower site (within 1/2 mile), by acreage and percentage of total (e.g., woodland conifer forest, grassland, agriculture) water body, marsh:

N/A _____

j. Is there evidence of bird roosts or rookeries present within 1/2 mile of the proposed site? Yes No

• Describe how presence/absence of bird roosts or rookeries was determined:

N/A _____

k. Identify the distance to nearest wetland area (e.g., forested swamp, marsh, riparian, marine) and coastline if applicable:

N/A _____

l. Distance to nearest existing telecommunication tower:

N/A _____

m. Have measures been incorporated for minimizing impacts to migratory birds? Yes No

• If yes, Describe:

N/A _____

n. Has a Federal Communications Commission (FCC) registration been obtained for this tower? Yes No

• If yes, provide Registration #:

N/A _____

• If no, why?

N/A _____

o. Has the FCCE106 process been completed? Yes No

p. Has the FCC Tower Construction Notification System (TCNS) process been completed? Yes No

• If yes, Describe:

N/A _____

q. Would any related equipment or structures need to be installed (e.g., backup generator and fuel source, communications shelter, fencing, or security measures)? Yes No

• If yes, explain where and how each installation would be done. Provide details about generator capacity (kW), fuel source, fuel location and tank volume, amount of fencing, and size of communication shelter:

N/A _____

r. Complete Section D.

7. **Other:** Complete this section if the proposed project does not fit any of the categories above.

a. Provide a complete project description:

N/A _____

b. Complete Section D.

SECTION D. PROJECT DETAILS

Complete all of the information requested below.

1. **Project Installation**

a. Explain how and where renovations/upgrades/modifications would take place, or where equipment/systems will be installed:

The dual camera cellular license plate reader will be affixed to an existing traffic pole utilizing power from the pole.

b. Would ground disturbance be required to complete the project or training? Yes No

- If Yes, provide total extent (depth, length, and width) of each ground-disturbing activity. Include both digging and trenching. For example, light poles and fencing have unique ground-disturbing activities (e.g., six light poles, 24" dia. x 4' deep; trenching 12" x 500' x 18" deep; 22 fence posts, 12" diameter x 3' deep, and 2 gate posts, 18" diameter x 3' deep):

N/A

- If yes, describe the current disturbed condition of the area (e.g., parking lot, road right-of-way, commercial development): N/A

c. Would the equipment use the existing infrastructure for electrical distribution systems? Yes No

- If no, describe power source and detail its installation at the site: N/A

2. **Age of structure/building at project site**

a. Provide the year existing building(s) or structure(s) on/in/nearest to the location involved in the proposed project was built: Traffic pole is newer than 25 years

- If the building or structure involved is over 45 years old and significant renovation, rehabilitation, or modification has occurred, provide the year(s) modified and briefly describe the nature of the modification(s): N/A

b. Are there any structures or buildings that are 50 years old or older in or adjacent to the project area? Yes No

- If yes, provide the location of the structure(s), ground-level color photographs of the structure(s), and identify their location(s) on an aerial map: N/A

c. Is the project site listed in the National Register of Historic Places (National Register), or in/near a designated local or National Register Historic District? The internet address for the National Register is: <http://nrhp.focus.nps.gov/> Yes No

- If yes, identify the name of the historic property, site and/or district and the National Register document number: N/A

3 **Site photographs, maps and drawings**

a. Attach site photographs. Site photographs are required for all projects. Use the following as a checklist for photographs of your project. Attach photographs to this document or as accompanying documents in your submission.

- Labeled, color, ground-level photographs of the project site: Required
 - Labeled, color photograph of each location where equipment would be attached to a building or structure: Required
 - Labeled, color aerial photographs of the project site: Required
 - Labeled, color aerial photographs that show the extent of ground disturbance (if applicable): Attached
 - Labeled, color ground-level color photographs of the structure from each exterior side of the building/structure (applicable only if building/structure is more than 45 years old): Attached
- b. Are there technical drawings or site plans available? Yes No
- If yes, attach: Attached

Appendix A has guidance on preparing photographs for EHP review

4. **Environmental documentation**

a. Is there any previously completed environmental documentation for this project at this proposed project site (e.g., Environmental Assessment, or wetland delineation, or cultural/archaeological study)?

Yes No

• If yes, attach documentation with this form:

Attached

b. Is there any previously completed agency coordination for this project (e.g., correspondence with the U.S. Fish and Wildlife Service, State Historic Preservation Office, Tribal Historic Preservation Office)?

Yes No

• If yes, attach documentation with this form:

Attached

c. Was a NEPA document prepared for this project?

Yes No

• If yes, what was the decision? (Check one, and please attach):

Finding of No Significant Impact (FONSI) from an Environmental Assessment (EA) or

Record of Decision (ROD) from an Environmental Impact Statement (EIS).

Name of preparing agency: N/A

Date Attached: N/A

Appendix A. Guidance for Supporting Photographs for EHP Grant Submissions

Photographs are a vital component of the EHP review process and add an additional level of understanding about the nature and scope of the project. They also provide pre-project documentation of site conditions. Please follow the guidance provided below when preparing photographs for your EHP submission. The following pages provide examples of best practices used in earlier EHP submissions.

Minimum requirements for photographs

1. Photographs should be in color.
2. Label all photographs with the name of facility, location (city/county, state) and physical location (physical address or latitude-longitude).
3. Label the photographs to clearly illustrate relevant features of the project, such as location of installed features (e.g., cameras, fences, sirens, antennas, generators) and ground disturbance. See examples below.
4. Identify ground disturbance. Adding graphics to a digital photograph is a means to illustrate the size, scope and location of ground disturbing activities.

Best Practices

1. Provide photographs in a separate file.
2. Place no more than 2 pictures per page.
3. Compressing pictures files (such as with Microsoft Picture Manager)¹ or saving the file in PDF format will reduce the size of the file and facilitate e-mail submissions.
4. Identify the photograph file with the project name so that it can be matched to the corresponding FEMA EHP screening form.
5. Maximum file size for enclosures should not exceed 12 MB. If the total size of files for an EHP submission exceeds 12 MB, send the submission in multiple e-mails.
6. If necessary, send additional photographs or data in supplemental e-mails. Please use the same e-mail subject line with the additional label: 1 of x, 2 of x, . . . x of x.

Options for Creating Photographs

1. Obtain an aerial photo. There are multiple online sources for aerial photographs.
2. For the aerial photo, use the screen capture feature (Ctrl + Print Screen keys) and copy the image to photo editing software, such as Paint, or PhotoShop.¹ Use that software to crop the image so the photo has the content necessary.
3. Open PowerPoint, or other graphics-oriented software, and paste the aerial or ground-level photograph on the canvas.
4. Use drawing tools, such as line drawing and shapes, to indicate the location of project features (for example: fencing, lighting, sirens, antennas, cameras, generators).
5. Insert text to label the features and to label the photograph.
6. Use drawing tools to identify ground-disturbing activities (if applicable).
7. Save the file with the project name or grant number so that it can be appropriately matched to the corresponding FEMA EHP screening form. Include this file with the EHP screening when submitting the project.

Example Photographs

Aerial Photographs. The example in Figure 1 provides the name of the site, physical address and proposed location for installing new equipment. This example of a labeled aerial photograph provides good context of the surrounding area.



Figure 1. Example of labeled, color aerial photograph.

Ground-level photographs. The ground-level photograph in Figure 2 supplements the aerial photograph in Figure 1, above. Combined, they provide a clear understanding of the scope of the project. This photograph has the name and address of the project site, and uses graphics to illustrate where equipment will be installed.

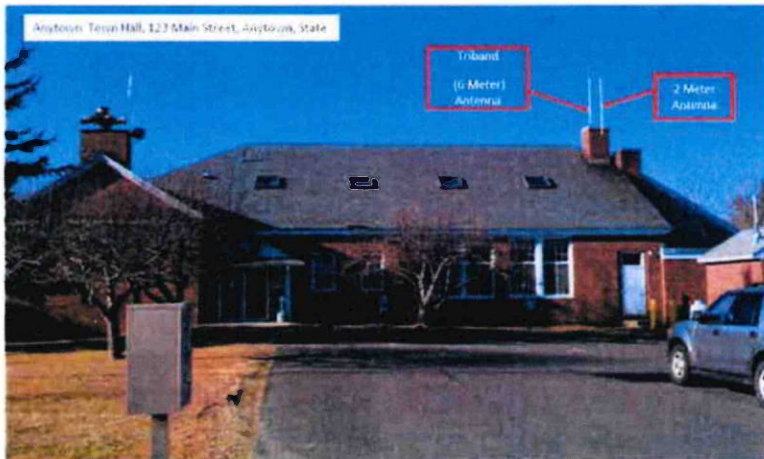


Figure 2. Example of ground-level photograph showing proposed attachment of new equipment.

Appendix A. Supporting Photographs for EHP Grant Submissions

Ground-level photograph with equipment close-up. Figure 3 includes a pasted image of a CCTV camera that would be placed at the project site. Using desktop computer software, such as PowerPoint, this can be accomplished by inserting a graphic symbol (square, triangle, circle, star, etc.) where the equipment would be installed. This example includes the name and location of the site. The site coordinates are in the degree-minute-second format.

Abc Tower Site, Some County, State: 12° 34' 56.7" N,
45° 67' 89 12" W

New CCTV
Camera



Figure 3. Ground-level photograph with graphic showing proposed equipment installation.

Ground-level photograph with excavation area close-up. The example in Figure 4 shows the proposed location for the concrete pad for a generator and the ground disturbance to connect the generator to the building's electrical service. This information can be illustrated with either an aerial or ground-level photograph, or both. This example has the name and physical address of the project site.

Sometown Community Center, 123 Elm Street, Sometown, State

Trenching from
generator to
building's
electrical service:
22 ft x 18 in x 6
in.

Generator Pad
4 ft x 10 ft x 8 in



Figure 4. Ground-level photograph showing proposed ground disturbance area.

Appendix A. Supporting Photographs for EHP Grant Submissions

Communications equipment photographs. The example in Figure 5 supports a project involving installation of equipment on a tower. Key elements are identifying where equipment would be installed on the tower, name of the site and its location. This example provides site coordinates in decimal format.



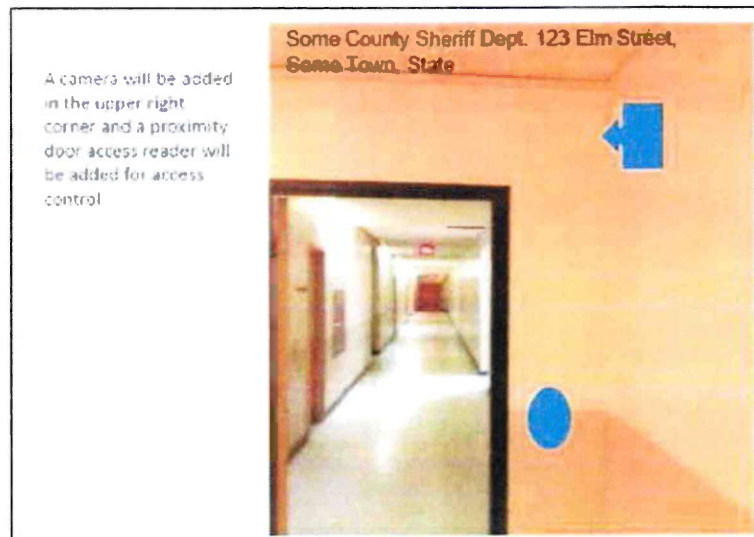
6ft and 3ft
Microwave
Dishes at 50ft

4ft Microwave
Dish at 20ft

Any County Tower State 12.3456° N 34.5678° W

Figure 5. Ground-level photograph showing proposed locations of new communications equipment on an existing tower.

Interior equipment photographs. The example in Figure 6 shows the use of graphic symbols to represent security features planned for a building. The same symbols are used in the other pictures where the same equipment would be installed at other locations in/on the building. This example includes the name of the facility and its physical address.



A camera will be added in the upper right corner and a proximity door access reader will be added for access control

Some County Sheriff Dept. 123 Elm Street,
Some Town, State

Figure 6. Interior photograph showing proposed location of new equipment.

Ground-level photographs of nearby historic structures and buildings. Consultation with the State Historic Preservation Office (SHPO) may be required for projects involving structures that are more than 50 years old, or are on the National Register of Historic Places. In that event, it will be necessary to provide a color, ground-level photograph of each side of the building/structure.

¹ Use of brand name does not constitute product endorsement, but is intended only to provide an example of the type of product capable of providing an element of the EHP documentation.



CITY OF
SANFORD
FLORIDA

Larger attachments are available
in the City Clerk's Office for
review.



APPROVED

WS __ RM

Item No. 8.H

CITY COMMISSION MEMORANDUM 24-331
NOVEMBER 18, 2024 AGENDA

TO: Honorable Mayor and Members of the City Commission
PREPARED BY: Dawn Chambers, Administrative Services Manager, Police Department
SUBMITTED BY: Norton N. Bonaparte, Jr., ICMA-CM, City Manager
SUBJECT: Procurement; Urban Areas Security Initiative (UASI) Program Grant Funding; Budget Amendment Resolution No. 2024-3314; \$76,190

STRATEGIC PRIORITIES:

- Unify Downtown & the Waterfront
- Promote the City's Distinct Culture
- Update Regulatory Framework
- Redevelop and Revitalize Disadvantaged Communities

SYNOPSIS:

Approval of Resolution No. 3314 to amend the budget and approve a procurement in the amount of \$76,190 to Flock or Motorola for the license plate recognition (LPR) systems using Urban Areas Security Initiative (UASI) Program grant funding is requested.

FISCAL/STAFFING STATEMENT:

Funds are budgeted in The Urban Areas Security Initiative (UASI) grant.

BACKGROUND:

The Urban Areas Security Initiative (UASI) Program assists high-threat, high-density Urban Areas in efforts to build and sustain the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from acts of terrorism. The UASI program is intended to provide financial assistance to address the unique multi-discipline planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas, and to assist these areas in building and sustaining capabilities to prevent, protect against, mitigate, respond to, and recover from threats or acts of terrorism using the whole community approach.

In Florida, UASI funds are administered by the Florida Department of Law Enforcement, Division of Emergency Management (FDEM). This agency is responsible for managing the financial and reporting aspects of the grant programs in accordance with established federal guidelines and allocating funds to local, regional, and other state government agencies. Funds are distributed to the following areas: the Miami/Fort Lauderdale area, the Tampa area, the Orlando area, and the Jacksonville Area. The City is located, of course, within the Orlando area. Awards last up to 36 months. Cost sharing/matching is not required. The Grant Manager for the Orlando area is the Orange County Sheriff's Office.

Fiscal Year 2023 UASI funds are available. The total amount awarded by the Orlando/Orange County UASI Executive Board to the Orange County Sheriff's Office was \$761,900 for the

Orlando area which breaks down to \$76,190 for each agency (such as the City) to purchase license plate recognition (LPR) systems which consists of LPR camera hardware/software. The City will obtain quotes from either Flock or Motorola for the LPR platform the City's Police Department needs. The locations must be approved by the FDEM before any purchase or installation can begin. If the City uses the grant funds for power or ground boring, other than the contracted vendor for the LPR camera hardware/software, those companies completing that separate work must be approved.

LEGAL REVIEW:

The Assistant City Attorney has reviewed this matter and has no legal objection to the proposed actions.

RECOMMENDATION:

City staff recommends that the City Commission approve a procurement to Flock or Motorola to implement the grant funding from the UASI Program in the amount of \$76,190 Resolution No. 2024-3314.

SUGGESTED MOTION:

"I move to Resolution No. 2024-3314, as proposed."

- Attachments: (1). UASI) Program documents.
(2). Resolution No. 2024-3314.