

RESOLUTION NO. 13-319

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, ACCEPTING THE ATTACHED GRANT AWARD PACKAGE FOR GRANT NO. EMW-2013-PU-00094 FROM THE DEPARTMENT OF HOMELAND SECURITY/FEMA PORT SECURITY GRANT PROGRAM (PSGP) IN THE AMOUNT OF \$60,000.00 FOR THE PURCHASE AND INSTALLATION OF A MOBILE SECURITY BUILDING AT THE TRUMAN WATERFRONT NAVY MOLE GATE (CITY MATCH - \$20,000.00); AUTHORIZING NECESSARY BUDGET AMENDMENTS AND TRANSFERS; PROVIDING FOR AN EFFECTIVE DATE

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the City of Key West accepts the attached grant award package for Grant No. EMW-2013-PU-00094 for the 2013 Port Security Grant Program funded by the Department of Homeland Security/FEMA in the amount of \$60,000.00 for the purchase and installation of a mobile security building at the Truman Waterfront Navy Mole Gate (City match 25% -- \$20,000.00).

Section 2: . . . That the grant award funds will be deposited into revenue account 101-0000-331.50-01/PO1401. Project costs of \$80,000.00 associated with this grant are budgeted in 101-4302-543.62-00/PO 1401.

Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 3rd day of December, 2013.

Authenticated by the presiding officer and Clerk of the Commission on December 4, 2013.

Filed with the Clerk December 4, 2013.

Mayor Craig Cates	<u>Yes</u>
Vice Mayor Mark Rossi	<u>Absent</u>
Commissioner Teri Johnston	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>
Commissioner Tony Yaniz	<u>Yes</u>

  
\_\_\_\_\_  
CRAIG CATES, MAYOR

ATTEST:

  
\_\_\_\_\_  
CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

**EXECUTIVE SUMMARY**

**TO:** Bob Vitas, City Manager

**CC:** Mark Finigan, Assistant City Manager - Administration  
E. David Fernandez, Asst. City Manager - Operations  
Doug Bradshaw – Director of Port and Marine Services

**FROM:** Carolyn Sheldon, Senior Grants Administrator

**DATE:** November 14, 2013

**RE:** Approval to accept the attached award package for Grant No. EMW-2013-PU-00094 for the 2013 Port Security Grant Program funded by the Department of Homeland Security / FEMA in the amount of \$60,000.00 for the purchase and installation of a mobile security building at the Truman Waterfront Navy Mole Gate. Authorize necessary budget amendments and transfers to accept the funding.

**ACTION STATEMENT:**

This resolution will approve the acceptance of the attached award package for Grant No. EMW-2013-PU-00094 for the 2013 Port Security Grant Program (PSGP) funded by the Department of Homeland Security / FEMA in the amount of \$60,000.00 Federal share with a City match of \$20,000.00. Necessary budget amendments and transfers to accept the funding will be authorized.

**BACKGROUND:**

In June 2013, Port Operations submitted a PSGP grant application to request funding for a mobile security building at the Truman Waterfront Navy Mole Gate at an estimated cost of \$80,000. The building provides security and screening for a dual use pier that serves over 190,000 passengers and crew a year at an international port of call, meeting Infrastructure Goal #2 of the May 2011 Key West Strategic Plan, safe and secure neighborhoods and business districts. The current building was placed in 2003 and has reached the end of its useful life. In addition, its size is inadequate for the number of personnel in the required security contingent.

*Key to the Caribbean – Average yearly temperature 77° F.*

MEMORANDUM



**PURPOSE AND JUSTIFICATION:**

City Staff is requesting approval to accept a grant award from the Department of Homeland Security / FEMA that will provide funding on a 75% Federal / 25% City cost sharing basis for the purchase and installation of a new mobile security building. The existing security building, which is over 10 years old and in poor condition, houses the electronic screening equipment purchased with the assistance of a 2008 PSGP grant leaving little or no room for the required security contingent. Consequently, screening of the passengers and crew must be done outdoors under a canopy. Portable restroom facilities must be utilized as there are no restrooms in the existing building.

The State of Florida has a Modular Building Program administered by the Department of Business and Professional Regulation (DBPR). The new mobile security building will be built to current Florida State codes by a DBPR registered manufacturer.

**OPTIONS / ADVANTAGES / DISADVANTAGES:**

1. The City Commission can approve the acceptance of the attached award package. This will allow the City to receive \$60,000.00 in Federal funding (\$20,000.00 City match required) from the Department of Homeland Security / FEMA for the purchase and installation of a new mobile security building at the Truman Waterfront Navy Mole Gate.
2. The City Commission can decline the attached grant award package. With this option, the City would forgo funding in the amount of \$60,000.00 (\$20,000.00 City match required) for the purchase and installation of a new mobile security building and would be required to cover 100% of the cost of the new building which is estimated at \$80,000.

**FINANCIAL IMPACT:**

With the approval to accept the grant award, the City would receive \$60,000.00 for the purchase and installation of a new mobile security building at the Truman Waterfront Navy Mole Gate. Funds would be deposited into revenue account 101-0000-331.50-01 / PO1401. Project costs of \$80,000.00 associated with this grant are budgeted in 101-4302-543.62-00 / PO1401.

**RECOMMENDATION:**

Staff recommends that the City Commission select option 1, approve the acceptance of the attached award package to receive \$60,000.00 (\$20,000.00 City match required) for the purchase and installation of a new mobile security building at the Truman Waterfront Navy Mole Gate.

U.S. Department of Homeland Security  
Washington, D.C. 20472

Jim Fitton  
City of Key West Port  
3132 Flagler Avenue  
Key West, FL 33040

Re: Grant No. EMW-2013-PU-00094

Dear Jim Fitton:

Congratulations, on behalf of the Department of Homeland Security. Your grant application submitted under the FY 2013 Port Security Grant Program has been approved. The approved project costs amount to \$80,000.00 .

As part of your award package, you will find Grant Agreement Articles. Please make sure you read and understand the Articles as they outline the terms and conditions of your Grant award. Maintain a copy of these documents for your official file.

**Before you request and receive any of the Federal Grant funds awarded to you, you must establish acceptance of the Grant and Grant Agreement Articles.**

In order to establish acceptance of the Grant and Grant Agreement Articles, please follow these instructions:

**Step 1:** Please go on-line to the ND Grants system at <https://portal.fema.gov>. After logging in, you will see a subtitle **Grants Management**. Under this subtitle, you will see a link that says **Award Package(s)**. Click this link to access your award packages. Click the **Review Award Package** link to review and accept the award package for your award. Please print your award package for your records.

**Step 2:** Please fill out and have your bank complete and sign the SF1199A, Direct Deposit Sign-up Form. The SF1199A should be sent directly from your financial institution to the FEMA Finance Center, via fax or mail to the Vendor Maintenance Office (see address below). The 1199A form will not be accepted unless it is received directly from the financial institution. Please pay careful attention to the instructions on the form.

FEMA Finance Center  
Attn: Vendor Payments  
P.O. Box 9001  
Winchester, VA 22604  
Fax Number: (540) 504-1857

**System for Award Management (SAM):** Please ensure that your organization's name, address, DUNS number and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all FEMA awards at <http://www.sam.gov>. Future payments will be contingent on the information provided in SAM; therefore it is imperative that the information is correct.

If you have any questions or concerns regarding the process to request your grant funds, please call 1-866-927-5646.

BRIAN KAMOIE, GPD Assistant Administrator

U.S. Department of Homeland Security  
Washington, D.C. 20472

**AGREEMENT ARTICLES**  
**Port Security Grant Program**

**GRANTEE:** City of Key West Port  
**PROGRAM:** Port Security Grant Program  
**AGREEMENT NUMBER:** EMW-2013-PU-00094-S01

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## **Article I - Summary Description of Project**

Project 1: Key West Port Security Building is approved for funding in the amount of \$60,000

## **Article II - Assurances, Administrative Requirements and Cost Principles**

a. Recipients of DHS federal financial assistance must complete OMB Standard Form 424B Assurances – Non-Construction Programs. Certain assurances in this form may not be applicable to your project or program, and the awarding agency may require applicants to certify to additional assurances. Please contact the program awarding office if you have any questions.

The administrative requirements that apply to DHS award recipients originate from two sources:

- Office of Management and Budget (OMB) Circular A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (also known as the "A-102 Common Rule"). These A-102 requirements are also located within DHS regulations at Title 44, Code of Federal Regulations (CFR) Part 13.
- OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, relocated to 2 CFR Part 215.

b. The cost principles that apply to DHS award recipients through a grant or cooperative agreement originate from one of the following sources:

- OMB Circular A-21, Cost Principles for Educational Institutions, relocated to 2 CFR Part 220.
- OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, relocated to 2 CFR Part 225.
- OMB Circular A-122, Cost Principles for Non-Profit Organizations, relocated to 2 CFR Part 230.

The audit requirements for State, Local and Tribal recipients of DHS awards originate from:

- OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

## **Article III - Acknowledgement of Federal Funding from DHS**

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

## **Article IV - Activities Conducted Abroad**

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

## **Article V - Best Practices for Collection and Use of Personally Identifiable Information (PII)**

All award recipients who collect PII are required to have a publically-available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate.

Award recipients may also find as a useful resource the DHS Privacy Impact Assessments:

[http://www.dhs.gov/xlibrary/assets/privacy/privacy\\_pia\\_guidance\\_june2010.pdf](http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_guidance_june2010.pdf)

and

[http://www.dhs.gov/xlibrary/assets/privacy/privacy\\_pia\\_template.pdf](http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_template.pdf), respectively.

## **Article VI - Copyright**

All recipients must affix the applicable copyright notices of 17 U.S.C. § 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards, unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations).

#### **Article VII - Debarment and Suspension**

All recipients must comply with Executive Orders 12549 and 12689, which provide protection against waste, fraud and abuse by debarment or suspending those persons deemed irresponsible in their dealings with the Federal government.

#### **Article VIII - Drug-Free Workplace Regulations**

All recipients must comply with the Drug-Free Workplace Act of 1988 (412 U.S.C. § 701 et seq.), which requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. These regulations are codified at 2 CFR 3001.

#### **Article IX - Duplication of Benefits**

State, Local and Tribal Recipients must comply with 2 CFR Part §225, Appendix A, paragraph (C)(3)(c), which provides that any cost allocable to a particular Federal award or cost objective under the principles provided for in this authority may not be charged to other Federal awards to overcome fund deficiencies.

#### **Article X - False Claims Act and Program Fraud Civil Remedies**

All recipients must comply with the requirements of 31 U.S.C. § 3729 which set forth that no recipient of federal payments shall submit a false claim for payment. See also 38 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.

#### **Article XI - Federal Debt Status**

All recipients are required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129 and form SF-424, item number 17 for additional information and guidance.

#### **Article XII - Fly America Act of 1974**

All recipients must comply with Preference for U.S. Flag Air Carriers: Travel supported by U.S. Government funds requirement, which states preference for the use of U.S. flag air carriers (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B138942.

#### **Article XIII - Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. §2225(a), all recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, 15 U.S.C. §2225.

#### **Article XIV - Lobbying Prohibitions**

All recipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under an award may be expended by the recipient to pay any person to influence, or attempt 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 any Federal action concerning the award or renewal.

#### **Article XV - Non-supplanting Requirement**

All recipients must ensure that Federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources. Applicants or award recipients may be required to demonstrate and document that a reduction in non-Federal resources occurred for reasons other than the receipt of expected receipt of Federal funds.

#### **Article XVI - Trafficking Victims Protection Act of 2000**

All recipients of financial assistance will comply with the requirements of the government-wide award term which implements Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104), located at 2 CFR Part 175. This is implemented in accordance with OMB Interim Final Guidance, Federal Register, Volume 72, No. 218, November 13, 2007.



In accordance with the statutory requirement, in each agency award under which funding is provided to a private entity, Section 106(g) of the TVPA, as amended, requires the agency to include a condition that authorizes the agency to terminate the award, without penalty, if the recipient or a subrecipient —

- (a) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
- (b) Procures a commercial sex act during the period of time that the award is in effect; or
- (c) Uses forced labor in the performance of the award or subawards under the award.

Full text of the award term is provided at 2 CFR § 175.15.

#### **Article XVII - USA Patriot Act of 2001**

All recipients must comply with the requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c. Among other things, the USA PATRIOT Act prescribes criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose.

#### **Article XVIII - Use of DHS Seal, Logo and Flags**

All recipients must obtain DHS's approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

#### **Article XIX - DHS Specific Acknowledgements and Assurances**

All recipients of financial assistance must acknowledge and agree—and require any sub-recipients, contractors, successors, transferees, and assignees acknowledge and agree—to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance review or complaint investigation conducted by DHS.
2. Recipients must give DHS access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, the recipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS awarding office and the DHS Office of Civil Rights and Civil Liberties.
6. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS Component and/or awarding office.

The United States has the right to seek judicial enforcement of these obligations.

#### **Article XX - Compliance with Funding Opportunity Announcement**

The recipient agrees that all allocations and use of funds under this grant will be in accordance with the Funding Opportunity Announcement.

#### **Article XXI - Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to [ASK-GMD@dhs.gov](mailto:ASK-GMD@dhs.gov) if you have any questions.



Obligating Document for Award/Amendment						
<b>1a. AGREEMENT NO.</b> EMW-2013-PU-00094-S01		<b>2. AMENDMENT NO.</b> 596000346		<b>3. RECIPIENT NO.</b>		<b>4. TYPE OF ACTION</b> AWARD
<b>5. CONTROL NO.</b> W503830N		***				
<b>6. RECIPIENT NAME AND ADDRESS</b> City of Key West Port 3132 Flagler Avenue Key West, FL, 33040		<b>7. ISSUING FEMA OFFICE AND ADDRESS</b> Grant Operations 245 Murray Lane - Building 410, SW Washington DC, 20528-7000 POC: 866-927-5646		<b>8. PAYMENT OFFICE AND ADDRESS</b> Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472		
<b>9. NAME OF RECIPIENT PROJECT OFFICER</b> Carolyn Sheldon		<b>PHONE NO.</b> (305) 809-3741		<b>10. NAME OF FEMA PROJECT COORDINATOR</b> Central Scheduling and Information Desk Phone: 800-368-6498 Email: Askcsid@dhs.gov		
<b>11. EFFECTIVE DATE OF THIS ACTION</b> 09/01/2013		<b>12. METHOD OF PAYMENT PARS</b>		<b>13. ASSISTANCE ARRANGEMENT</b> Cost Reimbursement		<b>14. PERFORMANCE PERIOD</b> <b>From:</b> 09/01/2013 <b>To:</b> 08/31/2015 <b>Budget Period</b> 09/01/2013 08/31/2015
<b>15. DESCRIPTION OF ACTION</b> a. (Indicate funding data for awards or financial changes)						
PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON-FEDERAL COMMITMENT
Port Security Grant Program	97.056	2013-SL-B411-P400--4101-D:W503830N \$ 60,000.00	\$0.00	\$60,000.00	\$60,000.00	\$20,000.00
<b>TOTALS</b>			<b>\$0.00</b>	<b>\$60,000.00</b>	<b>\$60,000.00</b>	<b>\$20,000.00</b>
b. To describe changes other than funding data or financial changes, attach schedule and check here. N/A						
16 a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address) Port Security Grant Program recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.						
16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.						
<b>17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)</b> N/A					<b>DATE</b> N/A	
<b>18. FEMA SIGNATORY OFFICIAL (Name and Title)</b> ANDREA GORDON , Assistance Officer					<b>DATE</b> 09/04/2013	



**Overview**

City of Key West Port, Award Number: EMW-2013-PU-00094-S01			
Program Name:	Port Security Grant Program	Total Cost Approved:	\$80,000.00
Year:	2013	Federal Share:	\$60,000.00
Project Period of Performance:	09/01/2013 to 08/31/2015	Applicant Share:	\$20,000.00
View: Application Details			

Overview

**Overview**

Submission Type	Preapplication
Type of Application	New
Is application subject to review by state executive order 12372 process?	Program is not covered by E.O. 12372.

Overview

**Contact Information**

City of Key West Port, Award Number: EMW-2013-PU-00094-S01			
Program Name:	Port Security Grant Program	Total Cost Approved:	\$80,000.00
Year:	2013	Federal Share:	\$60,000.00
Project Period of Performance:	09/01/2013 to 08/31/2015	Applicant Share:	\$20,000.00
View: Application Details			

Contact Information

The Primary contact and secondary contact person for this application is shown below. Also shown is the authorizing official who is the person designated to sign and submit the application.

Select	Contact Type	Signing Authority	Authorizing Official	Name	Title	Address	Status	Action
<input checked="" type="checkbox"/>	Primary Contact	No	No	Carolyn Sheldon	Mrs	3140 Flagler Ave, Key West, FL	Active	<a href="#">View Details</a>
<input checked="" type="checkbox"/>	Secondary Contact	No	No	Jim Fitton	Port and Transit Director	3132 Flagler Avenue, Key West, FL	Active	<a href="#">View Details</a>

Contact Information

**Applicant Information**

City of Key West Port, Award Number: EMW-2013-PU-00094-S01			
Program Name:	Port Security Grant Program	Total Cost Approved:	\$80,000.00
Year:	2013	Federal Share:	\$60,000.00
Project Period of Performance:	09/01/2013 to 08/31/2015	Applicant Share:	\$20,000.00
View: Application Details			

Applicant Information

Please provide the following information about your organization and press the *Save and Continue* button below

**Note:** Fields marked with an \* are required.

**Organization Information**

Organization Name:	City of Key West Port
Employer Identification Number:	59-6000346
Are you sharing an EIN with another organization?	No
If yes, please enter the name of the entity with whom you share an EIN:	
Enter the DUNS Number of your Organization	07-986-4898
Applicant Type:	Eligible Port Area
Other Applicant Type:	

**Headquarters or Main Station Physical Address**

Address1:	3132 Flagler Avenue
Address2:	
City:	Key West
State:	Florida
Zip:	33040

**Mailing Address**

Same As Physical Address:	Yes
Address1:	3132 Flagler Avenue
Address2:	
City:	Key West
State:	Florida
Zip:	33040

**Additional Information**

Is the applicant delinquent on any federal debt?	No
If you answered yes to any of the additional questions above, please provide an explanation in the space provided below.	

Applicant Information



**Project Information**

City of Key West Port, Award Number: EMW-2013-PU-00094-S01			
Program Name:	Port Security Grant Program	Total Cost Approved:	\$80,000.00
Year:	2013	Federal Share:	\$60,000.00
Project Period of Performance:	09/01/2013 to 08/31/2015	Applicant Share:	\$20,000.00
View: Application Details			

Project

Please provide the following information and press the *Save and Continue* button below.

**Note:** Fields marked with \* are required.

**Project Information**

Descriptive Title of Applicant Project:	Construction of Port Security Building for dual use U.S. Navy and cruise ship dock at the Port of Key West, the busiest international port-of-call in the United States. This dock processes between 175,000 and 190,000 passengers and crew through this facility per year.
Areas Affected by Project (Cities, Counties, States, etc.)	City of Key West, Monroe County, Florida
Proposed Project:	Start date 09/01/2013 End date 08/31/2015
* Congressional Districts:	FL-025 00-000

Project

**Budget**

City of Key West Port, Award Number: EMW-2013-PU-00094-S01			
Program Name:	Port Security Grant Program	Total Cost Approved:	\$80,000.00
Year:	2013	Federal Share:	\$60,000.00
Project Period of Performance:	09/01/2013 to 08/31/2015	Applicant Share:	\$20,000.00
View: Application Details			

Budget

Review and confirm the budget information below. When you are finished, press the *Save and Continue* button below.

Note: Fields marked with \* are required.

**Budget Object Class**

a. Personnel ?	
b. Fringe Benefits ?	
c. Travel ?	
d. Equipment ?	61,920
e. Supplies ?	
f. Contractual ?	
g. Construction ?	18,080
h. Other ?	
i. Indirect Charges ?	
Total Budget	80,000

**Federal and Applicant Share (These values will update on "Save" or "Save and Continue").**

Federal Share Amount	60,000
Applicant Share	20,000
Federal Rate Sharing (%)	75

**Non-Federal Resources (Please ensure combined non federal resources meet your cost share requirement)**

a. Applicant	20,000
b. State	0
c. Local	0
d. Other Sources	0
e. Program Income	0

**Comments**

If you entered a value in Other Sources, include your explanation below. You can use this space to provide information on the project, cost share match, or if you have an indirect cost agreement with a federal agency.

Budget

**PSPG Detailed Budget Worksheet and Narrative – Port Security Building**

**D. Equipment. \$61,920**

Purchase of an 11'6" x 24' prefab security building built to Florida State Code with DCA State Label manufactured to wind loads of energy codes of Key West, Florida. The required location of this structure mandates that it must be moveable and removed before anticipated storm events. The existing modular unit was placed in 2003 and has reached the end of its useful life, it cannot be moved without danger of collapse. Additionally, it is not large enough for the required security contingent and has no restroom. Please see attached cost estimate.

**G. Construction (minor) \$18,080**

- 11'6" x 24" concrete slab with rebar \$14,080
- Utility hookups (electricity, water, sewer) \$4,000

Labor to be provided by City of Key West employees.



## PAR-KUT INTERNATIONAL, INC.

40961 Production Drive • Harrison Twp., Michigan 48045-1351  
Telephone: (586) 468-2947 • Fax: (586) 463-6059  
www.parkut.com e-mail: sales@parkut.com  
Owned and operated by the Duemling family since 1954



December 17, 2012

CITY of KEY WEST

ATT : Jim Fitton

RE: QUOTE- Prefab Guard House

11' 6" x 24'0" x 8'8" High (interior size is 11' wide by 23'6" long) Prefab Guard House Including:

BUILT TO FLORIDA STATE CODE with DCA State Label - manufactured to the Wind Loads and Energy Codes in Key West, FL - includes one photocopy of a FLPE Drawing and is inspected at our facility by a FL Approved Third Party before the Label is placed on the structure  
Welded Galvanized Steel Construction - shipped fully assembled ,except the plumbing which is by others on-site, shipped on a flat bed truck

Flat Roof Design - slight pitch to roof drain pipes

3" Roof overhangs on all sides                      6" Vertical Fascia                      4" Base

ADA Compliant                                      FOUR- Roof Lift Eyes                      7'6" Ceiling height

FOUR- Exterior Anchor Clips (anchor bolts by others)

Floor is 12 Ga galvanized steel treadplate system

14 Ga steel outer walls, ceiling and roof                      18 Ga steel inner walls

Painted in One Color with Premium Dupont Gloss IMRON Polyurethane Paint

Insulation                      R21.8 in the roof, R14.2 in the exterior walls, and R18.6 in the floor (includes a steel bottom pan)

Special #2 Sunglass, Low E, dark gray tinted, fixed, insulated , glass ,laminated to HURRICANE RATED GLASS, 40" high, in three walls,(none in the rear 24' wall) with steel frames (painted to match the booth color)- NOTE- The dark gray tint is required to pass the FL COMCHECK Energy Code which we have already completed- (we would rather use the lighter tint but it will NOT pass the FL Code)

ONE- 11'6" long painted steel counter ,across the width, with a storage drawer

ONE- 6' long painted steel counter next to the bathroom

ADA HALF BATH Including: Lav,water closet w/seat and hot water heater shipped loose ( ALL

PLUMBING , SURFACE MOUNTED, BY OTHERS on-site) : Mirror; Stainless steel grab bars, Fluorescent light; Fiberglass backsplash; TP holder; Paper towel dispenser; Exhaust fan; Coat hook; Hinged door w/lock; Holes in steel floor for pipes; No HVAC in bath; GFI outlet

TWO- 12000 BTU,GE Zoneline, 220v, thru the wall, HVAC Units ,with wall thermostats and the FL required Exterior Impact Shroud

Floor access hole for service                      3" Thick walls instead of std 2"

20 Space single phase panel with 100A Main breaker

All wire in EMT, in the walls-no surface wires

SIX- Duplex outlets (115V)

FOUR- 2LT32W, surface mounted, fluorescent light with a wall switch

FOUR- Rough-in empty conduits, in the walls, from wall j-boxes to the floor service hole location for Data or Phone-eliminates surface wires

ONE- 36" Wide , top-hung , commercial steel insulated sliding door , with half fixed glass and a hook bolt locking system

PAGE TWO

PRICE: \$55920.00 plus \$6000.00 Freight (WIDE LOAD- ship as a 12' wide load) , plus Florida Sales Tax (or exempt certificate)

Payment terms: NET 30 Days

Delivery 12-13 weeks, AFTER shop drawing approval-subject to change

NO ON-SITE WORK INCLUDED-Unloaded by others

Prices are valid for 45 days

Purchaser is responsible for all on-site work

Please call me at 813-641-2900 if you need more information. I am faxing you a floor plan showing this basic layout. If the dark tint, which is difficult to see out at night, is a problem we may be able to use a lighter tint if we increase the roof overhangs and redesign the roof structure. This would increase the cost of the booth and be a 14' Wide Load , that would increase the freight cost , plus we are not sure it would still pass the FL Energy Code. There are numerous options that we could also include such as exterior lighting, transaction windows, another door, second paint colors ,acoustical staple up ceiling ,etc

Very truly yours,

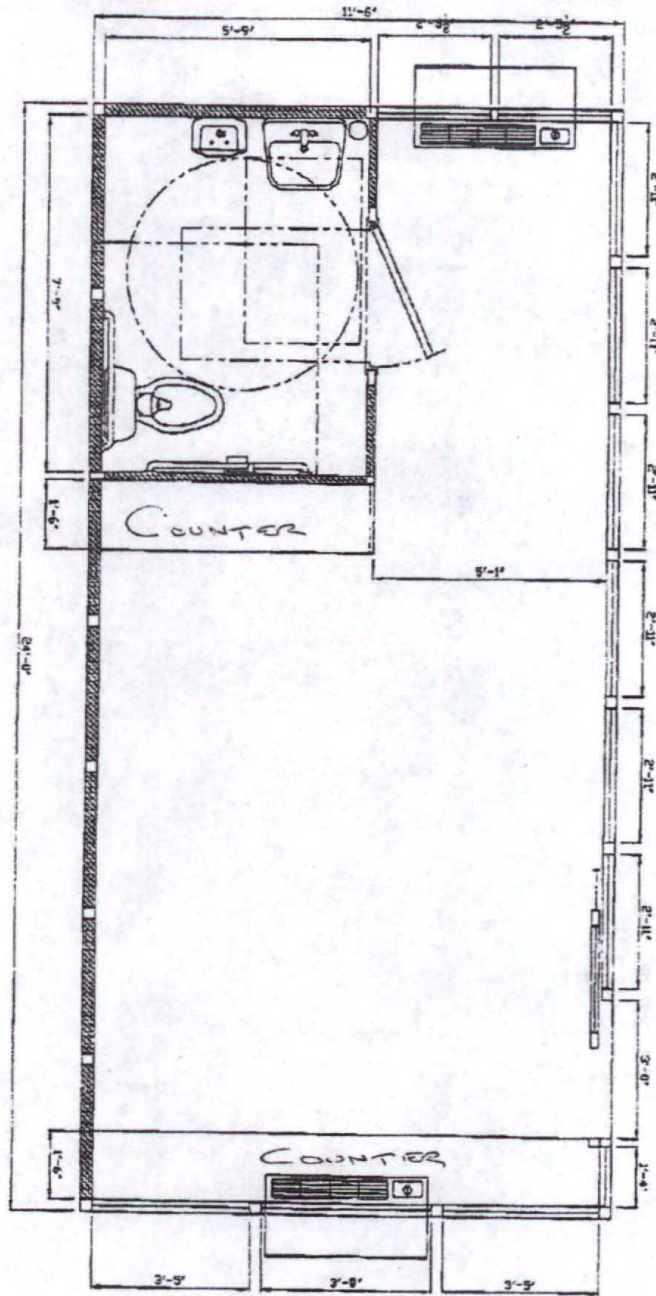
Mal Newcomb Par-Kut International

CITY OF  
KEY WEST

Att:  
JIM  
FITTON

FROM  
MAL  
NEWCOMB

PAR-KUT





**SENSITIVE SECURITY INFORMATION**

**FY 2013 PORT SECURITY GRANT PROGRAM (PSGP)  
Investment Justification Template**

Investment Heading	
Port Area	City of Key West
State	Florida
Applicant Organization	City of Key West
Investment Name	Key West Port Security Building
Investment Amount	\$80,000

**I. Background**

*Note: This section only needs to be completed once per application, regardless of the number of Investments proposed. The information in this section provides background and context for the Investment(s) requested, but does not represent the evaluation criteria used by DHS for rating individual Investment proposals.*

I. Provide an overview of the port area, MTSA regulated facility, or MTSA regulated vessel	
Response Type	Narrative
Page Limit	Not to exceed 1 page
Response Instructions	<ul style="list-style-type: none"> <li>• Area of Operations:                             <ul style="list-style-type: none"> <li>- Identify COTP Zone</li> <li>- Identify eligible port area</li> <li>- Identify exact location of project site (i.e., physical address of facility being enhanced)</li> <li>- Identify who the infrastructure (project site) is owned or operated by, if not by your own organization</li> </ul> </li> <li>• Point(s) of contact for organization (include contact information):                             <ul style="list-style-type: none"> <li>- Identify the organization's Authorizing Official for entering into grant agreement, including contact information</li> <li>- Identify the organization's primary point of contact for management of the project(s)</li> </ul> </li> <li>• Ownership or Operation:                             <ul style="list-style-type: none"> <li>- Identify whether the applicant is a private entity or a State or local agency</li> </ul> </li> <li>• Role in providing layered protection of regulated entities (applicable to State or local agencies only):                             <ul style="list-style-type: none"> <li>- Describe your organization's specific roles, responsibilities and activities in delivering layered protection</li> </ul> </li> <li>• Important features:                             <ul style="list-style-type: none"> <li>- Describe any operational issues you deem important to the consideration of your application (e.g., interrelationship of your operations with other eligible high-risk ports, etc.)</li> </ul> </li> <li>• Ferry systems required data:                             <ul style="list-style-type: none"> <li>• Infrastructure</li> <li>• Ridership data</li> <li>• Number of passenger miles</li> <li>• Number of vehicles per vessel, if any</li> <li>• Types of service and other important features</li> <li>• System map</li> <li>• Geographical borders of the system and the cities and counties served</li> </ul> </li> </ul>

**WARNING:** This record contains Sensitive Security Information that is controlled under 49 CFR parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. government agencies, public disclosure is governed by 5 U.S.C. 552 and 49 CFR parts 15 and 1520.

## SENSITIVE SECURITY INFORMATION

Response	<ul style="list-style-type: none"> <li>• Other sources of funding being leveraged for security enhancements</li> </ul> <p>Although Key West Harbor is actually a port of call rather than a shipping port, it is the Southernmost gateway to the United States and plays host to nearly 2.5 million visitors annually. The city's long maritime history is founded in its port. Though many travelers arrive by other means in this modern era, the cruise industry delivers thousands of daily travelers to the city. In addition, the port facilitates the connection to other Florida cities through its ferry terminal. This heavy traffic to the small island city at the end of the nation is a challenge to the city and its police department, which must help maintain homeland security, personal safety of our visitors, and the famed laid-back atmosphere that Key West visitors expect.</p> <p>The project proposed is located at the U.S. Navy's Outer Mole Pier located at latitude 24 degrees, 32 minutes, 56 seconds north and longitude 081 degrees, 48 minutes, 34 seconds west. The City of Key West has a lease with the U.S. Navy for mixed and joint use of the Outer Mole for Navy and cruise ships. Mixed use and joint use is typical of deep-water berths. The military is an important partner and has priority berthing at the Outer Mole Pier.</p> <p>Bob Vitas, City Manager is the Authorizing Official for the City of Key West and he can be reached at 3132 Flagler Avenue, Key West, phone number (305) 809-3888. The City's Senior Grant Administrator is Carolyn Sheldon, who can be reached at 350-809-3741.</p> <p>The City of Key West's Director of Building has reviewed and approved the proposed project and his letter is attached.</p> <p>The total estimate cost of the Key West Port Security Initiative is \$80,000 of which the City of Key West will contribute \$20,000. The federal grant request is \$60,000.</p>
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### II. Strategic and Program Priorities

<b>II.A. Provide a brief abstract of the Investment list just ONE investment.</b>	
Response Type	Narrative
Page Limit	Not to exceed 1/2 page
Response Instructions	Provide a succinct statement summarizing this Investment
Response	The City of Key West desires to improve our Maritime Situational

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## SENSITIVE SECURITY INFORMATION

	<p>Awareness (MSA) by improving and enhancing our ability to monitor and respond to Transportation Security Incidents (TSI) in the City's port facilities. The below request is designed to support the Florida Keys Area Maritime Security Plan (AMSP) and will result in a more cohesive response to potential threats to the Port of Key West.</p> <p>The security building at Navy's Outer Mole provides security and screening for a dual use pier that serves over 190,000 passenger and crew a year at an international port of call. It has reached the end of its useful life and is inadequate for the number of personnel in the required security contingent.</p>
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II.B. Describe how the Investment will address one or more of the PSGP priorities, NPG core capabilities, and Area Maritime Security Plan or COTP Priorities (how it corresponds with PRMP for Group I and II)	
Response Type	Narrative
Page Limit	Not to exceed 1/2 page
Response Instructions	<ul style="list-style-type: none"> <li>• Describe how, and the extent to which, the investment addresses:                             <ul style="list-style-type: none"> <li>- Enhancement of Maritime Domain Awareness</li> <li>- Enhancement of IED and CBRNE prevention, protection, response and recovery capabilities</li> <li>- Port resilience and recovery capabilities</li> <li>- Training and exercises</li> <li>- Efforts supporting the implementation of TWIC</li> </ul> </li> <li>• Describe how the investment builds or sustains one or more NPG core capabilities</li> </ul>
Response	<p>The project will enhance access control at one of the nation's largest international ports-of-call. In addition, the project will enhance TWIC implementation in Key West. The project will support NPG by providing improved access control and TWIC implementation at the Port of Key West. The need to protect and deter threats at this facility has been documented and an adequate facility for security personal and for electronic screening is considered to be an effective posture to accomplish these objectives.</p>

### III. Impact

III.A. Describe how the project offers the highest risk reduction potential at the least cost.	
Response Type	Narrative
Page Limit	Not to exceed 1/2 page
Response Instructions	<ul style="list-style-type: none"> <li>• Discuss how the project will reduce risk in a cost effective manner                             <ul style="list-style-type: none"> <li>- Discuss how this investment will reduce risk (e.g., reduce vulnerabilities or mitigate the consequences of an event) by addressing the needs and priorities identified in earlier analysis and review</li> </ul> </li> </ul>
Response	The City currently utilizes a security building that is too small for the

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## SENSITIVE SECURITY INFORMATION

	required contingent of security personnel and is at the end of its useful life (10 years). It houses the electronic screening equipment purchased with the assistance of a PSPG grant in 2008. It also hosts over 190,000 visitors and crew for screening annually. A permanent structure is not allowed by hurricane codes, and given the tropical climate a tent is not adequate for personnel, persons being screened nor screening equipment. A modular building is the most cost effective option, with a ten year life expectancy yields an annual investment of \$8000.
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III.B. Describe current capabilities similar to this Investment	
Response Type	Narrative
Page Limit	Not to exceed 1/2 page
Response Instructions	<ul style="list-style-type: none"> <li>Describe how many agencies within the port have existing equipment that are the same or have similar capacity as the proposed project</li> <li>Include the number of existing capabilities within the port that are identical or equivalent to the proposed project</li> </ul>
Response	N/A

### IV. Funding & Implementation Plan

- Complete the IV.A. to identify the amount of funding you are requesting for this investment only
- Funds should be requested by allowable cost categories as identified below
- Applicants must make funding requests that are reasonable and justified by direct linkages to activities outlined in this particular Investment

The following template illustrates how the applicants should indicate the amount of FY 2012 PSGP funding required for the investment and how these funds will be allocated across the cost elements.

IV.A. Investment Funding Plan	FY 2013 PSGP Request Total	Match	Grand Total
<i>Maritime Domain Awareness</i>	\$60,000	\$20,000	\$80,000
<i>IED and CBRNE Prevention, Protection, Response and Recovery Capabilities</i>			
<i>Training</i>			
<i>Exercises</i>			
<i>TWIC Implementation</i>			
<i>Operational Costs</i>			
<i>M&amp;A</i>			
<b>Total</b>	<b>\$60,000</b>	<b>\$20,000</b>	<b>\$80,000</b>

IV.B. Provide a high-level timeline, milestones and dates, for the implementation of this Investment such as stakeholder engagement, planning, major acquisitions or purchases, training, exercises, and process/policy updates. Up to 10 milestones may be provided.	
Response Type	Narrative
Page Limit	Not to exceed 1 page
Response Instructions	<ul style="list-style-type: none"> <li>Only include major milestones that are critical to the success of the Investment</li> <li>Milestones are for this discrete Investment – those that are covered by the requested FY 2012 PSGP funds and will be completed over the 24-month grant period starting from the award date, giving consideration for review</li> </ul>

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## SENSITIVE SECURITY INFORMATION

	<p>and approval process up to 12 months (estimate 24 month project period)</p> <ul style="list-style-type: none"> <li>• Milestones should be kept to high-level, major tasks that will need to occur (i.e., Design and development, begin procurement process, site preparations, installation, project completion, etc.)</li> <li>• List any relevant information that will be critical to the successful completion of the milestone (such as those examples listed in the question text above)</li> </ul> <p><i>Note: Investments will be evaluated on the expected impact on security relative to the amount of the investment (i.e., cost effectiveness). An itemized Budget Detail Worksheet and Budget Narrative must also be completed for this investment. See following section for a sample format</i></p>
Response	<p><b>September – October 2013 AWARD</b>  <b>October– December 2013 Issue RFP</b>  <b>January – June 2014 Permitting</b>  <b>July – December 2014 Installation of security building</b></p>





## **THE CITY OF KEY WEST**

**Director of Building**

P.O.Box 1409, Key West, FL 33040

May 30, 2013

City of Key West  
Port and Transit Authority

Attn: Jim Fitton

Re: Modular Security Bldg. on Truman Waterfront

Dear Jim,

The State of Florida has a Modular Building Program administered by the Department of Business and Professional Regulation (DBPR). This program was previously administered by the Department of Community Affairs (DCA) which no longer exists. Modular Units are built by a DBPR Registered Manufacturer who has on-site DBPR licensed modular plans examiners and inspectors regulate the modular fabrication and application of the DBPR Insignia and ID number.

The unit must be built to our weather conditions (180mph ultimate wind-speed). The foundation must be engineered and constructed on site prior to the modular unit delivery. Additional considerations would be if hurricane shutters are required and whether the unit will be dry flood-proofed or elevated above base flood elevation.

Subject to the above qualifications, DBPR Modular Units are routinely issued permits by the City Building Department.

Sincerely,

**RWWampler**

Ron Wampler, CFM  
Building Official



Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b> <input checked="" type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		
<b>* If Revision, select appropriate letter(s):</b> _____ <b>* Other (Specify):</b> _____		
<b>* 3. Date Received:</b> 06/11/2013		<b>4. Applicant Identifier:</b> _____
<b>5a. Federal Entity Identifier:</b> _____		<b>5b. Federal Award Identifier:</b> _____
<b>State Use Only:</b>		
<b>6. Date Received by State:</b> _____		<b>7. State Application Identifier:</b> _____
<b>8. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b> City of Key West		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 596000346		<b>* c. Organizational DUNS:</b> 0798648980000
<b>d. Address:</b>		
<b>* Street1:</b> 3132 Flagler Avenue		
<b>Street2:</b> _____		
<b>* City:</b> Key West		
<b>County/Parish:</b> _____		
<b>* State:</b> FL: Florida		
<b>Province:</b> _____		
<b>* Country:</b> USA: UNITED STATES		
<b>* Zip / Postal Code:</b> 33041-1409		
<b>e. Organizational Unit:</b>		
<b>Department Name:</b> _____		<b>Division Name:</b> _____
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b> Mr.	<b>* First Name:</b> Jim	_____
<b>Middle Name:</b> _____		
<b>* Last Name:</b> Fitton		
<b>Suffix:</b> _____		
<b>Title:</b> Port and Transit Director		
<b>Organizational Affiliation:</b> City of Key West		
<b>* Telephone Number:</b> (305) 809-3795		<b>Fax Number:</b> _____
<b>* Email:</b> jfitton@keywestcity.com		

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

Department of Homeland Security - FEMA

**11. Catalog of Federal Domestic Assistance Number:**

97.056

CFDA Title:

Port Security Grant Program

**\* 12. Funding Opportunity Number:**

DHS-13-GPD-056-000-01

\* Title:

Fiscal Year (FY) 2013 Port Security Grant Program (PSGP)

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Construction of Port Security Building

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments



**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="60,000.00"/>
* b. Applicant	<input type="text" value="20,000.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="80,000.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (if "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:



**Assurances and Certifications**

City of Key West Port, Award Number: EMW-2013-PU-00094-S01			
Program Name:	Port Security Grant Program	Total Cost Approved:	\$80,000.00
Year:	2013	Federal Share:	\$60,000.00
Project Period of Performance:	09/01/2013 to 08/31/2015	Applicant Share:	\$20,000.00
View: Application Details			

Assurances and Certifications

These documents contain the Federal requirements attached to all Federal grants including the right of the Federal government to review the grant activity. You should read over the documents to become aware of the requirements. The Assurances and Certifications must be read, signed, and electronically submitted as a part of the application. **If the lobbying form is not applicable, please check the box below.**

Please click on the Incomplete/Complete link to go to individual forms. When you are finished, click the *Save and Continue* button.

<b>Assurances and Certifications</b>	
Form 424B, Assurances-Nonconstruction Programs	Complete
Form 424D, Assurances-Construction Programs	Complete
SF-GG, Certification Regarding Lobbying	Complete
SF-LLL, Disclosure of Lobbying Activities	<input checked="" type="checkbox"/> Not Applicable Incomplete

**Note:** By signing the certification regarding debarment, suspension, and other responsibility matters for primary covered transaction, the applicant agrees that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DHS entering into this transaction. The applicant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the DHS Regional Office entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (Refer to 44 CFR Part 17.)

Assurances and Certifications