

HISTORIC PRESERVATION GRANT AWARD AGREEMENT
AMENDMENT NUMBER ONE

Grant No.: S1406

This AMENDMENT to the Grant Award Agreement dated December 11, 2013, hereinafter referred to as the Agreement, between the State of Florida, Department of State, Division of Historical Resources, hereinafter referred to as the Department, and **Broward County, Florida, a political subdivision of the State of Florida**, hereinafter referred to as the Grantee, relative to the **Broward County Historic Sites Survey Phase I**, hereinafter referred to as the Project, shall be effective when properly executed by the parties hereto, and shall be made a part of the Agreement.

The Grantee has requested an extension of the encumbrance deadline and the grant period. Section III, Subsections C. and E. of the Agreement allow for these modifications. This request requires corresponding extensions to the submission deadlines for deliverables, draft and final products, and the Final Progress and Expenditure Report. The requested revisions have been reviewed by the Department and found to be in accordance with current regulations. In addition, the Department has made adjustments to other portions of the Agreement in order to comply with Department of Financial Services requirements.

Section I of the Agreement is amended as follows:

Delete in its entirety:

- I. In order to ensure currency and accuracy in the inventory of Broward County's historical resources, the Project shall include the following Approved Scope of Work:
 - A. The Grantee shall procure services from a qualified consultant as specified in section V. A. 3. of this Grant Award Agreement to conduct a survey and inventory of archaeological and historical sites, structures, and resources in Broward County. The survey shall include:
 1. A review of resources already recorded in the Florida Master Site File. This review will determine if there are any duplicates recorded in the Florida Master Site File and identify those forms that have been updated to recognize that a site has been destroyed or significantly altered;
 2. Sort these resources geographically in preparation for field visits to each;
 3. Visit each site to determine status of resource and accuracy of information recorded in the Florida Master Site File;
 4. Submit updated Florida Master Site File forms including photographs and maps;
 5. Identify any resources that may be eligible for the National Register of Historic Places and/or local designation;
 - B. A draft copy of the Survey Report, including sample Florida Master Site File forms and Survey Log Sheet, will be submitted to the Department no later than April 30, 2014, for review and approval. Survey report must meet the guidelines and standards for reports in Chapter 1A-46, Florida Administrative Code;
 - C. Two copies of the final Survey Report, including the Florida Master Site File forms and Survey Log Sheet, will be submitted to the Department no later than July 31, 2014, as final products;
 - D. Progress and Expenditure Reports will be submitted to the Department on a regular basis and all proposals and contracts for consultant services shall be submitted by the Grantee to the Department for review and approval, prior to the execution of the contract, as specified in this agreement; final Progress and Expenditure Report is due no later than July 31, 2014; and
 - E. Any grant product deadlines indicated in this section (excluding Project Progress and Expenditure Report deadlines) must be incorporated into the applicable

contract for goods and services. Unless otherwise specified, all drafts and final products must be submitted in hard copy.

Replace with:

I. The Project shall include the following **Approved Scope of Work**:

In order to ensure currency and accuracy in the inventory of Broward County's historical resources, the Project shall include the following Approved Scope of Work:

- A. The Grantee shall procure services from a qualified consultant as specified in section V. A. 3. of this Grant Award Agreement to conduct a survey and inventory of archaeological and historical sites, structures, and resources in Broward County. The survey shall include:
 - 1. A review of resources already recorded in the Florida Master Site File. This review will determine if there are any duplicates recorded in the Florida Master Site File and identify those forms that have been updated to recognize that a site has been destroyed or significantly altered;
 - 2. Sort these resources geographically in preparation for field visits to each;
 - 3. Visit each site to determine status of resource and accuracy of information recorded in the Florida Master Site File;
 - 4. Submit updated Florida Master Site File forms including photographs and maps;
 - 5. Identify any resources that may be eligible for the National Register of Historic Places and/or local designation;
- B. A draft copy of the Survey Report, including sample Florida Master Site File forms and Survey Log Sheet, will be submitted to the Department no later than May 30, 2014, for review and approval. Survey report must meet the guidelines and standards for reports in Chapter 1A-46, Florida Administrative Code. Unless otherwise specified, all drafts and final products must be submitted in hard copy;
- C. Two copies of the final Survey Report, including the Florida Master Site File forms and Survey Log Sheet, will be submitted to the Department no later than August 15, 2014, as final products. Unless otherwise specified, all drafts and final products must be submitted in hard copy.

Section III, Subsection A of the Agreement is amended as follows:

Delete in its entirety:

- A. This grant becomes effective retroactive on **July 1, 2013** and ends on **July 30, 2014**. This Agreement must be signed by the Grantee and received in Department offices by **December 6, 2013**, to avoid forfeiture of award. Project initiation (encumbrance of funds), as evidenced by grantee execution of a binding contract for all or part of the Approved Scope of Work in Section I above, shall occur by **December 31, 2013**, except as allowed in C. and D. below. All grant funds and match shall be expended and all Project work shall be completed by **June 30, 2014**, except as allowed in E. below.

Replace with:

- A. This grant becomes effective retroactive on **July 1, 2013** and ends on **July 31, 2014**. This Agreement must be signed by the Grantee and received in Department offices by **December 31, 2013**, to avoid forfeiture of award. Project initiation (encumbrance of funds), as evidenced by grantee execution of a binding contract for all or part of the Approved Scope of Work in Section I above, shall occur by **March 7, 2014**, except as allowed in C. and D. below. All grant funds and match shall be expended and all Project work shall be completed by **July 31, 2014**, except as allowed in E. below.

Section III, Subsection B of the Agreement is amended as follows:

Delete in its entirety:

- B. The Grantee agrees to submit the Final Products and the "Final Project Progress & Expenditure Report" incorporated herein by reference and available online at www.flheritage.com/grants, as specified in Section VI, Subparagraph B.2., by **July 31, 2014**. No costs incurred prior to July 1, 2013 are eligible for payment from grant funds. No costs incurred after June 30, 2014 are eligible for payment, except as allowed in E. below.

Replace with:

- B. The Grantee agrees to submit the "Final Project Progress & Expenditure Report" incorporated herein by reference and available online at www.flheritage.com/grants, as specified in Section V., Subsection B.5., by **August 15, 2014**. No costs incurred prior to **July 1, 2013** are eligible for payment from grant funds. No costs incurred after **July 31, 2014** are eligible for payment, except as allowed in E. below.

Section III, Subsection I.1. of the Agreement is amended as follows:

Delete in its entirety:

1. First Payment

Project Initiation:

July 1, 2013, to November 30, 2013

Grantee will sign and return to the Department:

- a. Two (2) copies of this Agreement,
- b. Two (2) copies of Attachment A (Single Audit Act) and
- c. Documentation of online application for the Florida Substitute Form W-9 (instructions and form available from the Florida Department of Financial Services website at <https://flvendor.myfloridacfo.com/>).

Second Payment

Project Progress:

December 1, 2013, to January 31, 2014

- a. Grantee will initiate procurement processes (see section V.A.3.a. of this Agreement) and submit a Request for Proposals (RFP) for Department review and approval;
- b. Grantee will submit all other associated documentation accrued during procurement process to date;
- c. Draft of consultant sub-contract submitted to and approved by Department staff;
- d. Final sub-contract executed and copy submitted to Department;

- e. Grantee will submit a status report prepared by the consultant. This report must summarize work conducted to date and should demonstrate the following levels of task completion:
 1. Review of existing FMSF forms (4,883),
 2. Conduct field visits to no fewer than 976 targets,
 3. Update photographic and graphic record for no less than 976 targets (if updates are unnecessary, this should be addressed in the report) and
 4. Update forms, records and materials for no less than 488 targets.

Third Payment

Continued Project Progress:

February 1, 2014, to April 30, 2014

- a. Grantee will submit a status report prepared by the consultant. This report must summarize work conducted to date and should demonstrate the following levels of task completion:
 1. Conduct field visits to no fewer than 1,953 targets. Total visits to date must be at least 2,929;
 2. Update photographic and graphic records for no fewer than 1,953 targets (if updates are unnecessary, this should be addressed in the report). Total updates to date must be at least 2,929 unless deemed unnecessary and
 3. Update forms, records and materials for no fewer than 2,197 targets. Total updates to date must be at least 2,685.
- b. Grantee will submit two (2) copies of a draft report prepared by the consultant for review and approval by the Department. Report must conform to report requirements in section V.C.1. of this Agreement

Final Payment

Project Completion:

May 1, 2014, to July 31, 2014

Grantee will submit two (2) copies of a final report prepared by the consultant. This report must summarize work conducted to date and should demonstrate all tasks (field visits; photographic, graphic, form, record and materials updates) have been completed for all 4,883 FMSF recordations and must conform to report requirements in V.C.2. of this Agreement, including *Chapter 1A-46, Florida Administrative Code*, guidelines and standards.

Replace with:

1. First Reporting Period

July 1, 2013, to January 31, 2014

- a. Grantee will sign and return to the Department:
 1. Two (2) copies of this Agreement,
 2. Two (2) copies of Attachment A (Single Audit Act) and
 3. Documentation of online application for the Florida Substitute Form W-9 (instructions and form available from the Florida Department of Financial Services website at <https://flvendor.myfloridacfo.com/>);

- b. Grantee will initiate procurement processes (see Section V.A.3.a. of this Agreement) and submit a Request for Proposals (RFP) for Department review and approval;
- c. Grantee will submit all other associated documentation accrued during procurement process to date;
- d. Draft of consultant sub-contract submitted to and approved by Department staff.

Second Reporting Period

February 1, 2014, to May 30, 2014

- a. Grantee will execute all sub-contracts and submit a copy of each to the Department
- b. Grantee will submit two (2) copies of a draft report prepared by the consultant for review and approval by the Department. Report must conform to report requirements in Section V.C.1. of this Agreement.

Final Reporting Period

May 31, 2014, to July 31, 2014

Grantee will submit two (2) copies of a final report prepared by the consultant. This report must summarize work conducted to date and should demonstrate all tasks (field visits; photographic, graphic, form, record and materials updates) have been completed for all 4,883 FMSF recordations and must conform to report requirements in Section V.C.2. of this Agreement, including *Chapter 1A-46, Florida Administrative Code*, guidelines and standards.

Section V, Subsection B of the Agreement is amended in part as follows:

Delete:

- B. **Project Progress and Expenditure Reports.** The Grantee shall submit a Project Progress and Expenditure Report (incorporated herein by reference and available online at <http://www.flheritage.com/grants/>) to the Department at the end of each grant payment period except for the final payment period in which the Grantee shall instead submit a Final Project Progress and Expenditure Report. Project Progress and Expenditure Reports must be submitted for the duration of the Project, or whether funds have been expended.

Replace with:

- B. **Project Progress and Expenditure Reports.** The Grantee shall submit a Project Progress and Expenditure Report (incorporated herein by reference and available online at <http://www.flheritage.com/grants/>) to the Department at the end of each grant reporting period except for the final reporting period in which the Grantee shall instead submit a Final Project Progress and Expenditure Report. Project Progress and Expenditure Reports must be submitted on this schedule for the duration of the Project, regardless of whether funds have been expended.

Section V, Subsection B.2. of the Agreement is amended in part as follows:

Delete:

- 2. **Documentation of Expenditures.** Each quarterly Project Progress and Expenditure Report and the Final Project Progress and Expenditure Report must include documentation of payment for each cash expenditure claimed during the reporting period.

Replace with:

2. **Documentation of Expenditures.** Each Project Progress and Expenditure Report and the Final Project Progress and Expenditure Report must include documentation of payment for each cash expenditure claimed during the reporting period.

Section V, Subsection B.4.a. of the Agreement is amended as follows:

Delete in its entirety:

- a. A brief description of work accomplished in the previous three months;

Replace with:

- a. A brief description of work accomplished during the reporting period set forth in Section III, Subsection I of this Agreement;

Section VII, Subsection C of the Agreement is amended as follows:

Delete in its entirety:

- C. The Grantee shall complete the *Florida Single Audit Act Certification* included in the Project Progress and Expenditure Report. Completion of this certification is required for each reporting period for the duration of the Project.

Replace with:

- C. The Grantee shall complete the *Florida Single Audit Act Certification* included in the Final Project Progress and Expenditure Report.

All other terms, conditions and provisions of the Agreement shall remain in full force and effect.

This Amendment is entered into and executed on _____, 201__.

DEPARTMENT OF STATE

Robert F. Bendus, Director,
Division of Historical Resources

Date Signed

Grantee: Broward County

Signature of Authorized Official

Name and Title of Authorized Official

Date Signed

**Reviewed and approved as to form:
Joni Armstrong Coffey, County Attorney**

By Patrice M. Eichen 3/24/14
Patrice M. Eichen, Assistant County Attorney

By Angela J. Wallace
Angela J. Wallace, Deputy County Attorney

Jacqueline A. Binns (dc)
3/23/14

**Risk Management Division
Jacqueline A. Binns
Risk Insurance and
Contracts Manager**