

# REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

**Tracking Number:** 12.

**Date of Request:** July 25, 2008

**Date Request Received:** July 25, 2008

**Board Meeting Date Requested:** August 4, 2008

**Board Meeting Date Assigned:** August 4, 2008

**Short Title:** Resolution Accepting "Train-The-Trainer" Grant From North Carolina Emergency Management, And Subcontracting Funds To Cape Fear Community College: \$7,594.05.

**Request Status:**  
 Request is proceeding to Board of Commissioners  
 More information is needed – see attached  
 Request on hold – no further information needed  
 Other:

**Background:** Pender County has been awarded \$7594.05 in FY 2007 Homeland Security Funding to provide training to create a cadre of instructors that can provide Emergency Management training to the first responders in the county. Each county in North Carolina received an equal amount of funding to offer this type of training. Cape Fear Community College has agreed to provide this training to all response organizations, and efforts to begin scheduling these classes during 2009 are ongoing. Since the college is already established in providing this training, and since they also provide for management of training transcripts, Pender County Emergency Management recommends entering into a subcontract with the college for these grant dollars. Many of the classes listed within the agreement are scheduled to be held in the county with the next 18 months. These funds will allow for the delivery of the classes within the county to reduce expenses for out-of-county travel.

*(Administrative Use Only)*

**CONTRACT TYPE**

- Renewal
- For Service(s)
- Intergovernmental – County as Grantee
  - Federal Grantor
  - State Grantor
  - Grantor
- County as Grantor
  - County Funds
  - Other Funds:
- Revision
- For Equipment

**Specific Action Requested:** The Pender County Board of Commissioners is requested to enter into a Memorandum of Agreement with the State of North Carolina to accept the \$7594.05 in FY 2007 Training funds and to sub-contract with Cape Fear Community College for the local delivery of the classes.

**PURCHASING** Budgeted Item:  Yes  No  
 Date Rec'd:  Reviewed and Approved  
 Comments on Reverse

Date Sent: \_\_\_\_\_  
 Signed: \_\_\_\_\_

Requested by: Eddie King  
 Department: Emergency Management  
 Title: Director  
 Contact Phone: 910-259-1210  
 Contact Fax: 910-259-1409

**ATTORNEY**  Reviewed and Approved  
 Date Rec'd:  Legal Problem(s)  
 Comments on Reverse

Date Sent: \_\_\_\_\_  
 Signed: \_\_\_\_\_

**FINANCE** Sufficient Funds  Available  Not Available  
 Date Rec'd:  Budget Amendment Necessary  
 Budgeted Amendment is Attached  
 Comments on Reverse

Date Sent: \_\_\_\_\_  
 Signed: \_\_\_\_\_

**CLERK** Signature(s) Required:  
 Board Chairman/County Manager  
 Other:

Date Rec'd Approved by Board:  Yes  No  
 At meeting on \_\_\_\_\_

**MANAGER'S RECOMMENDATION:**

Respectfully Recommend Approval.

  
INITIALS

**RESOLUTION: NOW, THEREFORE, BE IT RESOLVED**, by the Pender County Board of Commissioners that

Pender County enters into a Memorandum of Agreement with the State of North Carolina to accept the \$7594.05 in FY 2007 training funds, and sub-contract with Cape Fear Community College for the local delivery of the classes. The Chairman and/or County Manager is authorized to execute any/all agreements necessary to implement the resolution.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS

YEA VOTES: Williams \_\_\_ Blanchard \_\_\_ Brown \_\_\_ Rivenbark \_\_\_ Tate \_\_\_

\_\_\_\_\_  
J. David Williams, Jr., Chairman 8/04/08  
DATE

\_\_\_\_\_  
Attest 8/04/08  
DATE

MOA#:1121  
Tax #: 56-6000-329  
Fund Code #: 1520-030 PC511  
MOA Amount: \$7,594.05  
CFDA #: 97.067

**MEMORANDUM OF AGREEMENT**  
**BETWEEN THE**  
**DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY,**  
**DIVISION OF EMERGENCY MANAGEMENT**  
**AND**  
**COUNTY OF PENDER**

**2007-GE-T7-0048-7023**

**I. SUBJECT**

To ensure adequate preparedness for a response to an all hazards event to include terrorism within the State of North Carolina, funding has been allocated for training classes to provide for an effective, efficient planning and response to an all hazards event, as described in Attachment 1.

**II. PURPOSE**

The Department of Crime Control and Public Safety, Division of Emergency Management and the County of Pender, will enter into an agreement to provide training classes within this jurisdiction to better prepare and respond to an all hazards event.

**III. PARTIES**

The parties to this Memorandum of Agreement (MOA) are: North Carolina Department of Crime Control & Public Safety, Division of Emergency Management, henceforth referred to in this document as Grantee, and the County of Pender, henceforth referred to in this document as Sub-grantee.

#### **IV. BACKGROUND**

The U.S. Department of Homeland Security has made funds available through the State Homeland Security Grant Number: FY2007-GE-T7-0048 to implement the goals and objectives of the State Homeland Security Strategy 2007-2010.

The Grantee and Sub-grantee enter into an arrangement by which the Grantee will provide Federal reimbursement funding to the Sub-grantee for the purpose of train the trainer classes for NCEMA/NCEM certification classes.

#### **V. AUTHORITY**

The parties enter into this MOA under the authority of the following: 1) Public Law 105-277, the Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriations Act, 1999 (Div. A, Sec.101 (B) at 112 Stat. 2681-50); 2) Department of Justice Appropriations Act, 1999 (Div. A, Sec. 101(B), Title I at 112 Stat. 2681-50); 3) Public Law 107-56, the U.S. Patriot Act of 2001; 4) Public Law 107-296, the Homeland Security Act of 2002; 5) Public Law 108-11, the Wartime Supplemental Appropriations Act of 2003; 6) FY 2003 Omnibus Appropriations Act; 7) the implementing regulations of each Act or Law; 8) The U.S. Department of Homeland Security Fiscal Year 2007 State Homeland Security Grant Program Guidelines and Application Kit available at [http://www.ojp.usdoj.gov/odp/grants\\_programs.htm](http://www.ojp.usdoj.gov/odp/grants_programs.htm); 9) DHS FY FY2007-GE-T7-0048; 10) applicable DHS Information Bulletins; 11) The N.C. Emergency Management Act, Chapter 166A of the North Carolina General Statutes; and, 12) The Sub-grantee further agrees to comply with current federal suspension and debarment regulations pursuant to OMB Circular A-133 which states in pertinent part that "[e]ffective November 26, 2003, when a non-federal entity enters into a covered transaction with an entity at a lower tier, the non-federal entity must verify that the entity is not suspended or debarred or otherwise excluded. SUB-GRANTEE shall be responsible to ensure that it has checked the federal Excluded Parties List System (EPLS) to verify that contractors or subrecipients have not been suspended or debarred from doing business with the federal government."

#### **VI. DUTIES & RESPONSIBILITIES OF THE DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY, DIVISION OF EMERGENCY MANAGEMENT**

Grantee agrees to:

- A. Provide reimbursement to the Sub-grantee for the cost of instructors, rental fees, student travel expenses, training materials, and overtime and backfill costs associated with attendance at approved training courses.

#### **VII. DUTIES AND RESPONSIBILITIES OF THE SUB-GRANTEE**

Sub-grantee agrees to:

- A. Procure instructors, classroom, and provide training materials to students.

B. Ensure instructor credentials for each class. A list of approved instructors can be found at [www.ncrimecontrol.org](http://www.ncrimecontrol.org) under downloads. See Attachment five for additional instructor credentials.

D. Submit invoice(s) requesting reimbursement monthly for item(s) received to the NCEM Training and Exercise Branch Manager, Dianne Benton. Grantee will reimburse Sub-grantee for eligible costs as outlined in the applicable Fiscal Year 07 USDHS Program Guidelines and Application Kits.

E. Complete the procurement (s) process not later than **August 1, 2009**. This MOA will be reviewed **June 30, 2009** to ensure monies are being spent at a rate acceptable. If monies have not been spent, the Grantee reserves the right to terminate the MOA and the Grantee will manage the expenditure of funds to ensure all monies are spent before the end of the grant period, **June 30, 2010**.

F. Provide quarterly progress reports to the NCEM Homeland Security grants manager as described in Attachment 2 by the following dates: 15 May, 15 September and 15 of December, 2008; and 15 March, 15 June, 15 September, 15 December 2009; 15 March, 15 June 2010.

G. Maintain grant management filing system as required in Attachment 4.

H. Comply with the applicable federal statutes, regulations, policies, guidelines and requirements, reporting requirements and certifications as outlined in the applicable USDHS Program Guidelines and Application Kits.

I. Retain all original records pertinent to this MOA for three years from the date of the final Financial Status Report, as outlined in the applicable USDHS Guidelines and Application Kits and the USDHS Financial Management Guide, with the following exception: If any litigation, claim or audit is started before the expiration of the three year period and extends beyond the three year period, the records will be maintained until all litigation, claims or audit findings involving the records have been resolved.

J. The Sub-grantee further agrees to comply with current federal suspension and debarment regulations pursuant to OMB Circular A-133 which states in pertinent part that "[e]ffective November 26, 2003, when a non-federal entity enters into a covered transaction with an entity at a lower tier, the non-federal entity must verify that the entity is not suspended or debarred or otherwise excluded. SUB-GRANTEE shall be responsible to ensure that it has checked the federal Excluded Parties List System (EPLS) to verify that contractors or sub-recipients have not been suspended or debarred from doing business with the federal government."

## VIII. FUNDING AND COMPENSATION

Grantee will reimburse Sub-grantee for the actual eligible costs incurred for the subject of this grant, **not to exceed \$ 7,594.05. (Seven Thousand, Five Hundred Ninety Four Dollars and 05 cents)**. Funds will be provided by the State of North Carolina, Department of Crime Control and Public Safety, Division of Emergency Management. The allocation of funds will be from the USDHS FY 2007 Homeland Security Grant Program.

All terms and conditions of this Agreement are dependent upon and subject to the allocation of funds from USDHS and Grantee for the purposes set forth and the MOA shall automatically terminate if funds cease to be available.

Allowable eligible costs shall be determined in accordance with the applicable federal regulations, including but not limited to, 28 C.F.R. Parts 66, 67, 69 and 70, and the applicable USDHS Program Guidelines and Application Kits available at [http://www.ojp.usdoj.gov/odp/grants\\_programs.htm](http://www.ojp.usdoj.gov/odp/grants_programs.htm), OMB Circulars A-21, A-87, A-122, A-128 and A-133, the USDHS Financial Management Guide available at [http://www.dhs.gov/xlibrary/assets/Grants\\_FinancialManagementGuide.pdf](http://www.dhs.gov/xlibrary/assets/Grants_FinancialManagementGuide.pdf) and the approval of the State Administrative Agent for the State of North Carolina, the Secretary of Crime Control and Public Safety. The applicable USDHS Program Guidelines and Application Kits, include but may not be limited to, the following: Fiscal Year 2007 Homeland Security Grant Program Guidelines.

## **IX. MODIFICATION OF THE AGREEMENT**

Modifications of this agreement must be in writing and upon approval of both parties except as modified by official USDHS Federal Grant Adjustment Notice (GAN).

## **X. PROPERTY**

All property furnished under this agreement shall become the property of the Sub-grantee. The Sub-grantee shall be responsible for the custody and care of any property furnished for use in connection with the performance of this agreement. Grantee will not be held responsible for any equipment purchased by Sub-grantee.

## **XI. COMMUNICATIONS**

To provide consistent and effective communication between the Sub-grantee and the Department of Crime Control and Public Safety, Division of Emergency Management, each party shall appoint a Principal Representative(s) to serve as its central point of contact responsible for coordinating and implementing this MOA. Grantee contacts shall be Mr. H. Douglas Hoell, Jr., Director; Steve Sloan Logistics Section Chief and Dianne Benton Training and Exercise Manager. Sub-grantee Principal Representative shall be Eddie King, Pender County Emergency Management Coordinator.

All confidential information of either party disclosed to the other party in connection with the services provided hereunder will be treated by the receiving party as confidential and restricted in its use to only those uses contemplated by the terms of this Agreement. Any information which is to be treated as confidential must be clearly marked as confidential prior to transmittal to the other party. Neither party shall disclose to third parties the other party's confidential information without written authorization to do so from the other party. Specifically excluded from such confidential treatment shall be information which: (i) as of the date of disclosure and/or delivery, is already known to the party receiving such information; (ii) is or becomes part of the public domain, through no fault of the receiving party; (iii) is lawfully disclosed to the receiving party by a third party who is not obligated to retain such information in confidence; or (iv) is independently developed at the receiving party by someone not privy to the confidential information.

## **XII. SUBCONTRACTING**

If the Sub-grantee subcontracts any or all purchases required under this Agreement, Sub-grantee agrees to include in the subcontract that the subcontractor is bound by the terms and conditions of this MOA. Sub-grantee agrees to include in the subcontract that the subcontractor shall hold Grantee harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this MOA. If Sub-grantee subcontracts a copy of the executed subcontract agreement must be forwarded to the Division of Emergency Management and approval granted prior to the execution of said subcontract. Contractual arrangement shall in no way relieve Sub-grantee of its responsibilities to ensure that all funds issued pursuant to this grant be administered in accordance with all state and federal requirements. Sub-grantee is bound by the terms, conditions and restrictions of the applicable USDHS Program Guidelines and Application Kits referenced herein.

## **XIII. COMPLIANCE WITH THE LAW**

Sub-grantee shall be wholly responsible for the purchases to be made under this MOA and for the supervision of its employees and assistants. Sub-grantee shall be responsible for compliance with all laws, ordinances, codes, rules, regulations, licensing requirements and other regulatory matters that are applicable to the conduct of its business and purchase requirements performed under this MOA, including those of federal requirements and State and local agencies having appropriate jurisdiction and found in applicable USDHS Program Guidelines and Application Kits.

## **XIV. WARRANTY**

Sub-grantee shall hold Grantee harmless for any liability and personal injury that may occur from or in connection with the performance of this MOA to the extent permitted by the North Carolina Tort Claims Act.

## **XV. ANTITRUST LAWS**

This Agreement is entered into in compliance with all State and Federal antitrust laws.

## **XVI. TERMINATION**

**The termination date is June 30, 2010.** This MOA may be terminated upon submission of a 30-day advance written notice of termination.

Upon approval by USDHS and the issuance of the Grant Adjustment Notice, if this MOA is extended, the termination date for the extension will be the date listed in the applicable USDHS Grant Adjustment Notice or as established by the State Administrative Agency whichever is sooner.

If DHS suspends or terminates funding in accordance with 28 C.F.R. §66.43 and the applicable U.S. Department of Homeland Security Program Guidelines and Application Kits, attached and

incorporated by reference herein, Sub-grantee shall reimburse the Division of Emergency Management for said property.

#### **XVII. ENTIRE AGREEMENT**

This Agreement and any exhibits and amendments annexed hereto and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral and written statements or agreements.

#### **XVIII. EXECUTION**

This MOA will become effective upon execution of all parties to the MOA. The date of execution shall be the date of the last signature which shall be that of Mr. Gerald A. Rudisill, Jr., Chief Deputy Secretary, NC Department of Crime Control and Public Safety.

ORIGINAL

CONTRACTING AGENCY  
DIVISION OF EMERGENCY MANAGEMENT  
DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY

BY:   
H. DOUGLAS HOELL, JR., DIRECTOR  
DIVISION OF EMERGENCY MANAGEMENT

DATE: 5-19-08

BY: \_\_\_\_\_  
EDDIE KING  
PENDER COUNTY EMERGENCY MANAGEMENT COORDINATOR

DATE: \_\_\_\_\_

APPROVED AS TO PROCEDURES:

BY: \_\_\_\_\_  
BENNIE AIKEN, CONTROLLER  
DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY

DATE: \_\_\_\_\_

BY:   
MARVIN WATERS, CCPS GENERAL COUNSEL  
REVIEWED FOR THE DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY  
BY MARVIN WATERS, CCPS GENERAL COUNSEL, TO FULFILL THE PURPOSES  
OF THE US DEPARTMENT OF HOMELAND SECURITY GRANT PROGRAMS

DATE: 5-23-08

BY: \_\_\_\_\_  
GERALD A. RUDISILL, JR., Chief DEPUTY SECRETARY  
NORTH CAROLINA DEPARTMENT OF CRIME CONTROL & PUBLIC SAFETY

DATE: \_\_\_\_\_

PREVIOUSLY APPROVED AS TO FORM FOR THE US DEPARTMENT OF HOMELAND SECURITY, STATE  
HOMELAND SECURITY GRANTS, BY THE NORTH CAROLINA DEPARTMENT OF JUSTICE.

## ATTACHMENT ONE

### Allowable expenses: Voluntary Training and Exercise Program

The grant period is January 2008 through September 1, 2010. These monies are to be used to offer train the trainer classes to build instructor cadre throughout the local jurisdiction and State. Listed below are the allowable expenditures:

1. Establishment of, support for, conduct of, and attendance at preparedness training programs within existing training academies/institutions, universities, or junior colleges. Preparedness training programs are defined as those programs related to prevention, protection, response, and or recovery from natural, technical, or manmade catastrophic incidents, supporting one or more Target Capabilities in alignment with National Priorities.
  - a. If possible, every effort should be made to coordinate and facilitate classes with a community college.
2. Overtime and backfill costs associated with attendance at approved training classes.
3. Training in interoperable communications.
4. Training to support regional collaboration, to include non-governmental entities.
5. Travel expenses for students (per diem and motel)

Examples of approved train the trainer classes:

All Emergency Management Certification Courses ,and any Office of Grants and Training approved train the trainer courses (<http://www.ojp.usdoj.gov/odp>). The OG&T courses must be coordinated with the State POC, Bill Chamberlain.

**ATTACHMENT TWO**

**QUARTERLY PROGRESS REPORT  
Subgrantee: County of Pender  
FY07 SHSP – MOA #1121.**

**Funds Expended Prior Quarters:**

**Quarter (list dates):**

**Grant Award: \$7,594.05**

<b>Training classes</b>	<b>Metric (Date, location, Name of class, name of instructor</b>	<b>Current</b>	<b>Funds Expended</b>

Report completed by:

Date submitted:

Submit report quarterly via email to [dbenton@ncem.org](mailto:dbenton@ncem.org). Report due dates are April 15, June 15, September 15, and December 15, 2008. Report due dates for 2009 are April 15, June 15, September 15, and December 15, 2009.

**ATTACHMENT THREE**

**TRAINING CLASS INFORMATION (ROSTER)**

Class Name	Date	Location	Instructor	#of Students

## ATTACHMENT FOUR

### **Required Sub-Grantee File Documentation**

The sub-grantee must maintain a file for each homeland security grant award. The files must be available for review by the North Carolina Emergency Management – Training and Exercise Branch Staff for site visits, project closeout and future audits.

The following documents are required for each grant award:

**Memorandum of Agreement and Supporting Attachments**

**Completed Cost Reports**

**Progress Reports**

**ATTACHMENT FIVE  
INSTRUCTOR CREDENTIALS**

As EMI has eliminated most of their train the trainer courses and they have not been offered within our State we have determined the following guidelines for instructors on the following courses:

G-280 Public Policy in Emergency Management  
G-272 Warning Coordination and Communication  
Damage Assessment  
G-242 Basic Skills in Communication  
G-249 Managing People in Disasters: A Local Perspective  
AWR-160 Terrorism Awareness  
G108 Community Mass Care Management  
HSEEP  
G-270.3 Expedient Flood Training  
G-275 EOC Management and Operations  
G-250.7 Rapid Assessment Workshop  
G-362 Multi Hazards Emergency Planning for Schools  
G-197 Emergency Planning and Special Needs Populations  
G-202 Debris Management  
G408 – Homeland Security Planning for Local Governments  
G-358 Evacuation and Re-entry Planning  
G-250.6 RACES Workshop in Emergency Management: Amateur Radio Resources  
G-393 Mitigation for Emergency Managers  
G-270.5 Managing Through a Disaster  
G-908 State/FEMA Joint Information system  
Citizens Corp. Programs (CERT)  
Severe Weather (Hurricane Planning, Inland Hurricane Planning, Flood Fighting Ops)  
G-288 Donations Management Workshop  
G-305 Risk Analysis  
G-385 Disaster Response and Recovery Operations  
Exercise Design  
Developing Volunteer Resources  
EOC/ICS Interface  
Resource Management

Instructors for the above classes need to have taken the original class and have a certificate for an Instructor Methodology class. As we host train the trainers for the above classes we will add additional instructors to our instructor database on our website [www.nccrimecontrol.org](http://www.nccrimecontrol.org)

**Approved instructor list at [www.nccrimecontrol.org](http://www.nccrimecontrol.org) or resident EMI course**

G-290 Basic Public Information Officer  
G-386 Mass Fatalities  
Managing Search Operations  
Managing the Search Function  
MERRTT

**Staff from NCEM Recovery Branch or resident EMI course**

G-203 Public Assistance Program Applicant Workshop

**Resident Class at EMI or through curriculum instructor at community college or instructor with applicable experience**

G-278 Benefit Costs Analysis  
Advanced PIO

**Resident Class at CDP, Anniston, AL (Class, travel, & per diem provided by DHS)**

PER-266 DHS Instructor Methodology

**Continuing Ed class at Community College**

Hazardous Materials Operations

ATTACHMENT SIX  
WEBFORMS



North Carolina Division of Emergency Management  
REPORT OF FEDERAL TRAINING (WebFORMS)



This form is utilized to report any training conducted at the municipality, county, regional, tribal, or state level utilizing Department of Homeland Security funds.

Sponsoring Jurisdiction:

Total Cost:

Grant Program:

Grant Year:

Number of People Trained (by Category)

Law Enforcement:	<input type="text"/>	Public Works:	<input type="text"/>
Emergency Medical Services:	<input type="text"/>	Government Administrative:	<input type="text"/>
Emergency Management Agency:	<input type="text"/>	Public Safety Communications:	<input type="text"/>
Fire Service:	<input type="text"/>	Health Care:	<input type="text"/>
Hazardous Materials:	<input type="text"/>	Public Health:	<input type="text"/>
Other:	<input type="text"/>	TOTAL STUDENTS:	0

Course Information

Start Date:  End Date:

Federal Course ID #:

Course Title:

Course Description:

Mission Area:

Level of Training:

Complete this form and fax it to the NCEM Training & Exercise Group at (919) 733-6327.

The above attachment number six is the webform page. Department of Homeland Security requires that this form be filled out for any trainings conducted using Federal Funds. Please fill this form out for each class and include with each monthly cost report. Below is an example of a completed webform.



**North Carolina Division of Emergency Management  
REPORT OF FEDERAL TRAINING (WebFORMS)**



This form is utilized to report any training conducted at the municipality, county, regional, tribal, or state level utilizing Department of Homeland Security funds.

**Sponsoring Jurisdiction:** Brunswick County or if subgrant to CC Brunswick Community College

**Total Cost:** \$1,800.00

**Grant Program:** SHSP

**Grant Year:** - SELECT ONE -

**Number of People Trained (by Category)**

<b>Law Enforcement:</b>	<input type="text" value="6"/>	<b>Public Works:</b>	<input type="text" value="4"/>
<b>Emergency Medical Services:</b>	<input type="text" value="7"/>	<b>Government Administrative:</b>	<input type="text"/>
<b>Emergency Management Agency:</b>	<input type="text" value="8"/>	<b>Public Safety Communications:</b>	<input type="text"/>
<b>Fire Service:</b>	<input type="text" value="2"/>	<b>Health Care:</b>	<input type="text"/>
<b>Hazardous Materials:</b>	<input type="text"/>	<b>Public Health:</b>	<input type="text" value="5"/>
<b>Other:</b>	<input type="text"/>	<b>TOTAL STUDENTS:</b>	32

**Course Information**

**Start Date:**  **End Date:**

**Federal Course ID #:**

**Course Title:**

**Course Description:**

**Mission Area:**

**Level of Training:**

Complete this form and fax it to the NCEM Training & Exercise Group at (919) 733-6327.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE COUNTY OF PENDER AND  
CAPE FEAR COMMUNITY COLLEGE**

In order to efficiently use the FY07 State Homeland Security Program, Train-the-Trainer training funds in Cost Center 1520-030, PC 513 the County of Pender would like for Cape Fear Community College to manage these funds.

Cape Fear Community College will use the training funds in the amount of \$7,594.05 for the purpose of organizing, scheduling, and holding sanctioned train-the-trainer courses at various locations for first responders throughout North Carolina. All training courses coordinated by Cape Fear Community College will be conducted according to the attached FY2007 Training guidelines and as outline in the original MOA #1122 between North Carolina Emergency Management and Pender County (Copy of original MOA is attached)

By: \_\_\_\_\_  
Paul Parker, Interim County Manager, County of Pender

By: \_\_\_\_\_  
Authorized Signature, Cape Fear Community College

By: \_\_\_\_\_  
Steve Sloan, Logistics Section Chief  
North Carolina Division of Emergency Management

**ATTACHMENT SEVEN  
EXAMPLE OF MEMORANDUM OF UNDERSTANDING  
SUBCONTRACT TO COMMUNITY COLLEGE FORM**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE COUNTY OF \_\_\_\_\_ AND  
\_\_\_\_\_ COMMUNITY COLLEGE**

In order to efficiently use the FY07 State Homeland Security Program, VTEP (Voluntary Training and Enhancement Program) training funds in Cost Center 1520-030, PC 511 the county of \_\_\_\_\_ would like the \_\_\_\_\_ Community College to manage these funds.

\_\_\_\_\_ Community College will use the training funds in the amount of \$7,594.05 for the purpose of organizing, scheduling, and holding sanctioned train the trainer courses at various locations for first responders throughout North Carolina. All training courses coordinated by \_\_\_\_\_ Community College will be conducted according to the attached FY2007 Training guidelines and as outlined in the original MOA #1121 between North Carolina Emergency Management and \_\_\_\_\_ county. (Copy of original MOA is attached)

By: \_\_\_\_\_  
COUNTY OF \_\_\_\_\_ AUTHORIZED SIGNATURE

By: \_\_\_\_\_  
AUTHORIZED SIGNATURE \_\_\_\_\_ COMMUNITY COLLEGE

By: \_\_\_\_\_  
STEVE SLOAN  
LOGISTICS SECTION CHIEF