

## OMB Granicus Review

<b>Granicus Title</b>	Memorandum of Agreement and Cost Sign-Off Document to reimburse U.S. Customs and Border Protection for costs of technology and equipment at the St. Pete-Clearwater International Airport.				
<b>Granicus ID#</b>	23-0797A	<b>Reference #</b>	N/A	<b>Date</b>	05/19/2023

**Mark all Applicable Boxes:**

Type of Review									
CIP		Grant		Other	X	Revenue		Project	

**Fiscal Information:**

<b>New Contract (Y/N)</b>	Y	<b>Original Amount</b>	\$ 245,506.50
<b>Fund(s)</b>	4001	<b>Amount of Change (+/-)</b>	N/A
<b>Cost Center(s)</b>	421011	<b>Total Amount</b>	\$ 245,506.50
<b>Program(s)</b>	2027	<b>Amount Available (FY23)</b>	\$ 0.00
<b>Account(s)</b>	5810001	<b>Included in Applicable Budget? (Y/N)</b>	N
<b>Fiscal Year(s)</b>	FY24 – FY28		

### Description & Comments

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

**Summary**

Airport is requesting the approval of a Memorandum of Agreement (MOA) and Cost Sign-Off (CSO) document to reimburse U.S. Customs and Border Protection (CBP) for costs of technology and equipment necessary for the performance of Federal Inspections Services (FIS) at the St. Pete-Clearwater International Airport (PIE).

The first MOA and CSO were issued and signed in 2018 (18-456A), and PIE is due to execute new versions. The 2018 agreement had a onetime equipment cost of \$496,613.00 and an annual cost of \$18,000.00. The proposed costs for new equipment are estimated to be \$245,506.50 in FY24, which is \$251,106.50, or 50.6% less than the 2018 agreement due to less equipment being needed this time. This agreement will also have an annual cost of \$19,710.00 over the next four years, which is \$1,710.00, or 9.5% more annually than 2018's agreement cost. Approval of the MOA and CSO will not impact PIE's FY23 Approved Budget, but is included as a decision package in the FY24 budget (Auto-724 Customs Technology Refresh and new MOA and Cost-Sign Off Document).

**Analyst: Shane Kunze**

**Ok to Sign:**

### Instructions/Checklist

1. Upon receipt of a request for review and notification in Granicus, review the Agenda and document for language and accuracy. Make sure there are available funds, the dept. is not overextending itself, was it planned, etc.
2. Use the Staff Report section to give a summary of the contract and include your thoughts and pertinent information.
3. Complete the form above using the Granicus attachments and the County's accounting & budgeting systems (i.e., OPUS, Chart of Accounts, Questica Budget Software).
4. Include a statement in both the Fiscal Impact section of the Staff Report and the Granicus Review form to indicate if the activity is planned in the current budget.
  - a. Sample language: **"The (contract, agreement, MOU, activity, etc.) is included in the FY23 Adopted Budget and the preliminary FY24 budget submission from the department. The annual amount**

**expected to be spent on the (contract, agreement, MOU, activity, etc.) is approximately the same as has been spent in most recent years (or is \_\_\_\_ percent higher or lower due to\_\_\_\_)”.**

5. Save the form with the following naming convention:
  - a. **OMB.Review\_XX-XXXX\_Department\_Subject\_Date**
  - b. (e.g., OMB Review\_22-529A\_PW\_Sidewalk\_28-DEC-2022).
6. Upload to Granicus as a numbered attachment.
  - a. Upload a copy of the Granicus review into the appropriate department review folder on SharePoint. (OMB/OMB Document Library/GRANICUS.RVW).