

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: January 12, 2021

CAO File No. 0220-03695-0269

Council File No. 20-1301

Council District: --

To: The Mayor and Council

From: Richard H. Llewellyn, Jr., City Administrative Officer 

Reference: Transmittal from the Emergency Management Department dated October 8, 2020; supplemental information received November 25, 2020

Subject: **ACCEPTANCE OF THE FISCAL YEAR 2019 EMERGENCY MANAGEMENT PERFORMANCE GRANT**

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the General Manager of the Emergency Management Department (EMD), or designee to:
 - a. Retroactively apply for and accept the Fiscal Year 2019 Emergency Management Performance Grant (EMPG) in the amount of \$643,681 from the Department of Homeland Security, Federal Emergency Management Agency for the period of July 1, 2019 through June 30, 2021;
 - b. Execute the subrecipient agreement, included as an attachment to the EMD's transmittal, between the City of Los Angeles and the County of Los Angeles, in the amount of \$643,681 for a term of July 1, 2019 through June 30, 2021, subject to the approval of the City Attorney as to form;
 - c. Submit grant reimbursement requests to the grantor and deposit the grant receipts into the Emergency Operations Fund No. 392, Department No. 34, Revenue Source Code 3684, Other Federal Grants;
 - d. Spend up to the total grant amount of \$643,681 in accordance with the grant award agreement;
 - e. Prepare Controller instructions for any technical adjustments as necessary to implement Mayor and Council intentions, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

2. Authorize the Controller to:

- a. Receive and appropriate \$643,681 to the Emergency Operations Fund No. 392, Department No. 34, Revenue Source Code 3684, Other Federal Grants, for the disbursement of the Fiscal Year 2019 EMPG funds; and,
- b. Increase/decrease appropriations up to \$643,681 within the Emergency Operations Fund No. 392, Department No. 34, as follows:

Account No. 343040	Contractual Services	\$	248,678
Account No. 346010	Office and Administrative	\$	164,003
Account No. 347300	Furniture, Office and Tech Equipment	\$	40,000
Account No. 347340	Transportation Equipment	\$	191,000

SUMMARY

The Emergency Management Department (EMD) is seeking retroactive approval to apply for and accept a \$643,681 grant award for the 2019 Emergency Management Performance Grant (EMPG) from Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) for the period of July 1, 2019 through June 30, 2021. The EMD also requests authority to execute a subrecipient agreement with the County of Los Angeles to receive the City’s portion of the EMPG. The EMPG is a reimbursement-based grant and requires a dollar-for-dollar match that the City will meet through emergency management expenses supported by the General Fund and the Emergency Operations Fund (EOF). Receipt of the EMPG funds will be reflected as revenue in the Emergency Operations Board budget.

The purpose of the EMPG is to sustain and improve comprehensive emergency management programs at the state, tribal, and local levels from all man-made and natural disasters through the prevention, mitigation, response, and recovery of all-hazards events. The EMPG is provided by the DHS through FEMA to the California Office of Emergency Services (Cal OES), who then distributes the EMPG to counties on a baseline plus per capita basis. As a subrecipient, the County of Los Angeles distributes funding following a similar formula. The City of Los Angeles, designated as Disaster Management Area H, will receive approximately 40-percent of the County's grant allocation, which is equivalent to \$643,681 for the Fiscal Year 2019 EMPG.

Historically, the grant performance period for the EMPG covered a one-year time period. Beginning this 2019 EMPG fiscal year cycle, the EMPG will have a two-year performance period with annual solicitations. Additionally, the EMPG requires a dollar-for-dollar match from the City, which is responsible for demonstrating expenses matching the current grant allocation of \$643,681. The grant qualifies salaries, equipment, and other expenses related to emergency management as allowable match contributions. Eligible costs must be completed within the grant performance period of July 1, 2019 through June 30, 2021. The EMD has been meeting the match requirement through program expenditures from the Emergency Operations Fund, the EMD staff salaries, and staff salaries from other City departments with emergency management functions.

Additional information on the positions and allowable expenses to meet the match requirement is provided below in Table 1. An excess of matching funds has been identified by the EMD to ensure

that contingencies are available should any items be disqualified by the grantor. In previous years, the grant supported staff salary costs for four EMD Emergency Management Coordinator positions. In this 2019 EMPG fiscal year, grant funding will support primarily equipment purchases and other services, as detailed below in Table 2. The equipment items include the acquisition of two fully-equipped Rapid Response Vehicles for use by EMD Duty Officers, and the installation of a new Video Wall system for the EOC.

Table 1 – 2019 EMPG Match Summary

Department of Building and Safety	Amount
Emergency Management Coordinator I (1 position)	\$ 38,410.84
Department of Public Works – Bureau of Engineering	
Emergency Management Coordinator I (1 position)	38,410.84
Department of Recreation and Parks	
Emergency Management Coordinator I (1 position)	38,410.84
Emergency Management Department	
Emergency Management Coordinator I (8 position)	307,286.78
EOC Video Wall Enhancement - Labor	300,714.00
Total	\$ 723,233.30

Table 2 – 2019 EMPG Expense Summary

Emergency Management Department	Amount
EOC Video Wall Enhancement – Equipment	\$ 248,678.00
Rapid Response Vehicles	191,000.00
Meals Ready to Eat	20,000.00
Laptops	40,000.00
NC4 License	4,842.00
Notify LA License	117,443.00
Satellite Phone Service	5,500.00
EOC Satellite Cable Service	1,723.00
Cell Phone Service	14,495.00
Total	\$ 643,681.00

All subrecipients of the EMPG within the County of Los Angeles are required to have a subrecipient agreement. The General Manager of the EMD is the Designated Applicant Agent for the City of Los Angeles for this grant program and as such, is responsible for ensuring all grant and contracting requirements are met.

FISCAL IMPACT STATEMENT

Approval of the recommendations within this report will allow for the expenditure of the Fiscal Year 2019 Emergency Management Performance Grant (EMPG) award totaling \$643,681. The grant will provide support for the City's emergency management programs and operations. It should be noted that in prior years, receipt of the EMPG grant funds have been recognized as revenue utilized to reimburse the General Fund for EMD staff salary costs funded in its base budget. Since the 2019 EMPG grant has transitioned to a two-year grant performance period, and given the equipment and expense reimbursement process, the anticipated revenue of \$643,681 will not be realized during Fiscal Year (FY) 2020-21 and will therefore be recognized in FY 2021-22.

FINANCIAL POLICIES STATEMENT

The recommendations provided in this report are in compliance with the City's Financial Policies in that one-time grant funding will be utilized for grant-eligible program expenditures to support emergency preparedness initiatives.

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