

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: May 14, 2025

CAO File No. 0220-03695-0312

Council File No. --

Council District: All

To: The Mayor and Council

From: Matthew W. Szabo, City Administrative Officer 

Reference: Draft Transmittal from the Emergency Management Department

Subject: **ACCEPTANCE OF THE FISCAL YEAR 2023 EMERGENCY MANAGEMENT PERFORMANCE GRANT**

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### 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 2023 Emergency Management Performance Grant (EMPG) in the amount of \$594,998 from the Department of Homeland Security, Federal Emergency Management Agency for the period of July 1, 2023 through June 30, 2025 to support emergency management salary expenses;
  - b. Execute the subrecipient agreement for Fiscal Year 2023 EMPG between the City of Los Angeles and the County of Los Angeles, to receive grant funding in the amount of \$594,998 for a term of July 1, 2023 through April 30, 2025, subject to the approval of the City Attorney as to form;
  - c. Identify spending up to the total grant amount of \$594,998 in accordance with the grant award agreement and performance period;
  - d. Submit grant reimbursement requests to the County of Los Angeles and deposit the grant receipts into the General Fund, Department No. 35, Revenue Source Code 3684, Other Federal Grants;

## SUMMARY

The Emergency Management Department (EMD) is seeking retroactive approval to apply for and accept a \$594,998 grant award for the 2023 Emergency Management Performance Grant (EMPG) from the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) for the period of July 1, 2023 through June 30, 2025. 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. This agreement has a term of July 1, 2023 through April 30, 2025, though the reimbursement claims are submitted for expenses through June 30, 2025. The EMPG is a reimbursement-based grant and requires a dollar-for-dollar match that the City meets through emergency management expenses supported by the General Fund. Receipt of the EMPG funds will be reflected as revenue in the General Fund.

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 from the Fiscal Year 2023 EMPG, which is equivalent to \$594,998.

The EMPG requires a dollar-for-dollar match of indirect expenditures from the City, which is responsible for demonstrating expenses matching the current grant allocation of \$594,998. The grant qualifies salaries, equipment, and other expenses related to emergency management as allowable match contributions. Eligible costs have been completed within the grant performance period of July 1, 2023 through June 30, 2025. Historically, the EMD has met the match through program expenditures from the Emergency Operations Fund, EMD staff salaries, and staff salaries from other City departments with emergency management functions.

For the Fiscal Year 2023 EMPG, grant funding will reimburse direct and indirect salary costs, as detailed in the table below. Expenditures in excess of matching fund requirements have been identified by the EMD in Table 2 to ensure that contingencies are available should any items be disqualified by the County. Additional information on the positions and allowable expenses to meet the match requirement is discussed below the tables.

**Table 1: Direct Expenses Summary (July 1, 2023 through June 30, 2025)**

<b>2023 EMPG Direct Expenses</b>	
<b>Emergency Management Department</b>	<b>Amount</b>
Emergency Management Coordinator II (4 positions)	\$ 425,407.92
Emergency Management Coordinator I (6 positions)	339,634.90
<b>2023 EMPG Total</b>	<b>\$ 765,042.82</b>

**Table 2: Indirect (Match) Expenses Summary (July 1, 2023 through June 30, 2025)**

<b>2023 EMPG Indirect (Match) Expenses</b>	
<b>Emergency Management Department</b>	
EMD General Manager (1 position)	\$ 59,212.47
EMD Assistant General Manager (1 position)	44,734.80
Emergency Management Coordinator I (3 positions)	181,947.27
Principal Project Coordinator (1 position)	32,733.69
Senior Project Coordinator - Grant Administrator (1 position)	55,294.12
Administrative Intern I (6 positions)	70,918.38
<b>Emergency Operations Fund</b>	
User fees – Veoci (Emergency Situational Awareness Software)	90,467.80
User fees – Everbridge (Critical Incident Operational Response Software)	445,495.71
<b>2023 EMPG Total</b>	<b>\$ 980,804.24</b>

All subrecipients of the EMPG within the County of Los Angeles are required to have a subrecipient agreement. The County has received the EMPG funding and confirmed that reimbursements of \$594,998 will be made for this retroactive 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**

Acceptance of the Fiscal Year 2023 Emergency Management Performance Grant (EMPG) will increase the receipts in the 2024-25 Fiscal Year in the amount of \$594,998. The receipt of this grant has previously been anticipated to be realized in the 2025-2026 Fiscal Year.

## **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.