File No. 120438 Committee Item No. 1
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Sub-Committee **Date** May 9, 2012

Board of Supervisors Meeting **Date** _____

Cmte	Board	
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☐	☐	Form 126 – Ethics Commission
☒	☐	Award Letter
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OTHER (Use back side if additional space is needed)

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Completed by: Victor Young **Date** May 4, 2012
Completed by: Victor Young **Date** _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages.
The complete document can be found in the file.

[Accept and Expend Grant - California Volunteers - $125,000]

Resolution authorizing the Department of Emergency Management to retroactively accept and expend a grant in the amount of $125,000 from California Volunteers to recruit and train Disaster Corps volunteers.

WHEREAS, The City and County of San Francisco (City) has participated in federal and state emergency management grant programs since their inception, and deems participation in those programs to be vital to addressing the City's disaster preparedness needs; and

WHEREAS, California Volunteers is the state office that manages programs and initiatives aimed at increasing the number of Californians engaged in service and volunteering. This agency administers the Disaster Corps Grant, which provides funding for: volunteer management, First Aid and CPR training, supplies, equipment, volunteer training, exercises, and planning; and

WHEREAS, California Volunteers has awarded the City $125,000 in 2012 Disaster Corps Grant funds; and

WHEREAS, The grant will enable the City to recruit and train Disaster Corps volunteers, continue to employ a Volunteer Coordinator to assist with recruitment, training, and supervision of Disaster Corps candidates and volunteers, finalize the Volunteer Management Annex to the City's Emergency Response Plan, and update Emergency Volunteer Center plans; and

WHEREAS, The grant terms prohibit including indirect costs in the grant budget; now, therefore, be it

RESOLVED, That the Board of Supervisors hereby authorizes the Department of Emergency Management (DEM) to accept and expend $125,000 in grant funds from California Volunteers, a state agency; and be it

FURTHER RESOLVED, That the grant does not include any provisions for indirect costs, and indirect costs are hereby waived; and be it

FURTHER RESOLVED, That the DEM Executive Director, or designee, is further authorized to furnish whatever additional information or assurances that California Volunteers may request in connection with this grant, to execute any and all agreements or other documents, and to take any other steps necessary to accept, distribute and expend the grant funds.

Recommended:

Department Head

Approved: _____

Mayor

Approved: _____

Controller

Department of Emergency Management

1011 Turk Street, San Francisco, CA 94102

Division of Emergency Communications
Phone: (415) 558-3800 Fax: (415) 558-3843

Division of Emergency Services
Phone: (415) 487-5000 Fax: (415) 487-5043

Edwin M. Lee
Mayor

SFDEM
SAN FRANCISCO DEPARTMENT OF EMERGENCY MANAGEMENT

Anne Kronenberg
Executive Director

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Amiee Alden, Executive Assistant for Policy and Legislation

DATE: April 20, 2012

SUBJECT: Accept and Expend Resolution for Subject Grant

GRANT TITLE: California Volunteers

Attached please find the original and 4 copies of each of the following:

X___ Proposed grant resolution; original signed by Department, Mayor, Controller

X___ Grant information form, including disability checklist

X___ Grant budget

X___ Grant application

X___ Grant award letter from funding agency

N/A___Ethics Form 126 (if applicable)

N/A___ Contracts, Leases/Agreements (if applicable)

___ Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Amiee Alden Phone: 415-558-3803

Interoffice Mail Address: DEM, 1011 Turk Street

Certified copy required Yes ☐ No ☒

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: California Volunteers

2. Department: Emergency Management

3. Contact Person: Amiee Alden Telephone: 415-558-3803

4. Grant Approval Status (check one):

[X] Approved by funding agency [ ] Not yet approved

5. Amount of Grant Funding Approved or Applied for: $125,000

6a. Matching Funds Required: $ 0
b. Source(s) of matching funds (if applicable): N/A

7a. Grant Source Agency: California Volunteers
b. Grant Pass-Through Agency (if applicable): N/A

8. Proposed Grant Project Summary: Grant funding will permit the City and County of San Francisco (City) to recruit and train 50 Disaster Corps volunteers. It will also allow the City to continue to employ a Volunteer Coordinator to assist with recruitment, training, and supervision of Disaster Corps candidates and volunteers. The Volunteer Coordinator will also serve in the Emergency Operations Center to assist with coordinating volunteer resources in disasters. In addition, funding will enable finalization of the Volunteer Management Annex to the City's Emergency Response Plan, as well as updating of Emergency Volunteer Center plans.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: May 1, 2012 End-Date: February 28, 2013

10a. Amount budgeted for contractual services: $0

b. Will contractual services be put out to bid? no

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?

d. Is this likely to be a one-time or ongoing request for contracting out?

11a. Does the budget include indirect costs? [ ] Yes [X] No

b1. If yes, how much? $
b2. How was the amount calculated?

c1. If no, why are indirect costs not included?
[X] Not allowed by granting agency [ ] To maximize use of grant funds on direct services
[ ] Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs?

12. Any other significant grant requirements or comments:

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

[X] Existing Site(s) [X] Existing Structure(s) [X] Existing Program(s) or Service(s)
[ ] Rehabilitated Site(s) [ ] Rehabilitated Structure(s) [ ] New Program(s) or Service(s)
[ ] New Site(s) [ ] New Structure(s)

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Anne Kronenberg
(Name)

Executive Director
(Title)

Date Reviewed: 4-27-12 (Signature Required)

Department Head or Designee Approval of Grant Information Form:

Anne Kronenberg
(Name)

Executive Director
(Title)

Date Reviewed: 4-27-12 (Signature Required)

STATE OF CALIFORNIA
STANDARD AGREEMENT
STD 213 (Rev 06/03)

AGREEMENT NUMBER
DVP03Y2-04
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME
OPR / CaliforniaVolunteers

CONTRACTOR'S NAME
San Francisco Department of Emergency Management

2. The term of this Agreement is: May 1, 2012 through February 28, 2013

3. The maximum amount of this Agreement is: **$125,000.00**
One Hundred Twenty-Five Thousand Dollars and 00/100

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	8 pages
Attachment 1 – Volunteer Coordinator Duty Statement	1 page
Exhibit B – Payment Provisions and Budget Detail	1 page
Exhibit C* – General Terms and Conditions	GTC 610
www.ols.dgs.ca.gov/Standard+Language	
Exhibit D – Special Terms and Conditions (Attached hereto as part of this agreement)	8 pages
Exhibit E – Standard Assurances and Certifications (Attached hereto as part of this agreement)	12 pages
Exhibit F* – Homeland Security Grant Program	
http://www.fema.gov/pdf/government/grant/hsgp/fy09_hsgp_guidance.pdf	
Exhibit G* - FY 2010 HSGP Supplemental Guidance	
http://www.calema.ca.gov/EMS-HS-HazMat/Documents/HSGP/10/FY10HSGPSupplementGuidance.pdf	

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		***California Department of General Services Use Only***
CONTRACTOR'S NAME *(if other than an individual, state whether a corporation, partnership, etc.)* San Francisco Department of Emergency Management		
BY *(Authorized Signature)* ✍	DATE SIGNED *(Do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING Bijan Karimi, Emergency Services Manager		
ADDRESS 30 Van Ness Avenue, Suite 3300, San Francisco, CA 94102		
STATE OF CALIFORNIA		
AGENCY NAME CaliforniaVolunteers		
BY *(Authorized Signature)* ✍	DATE SIGNED *(Do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING Karen Baker, Secretary of Service and Volunteering		☐ Exempt per:
ADDRESS 770 L Street, Suite 1160, Sacramento, CA 95814		

Disaster Corps RFA Phase II Grant Application
Applicant: San Francisco

Applicant Checklist			
	Item	**When Required**	**✓ Included**
1	Table of Contents	Due with application	✓
2	Application Cover Sheet	Due with application	✓
3	Project Narrative	Due with application	✓
4	Budget Forms	Due with application	✓
5	Duty Statement	Due with application	✓
6	Grant Assurances and Certification	Due before grant contract is signed	
7	OA Designation Documentation	Due with application	✓
8	Letter in Lieu of Board Resolution • *A letter stating the date that the voting item will be calendared can be provided in lieu of the completed resolution <u>for purposes of submitting this application</u>.* • *A completed Governing Body Resolution must be submitted before the grant contract is signed.*	Resolution **OR** Letter	Letter ✓ Resolution: To be signed by Mayor by March 20, 2012
9	Signature Authority Form	Due before grant contract is signed	

** Complete copy of document is located in

File No. 120438