



London Breed
Mayor

Department of Emergency Management

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Mary Ellen Carroll
Executive Director

To: Angela Calvillo, Clerk of the Board of Supervisors

From: Mary Ellen Carroll
Executive Director, Department of Emergency Management

Date: January 8, 2020

Re: **Ordinance to Accept and Expend 2019 Regional Catastrophic Preparedness Grant Program (RCPGP) Award and amend Annual Salary Ordinance (ASO)**

The Department of Emergency Management is pleased to present the following Grant Report in summary of the above-referenced item submitted by the Department of Emergency Management.

Legislation For Approval:

The proposed ordinance seeks the Board of Supervisors' approval for the acceptance (retroactive) and expenditure of \$1,406,550 from the United States Department of Homeland Security (DHS), to support an integrated planning system for the development of necessary plans, protocols, and procedures to manage a catastrophic event. It further seeks to amend the Annual Salary Ordinance for Fiscal Years 2019-2020 and 2020-2021 to add two (2) part time FTEs- one (1) .30 Class 0931 and one (1) .75 FTE Class 1823.

Departments:

Department of Emergency Management (DEM). Expenditures benefiting San Francisco, the cities of Oakland and San Jose and the Counties of Alameda, Contra Costa, Marin, Monterey, Napa, San Benito, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma.

DEM serves as the fiscal agent for the Bay Area UASI, which is administering the grant for the Bay Area region. DEM would be authorized to accept and expend these grant funds on behalf of the 12 Bay Area counties and 3 core cities of San Francisco, San Jose, and Oakland, and to receive grant reimbursements for expenses incurred on behalf of the region.

As the Fiscal Agent, DEM is responsible for administering the grant and ensuring that grant funds are spent according to the programmatic and financial guidelines.

Amount: \$1,406,550

Grant Period: October 1, 2019 through September 30, 2022

Retroactivity: The Accept and Expend Legislation requests retroactive approval because the Federal Grant period commenced before the legislation was introduced. No grant funds will be encumbered or expended until the Board of Supervisors approves the Accept and Expend legislation.

Source of funds: U.S. Department of Homeland Security (DHS)

Required Match: Match not required

Indirect Costs: The legislation waives indirect costs in order to maximize the use of available grant funds.

Description: The proposed ordinance authorizes the Department of Emergency Management (DEM) to accept and expend \$1,406,550 in federal grant funding from the FY 2019 Regional Catastrophic Preparedness Grant Program (Agreement # EMF-2019-GR-00008-S01)), issued by DHS.

Budget: The summary budget by activity for the subject grant is as follows:

(1) **Contracts/Consultants:** \$ 885,269

Contractors will be engaged to identify 70 Commodity Points of Distribution (CPOD) sites, develop resource estimates and distribution plans, and create planning tools for emergency management agencies within the 12 Bay Area counties. Contractors will also plan and conduct C-POD Manager Training and Logistics Training as well as conduct a Logistics and Supply Chain exercise for the entire 12 county region.

(2) **Personnel:** \$ 445,954

The budgeted amount has been allocated for the purpose of hiring part-time personnel within the Department of Emergency Management to oversee and manage the development of the plans, procedures, training, and exercises. The planned personnel are allocated as follows: one (1) part time manager and one (1) part time

administrative specialist. The proposed amendment to the Annual Salary Ordinance (ASO) will fund these part time positions for the period of January 2019 - June 30, 2020 and subsequently these positions would be included in the FY 2021- FY 2023 ASO.

(3) **Travel:** \$ 5,000
A \$5,000 travel budget is included in the approved funding.

(4) **Management and Administration:** \$ 70,327
Management and Administration expenses include UASI line item office expenses, and leases. The amount budgeted reflects 5% of the grant, which is the maximum allowable under the guidelines.

TOTAL Budget: **\$1,406,550**