



Edwin M. Lee  
Mayor

**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



Anne Kronenberg  
Executive Director

**To:** Angela Calvillo, Clerk of the Board of Supervisors

**From:** Anne Kronenberg  
Executive Director, Department of Emergency Management

**Date:** April 19, 2012

**Re:** **Resolution to Accept and Expend 2011 Regional Catastrophic Preparedness Grant Program (RCPGP) Award**

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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 resolution seeks the Board of Supervisors' approval for the acceptance (retroactive) and expenditure of \$1,709,301 (federal share \$1,281,976, applicant share \$427,325) from the United States Department of Homeland Security (DHS), through the California Emergency Management Agency (CalEMA), to support regional exercises.

**Departments:**

**Department of Emergency Management (DEM).** Expenditures benefiting the City and County of 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, ensuring that the grant funds are spent according to the grant guidelines, and ensuring that each of the Bay Area counties and

cities that may receive a portion of these grant funds adhere to the grant eligibility and financial guidelines.

Each sub-recipient county or city that participates in this grant will be required to enter into a grant MOU with DEM that outlines their obligation under the grant allocation, including requirements for match, contracting and procurement, record keeping, and adherence to federal grant assurances.

**Amount:** \$1,281,976

**Grant Period:** July 1, 2011 through March 31, 2014

**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) through the California Emergency Management Agency (CalEMA)

**Required Match:** 25 % (\$427,325). All counties and cities will provide the proportionate share of the grant match, either in kind or cash prior to their requests for reimbursement being granted by the fiscal agent

**Indirect Costs:** The proposed resolution waives indirect costs, because the grant program does not allow the charging of indirect costs.

**Description:** The proposed resolution authorizes the Department of Emergency Management (DEM) to accept and expend \$1,281,976 in federal grant funding from the FY 2011 Regional Catastrophic Preparedness Grant Program (Grant Number #2011-0013, OES ID#075-95017), issued by DHS, through CalEMA. The grant requires a 25 percent applicant match in the amount of \$427,325 to fund regional exercises.

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

(1) **Exercises:** \$1,217,877

The budgeted amount has been allocated for the purpose of conducting regional exercises to test the validity of plans

developed during the FY 07/08, FY 09, and FY 10 RCPGP Grant cycles.

**(2) Management and Administration:** **\$64,099**

Management and Administration expenses include UASI line item office expenses, grants management, Controller's Accounting, City Attorney, office and equipment maintenance and leases. The amount budgeted reflects 5% of the cash grant, which is the maximum allowable under the guidelines.

**TOTAL Budget:** **\$1,281,976**