



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: May 4, 2020

Re: **Ordinance to Accept and Expend 2019 Securing the Cities Program Grant 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 \$2,000,000 from the United States Department of Homeland Security (DHS), to develop a program that reduces the risk of a successful deployment of a weapon of mass destruction or the movement of materials into major metropolitan areas and regions of the nation. It further seeks to amend the Annual Salary Ordinance for Fiscal Years 2019-2020 and 2020-2021 to add four (4) FTEs- one (1) Class 0932, one (1) Class 0931, one (1) Class 1823, and one (1) Class 8601.

Departments:

Department of Emergency Management (DEM). Expenditures will benefit the 12 counties of the Bay Area UASI and all California counties from the Oregon border on the north to Monterey, Kings, Tulare, and Inyo Counties on the south, from the Pacific Ocean on the west to the Nevada border on the east. It also includes Washoe County in Nevada (collectively known as the "partner jurisdictions").

DEM serves as the fiscal agent for the Bay Area UASI, which is administering the grant for the Bay Area region and the wider Northern CA STC region. DEM would be authorized to accept and expend these grant funds on behalf of the partner jurisdictions to receive grant reimbursements for expenses incurred on behalf of the Northern CA 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: \$2,000,000

Grant Period: March 4, 2020 through October 30, 2020

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 \$2,000,000 in federal grant funding from the FY 2019 Securing the Cities Grant Program (Agreement # 20CWDSTC000050-01-00), issued by DHS.

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

(1) **Contracts/Consultants:** \$1,449,635

Contractors will be engaged in the following tasks: conducting a regional Gap Analysis, creating Alarm Sharing / Data Collection databases and tools, conducting Land / Maritime ConOps Outreach, conducting stakeholder meetings, developing an STC Website and migrating data to the new site, and planning for and conducting a regional stakeholder conference.

(2) **Personnel:** \$ 445,261

The budgeted amount has been allocated for the purpose of hiring personnel within the Department of Emergency Management to oversee and manage the development of the STC program. The planned personnel are allocated as follows: one (1) STC program manager, one (1) Chemical

Biological Radiological Nuclear Explosive (CBRNE) Regional Project Manager, one (1) financial specialist and one (1) administrative specialist. The proposed amendment to the Annual Salary Ordinance (AS) will fund these positions until June 30, 2020 and subsequently these positions will be included in the FY 2021- FY 2023 ASO.

(3) **Travel:** \$ 24,944
A \$24,944 travel budget is included in the approved funding.

(4) **Supplies:** \$ 31,000
A \$31,000 supplies budget is included in the approved funding.

(5) **Other- rent:** \$ 49,160
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: **\$2,000,000**