



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 18, 2022

**Re:** **Ordinance to Accept and Expend 2021 Targeted Violence and Terrorism Prevention Grant Award and amend Annual Salary Ordinance (ASO)**

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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 ordinance seeks the Board of Supervisors' approval for the acceptance (retroactive) and expenditure of \$1,060,924 in Targeted Violence and Terrorism Prevention grant funds from the United States Department of Homeland Security (DHS), to develop a program to implement local prevention frameworks and explore innovative approaches to preventing targeted violence and terrorism. It further seeks to amend the Annual Salary Ordinance for Fiscal Years 2021-2022 and 2022-2023 to add one (1) FTE- in Class 0932.

**Departments:**

**Department of Emergency Management (DEM).** Expenditures will benefit DEM and the 12 counties of the Bay Area UASI. 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 partner jurisdictions to receive grant reimbursements for expenses incurred on behalf of the.

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:**

\$1,060,924

**Grant Period:**

October 1, 2021 through September 30, 2023

**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 includes indirect costs in the amount of \$57,271 to defray the costs of human resources, IT-related activities, and administrative and facilities management.

**Description:** The proposed ordinance authorizes the Department of Emergency Management (DEM) to accept and expend \$1,060,924 in federal grant funding from the FY 2021 Targeted Violence and Terrorism Prevention Program (Agreement # EMW- 2021-GR-00083)), issued by DHS.

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

(1) **Contracts/Consultants:** \$ 683,800

Contractors will be engaged in the following four tasks: 1: **Cross-Sector Threat Assessment Training and Best Practices Template** to enhance capabilities to recognize and prevent terrorism and targeted violence through customized, sector, and/or target specific training and toolkits; 2: **Mitigation of Terrorist Use of the Internet and On-line Platforms Training** to increase awareness of how terrorists use the internet and online platforms and provide mitigation strategies for the technology, law enforcement, academic and whole community partners; 3: **Media Literacy Training** to increase media literacy and on-line critical thinking skills in the Bay Area to provide in person and online awareness level training on media literacy and online critical thinking; and 4: **Mental Health Awareness Student Film Creation and Contest** to build youth resilience and mental health promotion skills by empowering high school students to create short films to focus on mental health awareness and compete in a contest.

(2) **Personnel:** \$ 269,853

The budgeted amount has been allocated for the purpose of hiring one (1) program manager within the Department of Emergency Management to oversee the TVTP program.

The proposed amendment to the Annual Salary Ordinance (ASO) will fund this position until June 30, 2022, and subsequently this position will be included in the FY 2022 - FY 2023 ASO.

(3) **Indirect Costs** \$ 57,271

The budgeted amount will help defray costs associated with administering this program such as human resources, IT-related activities, and administrative and facilities management within the organization.

(4) **Other:** \$ 50,000

Management and Administration expenses include UASI line-item office expenses. The amount budgeted reflects 5% of the grant, which is the maximum allowable under the guidelines.

**TOTAL Budget:** **\$1,060,924**