

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: May 18, 2018

CAO File No. 0220-05451-0000

Council File No. 18-0181

Council District: All

To: The Mayor  
The Council

From: Richard H. Llewellyn, Jr., City Administrative Officer

Reference: Transmittal from the Mayor's Office dated February 23, 2018; referred for report February 23, 2018; supplemental information received on May 16, 2018

Subject: **FISCAL YEAR 2016 COMPLEX COORDINATED TERRORIST ATTACKS (CCTA)  
GRANT AWARD ACCEPTANCE**

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### RECOMMENDATIONS

That the Council:

1. Authorize the Mayor, or designee, to:
  - a. Accept on behalf of the City of Los Angeles (City) the Fiscal Year 2016 (FY 16) Program to Prepare Communities for Complex Coordinated Terrorist Attacks (CCTA Program) Grant in the amount of \$1,223,225 for a performance period of September 1, 2017 through August 31, 2020;
  - b. Execute grant award agreements on behalf of the City and submit any other necessary agreements and documents relative to the FY 16 CCTA Program grant award, subject to the review and approval of the City Attorney as to form;
  - c. Negotiate and execute a contract between the City and a vendor to develop a regional gap analysis report in preparedness for and response to complex coordinated terrorist attack scenarios for a term of up to 30 months within the grant performance period, for a total amount not to exceed \$60,000, subject to review and approval of the City Attorney as to form;
  - d. Negotiate and execute a contract between the City and a vendor to perform strategic planning and coordination in preparedness for and response to complex coordinated terrorist attack scenarios for a term of up to 30 months within the grant performance period, for a total amount not to exceed \$140,000, subject to review and approval of the City Attorney as to form;

- e. Negotiate and execute a contract between the City of Los Angeles and a vendor to perform work providing training development and delivery in preparedness for and response to complex coordinated terrorist attack scenarios for a term of up to 30 months within the grant performance period, for a total amount not to exceed \$200,000, subject to review and approval of the City Attorney as to form;
- f. Negotiate and execute a contract between the City and a vendor to perform exercise development and implementation in preparedness for and response to complex coordinated terrorist attack scenarios for a term of up to 30 months within the grant performance period, for a total amount not to exceed \$300,000, subject to review and approval of the City Attorney as to form; and,
- g. Submit to the grantor, on behalf of the City, requests for drawdown of funds or reimbursements of funds expended for eligible grant purposes.

2. Authorize the Controller, or his designee, to:

- a. Establish a new interest-bearing fund titled "FY16 CCTA Grant", and create a receivable in the Fund in the amount of \$1,223,225 for the FY 16 CCTA Grant program;
- b. Expend and receive funds upon presentation of documentation and proper demand by the Mayor's Office of Public Safety to reimburse City departments;
- c. Appropriate funds within the new Fund XXX, Department 46, as follows:

<u>Fund/Dept. No.</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
XXX/46	46P668	Partner Jurisdictions	\$396,000
XXX/46	46P304	Contractual Services	700,000
XXX/46	46P946	Management and Administration	60,000
XXX/46	46P146	Mayor	40,287
XXX/46	46P299	Reimbursement of General Fund Costs	21,373
XXX/46	46P213	Travel	<u>5,565</u>
<b>Total</b>			<b>\$1,223,225</b>

- d. Transfer appropriations from Fund XXX, Department 46, FY16 CCTA Grant to the General Fund to reimburse CCTA-related expenditures as follows:

**TRANSFER FROM:**

<u>Fund/Dept. No.</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
XXX/46	46P146	Mayor	\$40,287

**TRANSFER TO:**

<u>Fund/Dept. No.</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
100/46	001020	Grant Reimbursed	\$40,287

- e. Transfer up to \$21,373 from Fund XXX, Department 46, Account 46P299 to the General Fund 100, Department 46, Revenue Source Code 5346 for reimbursement of grant-funded fringe benefits;
  - f. Transfer cash from Fund XXX, Department 46 to reimburse the General Fund on an as-needed basis, upon proper documentation from City Departments, subject to the approval of the Mayor's Office of Public Safety; and,
3. Authorize the Mayor or designee, to prepare Controller instructions for any technical adjustments, subject to approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

## **SUMMARY**

The Mayor's Office of Public Safety (Mayor's Office) requests authority to accept the Fiscal Year 2016 (FY 16) Program to Prepare Communities for Complex Coordinated Terrorist Attacks (CCTA Program) grant award in the amount of \$1,223,225 from the United States Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA). The CCTA Program is a competitive grant agreement with a performance period from September 1, 2017 through August 31, 2020.

On May 16, 2018, the Mayor's Office submitted revisions to the Developing and Updating Plans programmatic initiative originally included in its transmittal on February 23, 2018. The updated modifications are grantor-approved and incorporated into this report.

## **BACKGROUND**

The Program to Prepare Communities for Complex Coordinated Terrorist Attacks (CCTA) program seeks to enhance preparedness and build capacity to prepare for, prevent, and respond to complex coordinated terrorist attacks in collaboration with the community. Funding is provided to local, state, tribal, and territorial jurisdictions for this purpose.

The CCTA program has four programmatic initiatives:

1. Identifying capability gaps related to preparing for, preventing, and responding to a complex coordinated terrorist attacks;
2. Developing and updating plans, annexes and processes to address identified gaps;
3. Training personnel and the greater community to implement the plans and processes and build needed capacities; and,
4. Conducting exercises to validate capabilities and identify opportunities for additional corrective action.

The Los Angeles/Long Beach Urban Area and the Anaheim/Santa Ana Urban Area are partnering together as the Los Angeles/Orange County (LA/OC) Region to achieve the CCTA Program objective. Under the guidance of the Urban Areas Securities Initiative (UASI) Approval Authority, program activities are coordinated through a CCTA Program Working Group of first responders from the disciplines of law enforcement, fire service, health, and emergency management responsible for programmatic oversight and implementation. The participants of the CCTA Program Working Group are: the Anaheim Police Department, Los Angeles Area Fire Chiefs' Association, Los Angeles County Police Chiefs' Association, Long Beach Fire Department, Long Beach Police Department, Los Angeles County Department of Health Services, Los Angeles County Fire Department, Los Angeles County Office of Emergency Management, Los Angeles County Sheriff's Department, City of Los Angeles Emergency Management Department, City of Los Angeles Fire Department, City of Los Angeles Police Department, City of Los Angeles World Airports, Port of Los Angeles, and the Santa Ana Police Department.

The CCTA Working Group includes three subcommittees; Planning, Training, and Exercise to support the Working Group in decision-making and project execution. The Mayor's Office serves as the lead agency and program administrator of the CCTA Program.

### **Program Activities**

Funding in the amount of \$1,156,000 has been divided into four program areas aligned with the program objective areas of the CCTA Program grant. Funding in the amount of \$67,225 is identified for Management and Administration to support grant activities.

#### *Identifying Capability Gaps*

The CCTA Program Working Group will utilize a multi-disciplinary, cross jurisdictional approach to review existing plans, gap analyses and recent CCTA events for themes in capability gap areas identified in the application period and produce an Initial Gap Analysis Report to increase organizational capabilities for coordinated response. Funding in the amount of \$60,000 is budgeted for a consultant to coordinate this initial gap report among the LA/OC region participants and provide a foundation of subsequent CCTA Program-related planning, training, and exercise activities.

The Mayor's Office requests the authority to negotiate and execute a contract with a vendor to develop a regional gap analysis report in preparedness for and response to complex coordinated terrorist attack scenarios for a term of up to 30 months within the grant performance period, and for a total amount not to exceed \$60,000.

#### *Developing and Updating Plans*

Working with a consultant for coordination and plan development, the CCTA Program Working Group will oversee the development of planning materials for public, private and nonprofit partners in emerging situations to serve as a reference tool in a CCTA response. Through a series of meetings and workshops, partners will work to integrate components of regional plans into a strategic document that incorporates relevant elements for an increased level of coordination across jurisdictions and disciplines.

In addition, a program-culminating white paper or report will be developed for information sharing purposes, both regionally and nationally, of lessons learned during the course of the program. These best practices and learning opportunities will provide regional planners with a set of recommendations for future planning considerations for response plans and training.

Total funding in the amount of \$290,000 is budgeted for CCTA planning activities; funding in the amount of \$140,000 is identified for a consultant or contractor to support the coordination of LA/OC region subject matter experts in planning material development; funding in the amount of \$60,000 is identified for costs associated with meetings and workshops related to the CCTA Program implementation; and funding in the amount of \$90,000 is budgeted for subject matter expert support from the LA/OC region participants on an overtime basis. This funding will be dedicated to planning activities to be identified at a later date. The Mayor's Office will return to Council with an update once those activities have been determined.

The Mayor's Office requests the authority to negotiate and execute a contract with a vendor to perform strategic planning and coordination in preparedness for and response to complex coordinated terrorist attack scenarios for a term of up to 30 months within the grant performance period, and for a total amount not to exceed \$200,000.

#### *First Responder and Community Training*

Funding in the amount of \$280,000 is budgeted for training first responders and community organizations. A series of training sessions will be conducted to formally orient participants in new policies as a result of new and updated planning material created through the CCTA Program. Specialized consultants will develop two tracks of course material to create train-the-trainer program curriculum to targeted audiences of first responders and community-based organizations.

Funding in the amount of \$200,000 is identified for a consultant or contractor to develop train-the-trainer curriculum aligning with CCTA Program objectives, the delivery of seminars, and the design of an outreach template to market trainings for community-based organizations and first responders. The grantor approved funding in the amount of \$80,000 for subject matter expert support from the LA/OC region participants on an overtime basis. This funding will be dedicated to training activities to be identified at a later date. The Mayor's Office will return to Council with an update once those activities have been determined.

The Mayor's Office requests the authority to negotiate and execute a contract to select a vendor to perform work providing training development, and the delivery of curriculum in preparedness for and response to complex coordinated terrorist attack scenarios for a term of up to 30 months within the grant performance period, and for a total amount not to exceed \$200,000.

#### *Developing and Conducting Exercises*

The CCTA Program will culminate in a regional exercise series, aligned with Homeland Security Exercise and Evaluation Program (HSEEP) principals that are conducted to assess related policies and procedures of the LA/OC Regional CCTA Strategic Plan with LA/OC Regional partners. The

exercise series will include CCTA scenarios and will incorporate community and private sector partners to ensure whole community understanding. The regional exercise series is designed to increase multi-jurisdictional collaboration and knowledge of regionally coordinated CCTA response actions. The after-action reporting and improvement planning phase of each exercise is utilized to evaluate the LA/OC Regional CCTA Strategic Plan and other operational components.

Funding in the amount of \$300,000 is identified for a consultant or contractor to support exercise development and implementation of the exercise series. An additional \$226,000 is identified for subject matter expert support from the LA/OC region participants on an overtime basis. This funding will be dedicated to exercise activities to be identified at a later date. The Mayor's Office will return to Council with an update once those activities have been determined.

The Mayor's Office requests the authority to negotiate and execute a contract to select a vendor to perform support exercise development and implementation of exercise curriculum in preparedness for and response to complex coordinated terrorist attack scenarios for a term of up to 30 months within the grant performance period, and for a total amount not to exceed \$300,000.

#### *Grant Management and Administration*

The Mayor's Office requests to allocate funding in the amount of \$61,660 to grant management and administration for CCTA program personnel costs to cover the salaries and related costs of one Contract Specialist and one Accountant. The total amount of funding for direct costs is \$40,287, with related costs totaling \$21,373. These funds will allow the Mayor's Office to manage relationships with the grantor and partner agencies and secure procurements and financial accounting for the CCTA Program grant.

The grantor will conduct CCTA Program management workshops or conference meetings at least annually in order to brief all CCTA Program grantees, as well as to promote collaboration and information sharing. Funding in the amount of \$5,565 is identified for workshop and conference attendance and travels costs.

#### **FISCAL IMPACT STATEMENT**

Approval of the recommendations in this report will provide allocations to various City departments and the Los Angeles/Orange County Regional partners totaling \$1,223,225 from the Fiscal Year 2016 (FY 16) Program to Prepare Communities for Complex Coordinated Terrorist Attacks (CCTS) Grant award. There is no impact to the General Fund. The recommendations in this report are in compliance with the City's Financial Policies in that all grant-eligible costs are fully funded by grant funds.