

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: March 31, 2023

CAO File No. 0220-03695-0295

Council File No. **pending**

Council District: --

To: The Mayor and Council

From: Matthew W. Szabo, City Administrative Officer



for

Reference: Transmittal from the Emergency Management Department dated March 28, 2023

Subject: **ACCEPTANCE OF THE FISCAL YEAR 2021 EMERGENCY MANAGEMENT PERFORMANCE GRANT AND EMERGENCY MANAGEMENT PERFORMANCE GRANT-AMERICAN RESCUE PLAN ACT**

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the General Manager of the Emergency Management Department (EMD), or designee to:
 - a. Retroactively apply for and accept the Fiscal Year 2021 Emergency Management Performance Grant (EMPG) in the amount of \$631,934 from the Department of Homeland Security, Federal Emergency Management Agency for the period of July 1, 2021 through April 30, 2023 to support emergency management salary expenses;
 - b. Execute the subrecipient agreement for Fiscal Year 2021 EMPG, included as Attachment 1 to the EMD's transmittal, between the City of Los Angeles and the County of Los Angeles, to receive grant funding in the amount of \$631,934 for a term of July 1, 2021 through April 30, 2023, subject to the approval of the City Attorney as to form;
 - c. Identify spending up to the total grant amount of \$631,934 in accordance with the grant award agreement and performance period;
 - d. Submit grant reimbursement requests to the County of Los Angeles and deposit the grant receipts into the General Fund, Department No. 35, Revenue Source Code 3684, Other Federal Grants;
 - e. Retroactively apply for and accept the Fiscal Year 2021 EMPG-American Rescue Plan Act (ARPA) in the amount of \$39,613 from the Department of Homeland Security, Federal Emergency Management Agency for the period of July 1, 2021 through April 30, 2023 to purchase equipment enhancing public awareness and communications;

- f. Execute the subrecipient agreement for Fiscal Year 2021 EMPG-ARPA, included as Attachment 2 to the EMD's transmittal, between the City of Los Angeles and the County of Los Angeles, to receive grant funding in the amount of \$39,613 for a term of July 1, 2021 through April 30, 2023, subject to the approval of the City Attorney as to form;
 - g. Submit grant reimbursement requests to the County of Los Angeles and deposit the grant receipts into the Emergency Operations Fund No. 392, Department No. 34, Revenue Source Code 3684, Other Federal Grants; and,
 - h. Prepare Controller instructions for any technical adjustments as necessary to implement Mayor and Council intentions, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.
2. Authorize the Controller to:
- a. Setup grant receivable and appropriate \$39,613 to the Emergency Operations Fund No. 392, Department No. 34, Revenue Source Code 3684, Other Federal Grants, for the disbursement of the Fiscal Year 2021 EMPG-ARPA funds; and,
 - b. Increase appropriations up to \$39,613 within the Emergency Operations Fund No. 392, Department No. 34, Account No. to be determined.

SUMMARY

The Emergency Management Department (EMD) is seeking retroactive approval to apply for and accept two grant awards for the 2021 Emergency Management Performance Grant (EMPG) and the 2021 Emergency Management Performance Grant-American Rescue Plan Act (EMPG-ARPA) from Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) for the period of July 1, 2021 through April 30, 2023. This is the first year that EMPG-ARPA is being distributed as supplemental funding to the EMPG. The EMD also requests authority to execute two subrecipient agreements with the County of Los Angeles to receive the City's portion of these two grants. These two grants are reimbursement-based and require a dollar-for-dollar match that the City will meet through emergency management expenses supported by the General Fund and the Emergency Operations Fund (EOF). Receipt of the 2021 EMPG funds in the amount of \$631,934 will be reflected as revenue in the General Fund, while receipt of the 2021 EMPG-ARPA funds in the amount of \$39,613 will provide funding for an increase in appropriations in the EOF.

The purpose of the EMPG is to sustain and improve comprehensive emergency management programs at the state, tribal, and local levels from all man-made and natural disasters through the prevention, mitigation, response, and recovery of all-hazards events. The EMPG is provided by the DHS through FEMA to the California Office of Emergency Services (Cal OES), who then distributes the EMPG to counties on a baseline plus per capita basis. As a subrecipient, the County of Los Angeles distributes funding following a similar formula. The City of Los Angeles,

designated as Disaster Management Area H, will receive approximately 40-percent of the County's grant allocation, which is equivalent to \$631,934 for the Fiscal Year 2021 EMPG.

The purpose of the EMPG-ARPA, supplementing the EMPG, is to make strategic investments in long-lived assets, rebuild reserves to enhance financial stability, and cover temporary operating shortfalls until economic conditions and operations normalize.

EMPG and EMPG-ARPA consist of \$631,934 and \$39,631, respectively, in grant allocations to the City and require a dollar-for-dollar match of indirect expenditures from the City, which is responsible for demonstrating expenses matching these allocations. The grant qualifies salaries, equipment, and other expenses related to emergency management as allowable match contributions. Eligible costs have been completed within the grant performance period of July 1, 2021 through April 30, 2023. Historically, the EMD has met the match through program expenditures from the EOF, EMD staff salaries, and staff salaries from other City departments with emergency management functions.

For the Fiscal Year 2021 EMPG and EMPG-ARPA, grant funding supports direct and indirect salary costs, equipment costs, and software license fees, as detailed in the table below. Expenditures in excess of matching fund requirements have been identified by the EMD in Table 2 to ensure that contingencies are available should any items be disqualified by the County. Additional information on the positions and allowable expenses to meet the match requirement is discussed below the tables.

Table 1: Direct Expenses Summary (July 1, 2021 through April 30, 2023)

2021 EMPG Direct Expenses	
Emergency Management Department	Amount
Emergency Management Coordinator II (2 positions)	\$ 192,346.56
Emergency Management Coordinator I (6 positions)	466,191.94
2021 EMPG Total	\$ 658,538.50
2021 EMPG-ARPA Direct Expenses	
Emergency Operations Fund	Amount
Authorized equipment purchase – Dedicated Remote Video Situational Awareness Conference & Briefing Room	\$ 39,613.00
2021 EMPG-ARPA Total	\$ 39,613.00

Table 2: Indirect (Match) Expenses Summary (July 1, 2021 through April 30, 2023)

2021 EMPG Indirect (Match) Expenses	
Department of Public Works – Bureau of Engineering	Amount
Emergency Management Coordinator I (1 position)	\$ 33,299.42
Department of Recreation and Parks	
Emergency Management Coordinator I (1 position)	33,299.42
Administrative Intern I (4 positions)	50,988.96
Emergency Management Department	
EMD Assistant General Manager (1 position)	110,020.90
Emergency Management Coordinator I (1 position)	77,698.66
Principal Project Coordinator (1 position)	76,984.56
Senior Project Coordinator - Grant Administrator (1 position)	62,727.70
Administrative Intern I (6 positions)	152,966.88
Emergency Operations Fund	
User fees – Veoci (Emergency Situational Awareness Software)	79,000.00
User fees – Everbridge (Critical Incident Operational Response Software)	380,399.44
2021 EMPG Total	\$1,057,385.94
2021 EMPG-ARPA Indirect (Match) Expenses	
Emergency Management Department	Amount
EMD General Manager (1 position)	\$ 127,121.62
Emergency Operations Fund	
AdaptConn (Satellite-based Emergency Communications)	26,650.00
2021 EMPG-ARPA Total	\$ 153,771.62

All subrecipients of the EMPG and EMPG-ARPA within the County of Los Angeles are required to have a subrecipient agreement. The County has received the EMPG and EMPG-APRA funding and confirmed that the General Fund reimbursements of \$631,934 and EOF funding of \$39,613 will be provided for these retroactive agreements. The General Manager of the EMD is the Designated Applicant Agent for the City of Los Angeles for this grant program and as such, is responsible for ensuring all grant and contracting requirements are met.

FISCAL IMPACT STATEMENT

Acceptance of the Fiscal Year 2021 Emergency Management Performance Grant (EMPG) in the amount of \$631,934 is necessary to realize General Fund grant receipts anticipated to be received

in the 2023-2024 Fiscal Year. Acceptance of the Fiscal Year 2021 EMPG-ARPA award will provide funding for an increase in appropriations in the EOF to purchase equipment enhancing public awareness and communications.

FINANCIAL POLICIES STATEMENT

The recommendations provided in this report are in compliance with the City's Financial Policies in that one-time grant funding will be utilized for grant-eligible program expenditures to support emergency preparedness initiatives.

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