ANTONIO R. VILLARAIGOSA
MAYOR

February 28, 2012

Honorable Members of the City Council
c/o City Clerk
Room 395, City Hall

Re: Fiscal Year 2010 State Homeland Security Grant Program Modification
(Council File No. 11-1354)

Dear Honorable Members:

Transmitted herewith, for consideration by the Los Angeles City Council, is a proposed budget modification to the Fiscal Year 2010 State Homeland Security Grant Program (FY10 SHSGP) award and contracting authority for an Emergency Management Department (EMD) project. On September 27, 2011, City Council accepted the FY10 SHSGP award in the amount of $756,149 for a grant performance period from October 28, 2010 to April 30, 2013 (Council File No. 11-1354).

State Homeland Security Grant Program (SHSGP) Award

On October 28, 2010, the California Emergency Management Agency (CalEMA) awarded the County of Los Angeles $22,668,150 of FY10 SHSGP funds with a grant performance period from October 28, 2010 to April 30, 2013. Of the total FY10 SHSGP award, the County of Los Angeles awarded $756,149 to the City of Los Angeles. The City of Los Angeles received FY10 SHSGP funding to support projects that will benefit the Los Angeles Emergency Management (EMD) and Fire Departments (LAFD). Due to the inability to secure advance funding from the County for SHSGP, the Mayor's Office elected to modify the original City projects awarded under FY10 SHSGP and fund only LAFD projects as described in a transmittal dated August 3, 2011 (Council File No. 11-1354). However, because the SHSGP grant is administered by the County of Los Angeles, they must approve all modifications. The County denied the modification of swapping LAFD and EMD projects. During the initial project development phase, the SHSGP Approval Authority, the governing body who overseas the administration of the grant, directed that a specific number of exercises be done with the FY 10 SHSGP funds. Since the EMD project includes an exercise, the County grant administrators wanted to keep this project within SHSGP. Therefore, at this time we are returning to City Council to request approval of the revised FY10 SHSGP budget and the accompanying required contracting authority. (Attachment 1)

Emergency Management Department

The City of Los Angeles is seeking a contractor to create an emergency preparedness and response plan template. The template will be a tool that neighborhood councils and other organized neighborhood groups can use as a framework to develop emergency preparedness and response plans tailored to their communities.

The selected contractor will collaborate with a pre-selected Los Angeles Neighborhood Council to develop a neighborhood emergency preparedness and response plan for that community and design a full scale exercise to test the operational components of the plan. The contractor is responsible for the development of any and all training materials essential for use of the template. Additionally, the contractor is responsible for conducting four (4) workshops to instruct neighborhood councils throughout the City of Los Angeles on how to use and apply the developed template to conduct emergency preparedness and response plans within their individual communities.

A formal Request for Proposal (RFP) was posted on the City's procurement website www.labavn.org, (Los Angeles Business Assistance Virtual Network) for eight weeks. A comprehensive review process by an evaluation team was conducted and a winning vendor selected. The project has been awarded to Constant & Associates in the amount of $250,000. At this time, the Mayor's Office is requesting authority to enter into contract with the selected vendor.

RECOMMENDATIONS

It is therefore requested that the City Council:

1. **Authorize** the Mayor, or his designee, to:

   a. Modify the existing FY10 SHSGP grant budget (Council File No. 11-1354) by reallocating $250,000 to the Emergency Management Department to fund the Shakeout Project; and

   b. Negotiate and execute a contract with Constant & Associates to design a neighborhood emergency preparedness and response plan for EMD, for a term of up to 15 months during the grant performance period in an amount not to exceed $250,000, subject to the approval of the City Attorney as to form and legality;

2. **Authorize** the Controller to transfer appropriations and create new appropriations accounts within the FY 2010 State Homeland Security Fund XXX/46, SHSGP 10 (Council File No. 11-1354), as follows:
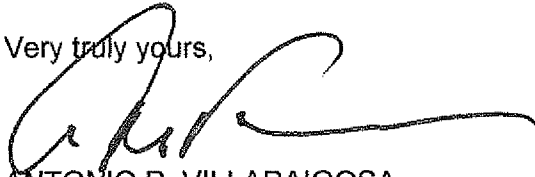
TRANSFER FROM:

Fund/Dept	Acct	Account Title	Amount
XXX/46	46H138	LAFD Salaries	$250,000

TRANSFER TO:

Fund/Dept	Acct	Account Title	Amount
XXX/46	46H735	EMD Contractual	$250,000

3. **Authorize** the Mayor, or designee, to prepare Controller instructions for any technical accounting adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

Very truly yours,

ANTONIO R. VILLARAIGOSA
Mayor

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Attachments

1   Revised SHSGP FY10 Budget

Sub-Recipient	Department	Item Number	Project	Project Name	Funding Source	Solution Area	Total Obligated
Los Angeles	EMD	4	A	Hiring a consultant to develop a neighborhood emergency planning template in support for OA participation in The Great California Shakeout 2011 Exercise. LA City EMD	SHSGP	Plan	$ 125,000.00
Los Angeles	EMD	5	A	Support for OA participation in The Great California Shakeout 2011 Exercise. LA City EMD	SHSGP	Exerc	$ 125,000.00
Los Angeles	LAFD	52	F	Regional Training Green Cell - Identification of common regional training needs and focuses training and exercise programs on interagency command, control and communication issues. Fire Chiefs Assoc. for LA City Fire	SHSGP	Train	$ 200,000.00
Los Angeles	LAFD	54	F	Urban Search and Rescue Teams and Hazmat Training	SHSGP	Train	$ 58,168.00
Los Angeles	LAFD	55	F	Urban Search and Rescue Teams and Hazmat Training	SHSGP	Train	$ 247,981.00
						Total	$ 756,149.00