

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: September 3, 2019

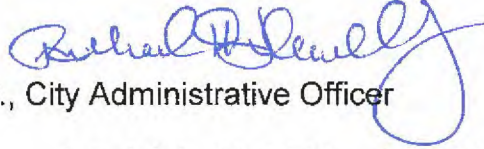
CAO File No. 0220-03695-0250

Council File No. 15-0749-S1

Council District: --

To: The Mayor
The Council

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



Reference: Transmittal from the Mayor dated July 11, 2019; referred for report July 19, 2019

Subject: **FISCAL YEAR 2016 STATE HOMELAND SECURITY PROGRAM GRANT -
ALLOCATION ACCEPTANCE, CONTRACTING, AND FISCAL AUTHORITIES**

RECOMMENDATIONS

That the Council:

1. Authorize the Mayor, or designee, to:
 - a. Retroactively accept, on behalf of the City, the Fiscal Year 2016 State Homeland Security Program (FY 16 SHSP) additional allocation of \$14,000 for a new total amount of \$542,199 for a grant performance period of September 1, 2016 through March 31, 2019 to fund the Emergency Management Department's Active Shooter Training Program;
 - b. Negotiate and execute a contract amendment with the County of Los Angeles for a term between September 1, 2016 through March 31, 2019 for receipt of FY16 SHSP grant funds for a new total amount of \$542,199, subject to the approval of the City Attorney as to form;
 - c. Submit to the grantor on behalf of the City, requests for drawdown of funds for payment or reimbursements of City funds expended for approved grant purposes;
2. Authorize the Controller to:
 - a. Increase receivables within Fund 58X in the amount of \$14,000 for the FY16 SHSP Grant;
 - 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. Increase and appropriate funds within Fund 58X, Department 46, as follows:

<u>Fund/Dept.</u>	<u>Account</u>	<u>Account Title</u>	<u>Amount</u>
58X/46	46S392	Emergency Management Department	\$14,000

- d. Transfer appropriations within Fund 58X, Department 46, SHSP 16 as follows:

TRANSFER FROM:

<u>Fund/Dept.</u>	<u>Account</u>	<u>Account Title</u>	<u>Amount</u>
58X/46	46R138	Los Angeles Fire Department	\$5,693

TRANSFER TO:

<u>Fund/Dept.</u>	<u>Account</u>	<u>Account Title</u>	<u>Amount</u>
58X/46	46S392	Emergency Management Department	\$5,693

- e. Transfer appropriations in the amount of \$19,693 within the FY16 SHSP Grant Fund 58X on an as-needed basis to reimburse grant-related expenditures as follows:

TRANSFER FROM:

<u>Fund/Dept.</u>	<u>Account</u>	<u>Account Title</u>	<u>Amount</u>
58X/46	46S392	Emergency Management Department	\$19,693

TRANSFER TO:

<u>Fund/Dept.</u>	<u>Account</u>	<u>Account Title</u>	<u>Amount</u>
392/34	343040	Contractual Services	\$19,693

- f. Transfer cash from Fund 58X, Department 46 to reimburse the General Fund on an as-needed basis, upon presentation of proper documentation from City Departments; and,

3. Authorize the Mayor, or designee, to prepare Controller instructions for any technical adjustments, subject to the 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 the authority to retroactively accept an additional allocation of Fiscal Year 2016 State Homeland Security Program (FY16 SHSP) Grant funds in the amount of \$14,000 to support the Emergency Management Department's Active Shooter Training Program. The additional allocation of \$14,000 will increase the FY16 SHSP Grant award from \$528,199 to \$542,199. There is no match requirement for this grant.

Funded by the U.S. Department of Homeland Security (Grantor), the FY16 SHSP Grant provides funding for planning, training, and exercises in support of emergency preparedness, mitigation, and response. The County of Los Angeles serves as the grant administrator for the region, and the City

of Los Angeles is designated as a subrecipient. The City was awarded \$528,199 in grant funding for a performance period beginning on September 1, 2016 through March 31, 2019 to fund training projects within the Emergency Management Department (EMD), Los Angeles Fire Department (LAFD), and Los Angeles Police Department.

On November 3, 2017, the Council approved a grant allocation of \$138,199 to the EMD to hire a contractor to develop a professionally-designed branding and marketing campaign to promote the Active Shooter Training Program for Los Angeles Regional Area participants (C.F. 15-0749-S1). The additional allocation amount of \$14,000 received from the Grantor will be utilized to further develop the program and provide support for training equipment kits and exercise materials. A cost savings of \$5,693 identified from the LAFD's All Hazards Incident Management Team Training project will also be distributed to the program for a combined allocation of \$19,693. Any expense that is incurred in excess of grant funding or is deemed ineligible for grant reimbursement will be absorbed by the EMD.

The additional allocation of funds and all budget modifications were approved by the Grantor on January 28, 2019 and March 29, 2019, respectively.

Retroactive approval of the grant allocation is required. The Mayor's Office reports that grant expenditures and reimbursements were pending finalization during the close-out period, resulting in a delay in the identification of funds available for allocation.

It should be noted that the transmittal submitted by the Mayor's Office includes a recommendation to execute a contract amendment with Constant Associates for the Active Shooter Training Program; however, in accordance with the Los Angeles Administrative Code Section 14.8(a), as the increase in funding falls below the 25 percent threshold, Council approval is not required for the amendment. The amendment, executed on January 29, 2019, extended the contractual term from June 30, 2018 through June 30, 2019 and increased the total maximum compensation amount by \$24,586 from \$138,199 to \$162,785. Funding for the amendment is provided by the \$19,693 allocation requested within this report and an additional \$4,893 provided by the Emergency Operations Fund administered by the EMD.

FISCAL IMPACT STATEMENT

Approval of the recommendations in this report will provide an additional allocation of Fiscal Year 2016 State Homeland Security Program Grant funds in the amount of \$14,000 to the Emergency Management Department to support the Active Shooter Training Program. These actions are in compliance with the City's Financial Policies in that grant funds will be used to support grant-related activities.