

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE



Date: February 2, 2017

To: Honorable Members of the City Council

From: Aram Sahakian, General Manager
Emergency Management Department

Subject: **ACCEPTANCE OF GRANT FISCAL YEAR 2016
EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)**

Transmitted herewith for consideration by the City Council is a request to accept \$644,976.00 from the United States Department of Homeland Security (DHS) Grant Fiscal Year 2016 Emergency Management Performance Grant (EMPG) for a term of 12 months, from July 1, 2016 through June 30, 2017.

Background

The City of Los Angeles has received federal grant monies distributed through the State of California (State), commonly referred to as Emergency Management Performance Grant (EMPG) program funds for more than twenty years. The goal of the EMPG program is to assist states and urban areas in achieving the target levels of capability to sustain and enhance the effectiveness of their emergency management programs.

The State, through the California Office of Emergency Services (Cal OES) distributes the funds to all counties on a baseline, plus per capita basis. The County of Los Angeles (County), as a subrecipient of the State, uses a similar distribution formula. Through this formula, the City of Los Angeles (City) receives approximately 40% of the County's allocation. The specific dollar figure changes each year based on the State's allocation from the federal grantor; the Federal Emergency Management Agency (FEMA). All available management and administration (M&A) funds are used by the State and County, with no M&A funds passed through to the City or other subrecipient agencies.

The EMPG program is a reimbursement based grant. The annual receipt of EMPG funds are reflected as revenue within the Emergency Management Department (EMD) budget (Department 35). The EMPG requires a "dollar for dollar match" that the City has met through its General Funded emergency management program allocations, from a combination of expenditures from Council controlled and proprietary departments. To meet the match, the grant allows salaries, equipment and other expenses related to the development and support of the recipient agency's emergency management program, to be used. Past documentation

provided to support the match has included staffing within the EMD (Department 35), program expenditures through the Emergency Operations Fund (EOF) (Department 34) and salary expenses from other general funded and proprietary City departments that have emergency management functions.

The Grant Fiscal Year 2016 EMPG program allocates the City, designated as Disaster Management Area H (Area H), \$644,976.00. This allocation requires a demonstrated matching expense of \$1,289,952.00 of City funds. All expense and match expenditures must be documented as complete within the allowable grant performance period of 7/1/2016 through 6/30/2017.

To meet the FY 2016 required match for this grant allocation, EMD works in coordination with the Department of Water and Power (DWP), the Port of Los Angeles Harbor Department and the Department of Recreation and Parks. Each of these Department's emergency management personnel are directly involved in emergency planning, training and exercise, and community preparedness. Their expenses qualify as an allowable match contribution. All direct and matched expenditures are specifically listed in the FY 2016 EMPG Budget Summary (attached).

All EMPG subrecipients within the County are required to have a signed Subrecipient Agreement. This requirement resulted from a State of California 2008 EMPG grant monitoring evaluation of the County's EMPG program. The General Manager of EMD is the Designated Applicant Agent for this grant program (CF 02-2220). As the Agent, EMD ensures all grant and contracting requirements are met.

On September 27, 2016, the Los Angeles County Board of Supervisors received the FY 2016 EMPG grant allocation. On December 15, 2016, the County of Los Angeles Office of Emergency Management forwarded their notice of grant allocation to EMD with the required Subrecipient Agreement and supporting documentation related to grant administration.

As the City's Agent, EMD requests that the City Council approve the acceptance of the FY 2016 EMPG allocation and, in coordination with the City Administrative Officer and the Office of the City Attorney, process all necessary contracting documents required of subrecipients.

Therefore, EMD requests the Los Angeles City Council, subject to the approval of the Mayor:

Authorize the General Manager of EMD to accept the 2016 Emergency Management Performance Grant (EMPG) award from the Federal Emergency Management Agency (FEMA) and execute the subrecipient grant agreement with the County of Los Angeles in the amount of \$644,976.00 for the term July 1, 2016, through June 30, 2017, and in substantially the form as attached hereto, subject to the approval of the City Attorney as to form;

Authorize EMD to deposit the EMPG grant funds received under this subrecipient agreement into the General Fund 100, Department 35, Revenue Source Code 3702 "Emergency Management Assistance;"

Authorize EMD to prepare Controller instructions and/or make technical adjustments that may be required and are consistent with this action, subject to approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

With the approval of the City Council, EMD will coordinate final review of the proposed subrecipient contract with the Office of the City Attorney and the Office of the Mayor. Per the performance period of the grant, EMD will process the necessary reimbursement request(s) to the County of Los Angeles.

If there are any questions, please contact the EMD Acting Assistant General Manager, Robert Freeman at 213-484-4800.

Attachments

2016 Emergency Management Performance Budget Summary of Area H

2016 Emergency Management Performance Grant Subrecipient Agreement for Signature

cc: Jeffrey F. Gorell

Grant FY 2016 Emergency Management Performance Grant (EMPG)

BUDGET SUMMARY

Area H / City of Los Angeles Match Calculation

| | | |
|---|--|------------------------------|
| Authorized Applicant: City of Los Angeles Emergency Management Department Disaster Management Area 1 Grant FY 2016-17 Budget Summary | | |
| Performance Period | | July 1, 2016 - June 30, 2017 |
| Original allocation to City of Los Angeles (Area H): | | \$644,976.00 |
| Match Required | | \$644,976.00 |
| City of Los Angeles Total Required Expenses | | \$1,289,952.00 |

Direct Expenses:

| Title | Department | Direct Salary Expenses |
|--------------------------------|----------------------|------------------------|
| Emergency Management Personnel | EMD Department 3 | \$702,157.74 |
| | Direct Expense Total | \$702,157.74 |

Match Expenses

| Title | Department | Match Expenses |
|--|-------------------------------|-----------------------------|
| Emergency Management Personnel Management Analyst | Department of Water and Power | \$258,376.36 \$71,080.10 |
| Emergency Management Personnel | Recreation & Parks | \$68,226.48 |
| Emergency Management Personnel | Port of LA Harbor Department | \$163,289.05 |
| Senior Management Analyst | EMD, Department 3 | \$64,446.00 |
| Management Assistant | EMD, Department 3 | \$51,970.70 |
| | Match Expense Total | \$677,388.69 |

| | |
|----------------------------------|-----------------------|
| Total Calculated Expenses | \$1,379,546.43 |
|----------------------------------|-----------------------|

Subrecipient Agreement

Between the County of Los Angeles and

City of Los Angeles

(Disaster Management Area H)

Grant Year 2016

Emergency Management Performance Grant

**SUBRECIPIENT AGREEMENT
BETWEEN THE COUNTY OF LOS ANGELES
AND
THE CITY OF LOS ANGELES
(DISASTER MANAGEMENT AREA H)**

THIS AGREEMENT (Agreement) is made and entered into by and between the County of Los Angeles, a political subdivision of the State of California (the "County of Los Angeles"), and the City of Los Angeles (Disaster Management Area H), a municipal corporation (the "Subrecipient").

W I T N E S S E T H

WHEREAS, the U.S. Department of Homeland Security Title 44 C.F.R. through the Grants Program Directorate (GPD) of the Federal Emergency Management Agency (FEMA), has provided financial assistance from the Homeland Security Grant Program, Catalog of Federal Domestic Assistance (CFDA) No. 97.042, directly to the California Governor's Office of Emergency Services (Cal OES) for the 2016 Emergency Management Performance Grant (EMPG) program; and

WHEREAS, Cal OES provides said funds to the Los Angeles County Chief Executive Officer (CEO), on behalf of the County of Los Angeles, as its Subgrantee, and CEO is responsible for managing the grant and overseeing the funds which are distributed, by CEO, to other specified jurisdictions within Los Angeles County; and

WHEREAS, this financial assistance is being provided to the Subrecipient in order to provide resources to sustain and enhance all-hazards emergency management capabilities of the Subrecipient, and to assist Subrecipient in building effective prevention and response capabilities for an effective and consistent response to any threatened or actual disaster or emergency, regardless of the cause; and

WHEREAS, the County as Subgrantee has obtained approval of an EMPG 2016 Grant from Cal OES for the Subrecipient in the amount of \$644,976; and

WHEREAS, the CEO now wishes to distribute EMPG funds to the Subrecipient, as further detailed in this Agreement; and

WHEREAS, the CEO, on behalf of the County, is authorized to enter into subrecipient agreements with Disaster Management Areas providing for re-allocation and use of these funds; and to execute all future amendments, modifications, extensions, and augmentations relative to the sub-recipient agreements, as necessary; and

WHEREAS, the County of Los Angeles and Subrecipient are desirous of executing this Agreement, and the County Board of Supervisors on November 29, 2016 authorized the CEO to prepare and execute this Agreement.

NOW, THEREFORE, the County of Los Angeles and Subrecipient agree as follows:

SECTION I

INTRODUCTION

§101. Parties to this Agreement

The parties to this Agreement are:

- A. County of Los Angeles, a political subdivision of the State of California, having its principal office at Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, CA 90012; and
- B. The City of Los Angeles (Disaster Management Area H), a municipal corporation, having its principal office at 200 North Spring Street, Room 1533, Los Angeles, CA 90012.

§102. Representatives of the Parties and Service of Notices

- A. The representatives of the respective parties who are authorized to administer this Agreement and to whom formal notices, demands and communications shall be given are as follows:
 - 1. The representative of the County of Los Angeles shall be, unless otherwise stated in this Agreement:

Jeffrey Reeb, Director
Office of Emergency Management
County of Los Angeles Chief Executive Office
1275 N. Eastern Avenue
Los Angeles, CA 90063
Phone: (323) 980-2261
Fax: (323) 881-6897
jreeb@ceoem.lacounty.gov

With a copy to:

Helen Jo, Grants Program Manager
Office of Emergency Management
Los Angeles County Chief Executive Office
1275 North Eastern Avenue
Los Angeles, CA 90063
Phone: (323) 980-2093
Fax: (323) 881-6897
hjo@ceo.lacounty.gov

The representative of the County of Los Angeles for the grant programmatic and operational issues shall be, unless otherwise stated in this Agreement:

Helen Jo, Grants Program Manager
Office of Emergency Management
Los Angeles County Chief Executive Office
1275 North Eastern Avenue
Los Angeles, CA 90063
Phone: (323) 980-2093
Fax: (323) 881-6897
hjo@ceo.lacounty.gov

2. The representative of Subrecipient shall be:

Name and Title: Aram Sahakian, General Manager
Organization: City of Los Angeles Emergency Management Department
Address: 200 North Spring Street, Room 1533
City/State/Zip: Los Angeles, California 90012
Phone: 213-978-2222
Fax: 213-978-0517
Email: aram.sahakian@lacity.org

With a copy to:

Name and Title:
Organization:
Address:
City/State/Zip:
Phone:
Fax:
Email:

- B. Formal notices, demands and communications to be given hereunder by either party shall be made in writing and may be effected by personal delivery or by registered or certified mail, postage prepaid, return receipt requested and shall be deemed communicated as of the date of mailing. In addition, notices,

demands and communications may be given by Email and shall be deemed communicated upon receipt.

§103. Independent Party

Subrecipient is acting hereunder as an independent party, and not as an agent or employee of the County of Los Angeles. No employee of Subrecipient is or shall be an employee of the County of Los Angeles by virtue of this Agreement, and Subrecipient shall so inform each employee organization and each employee who is hired or retained under this Agreement. Subrecipient shall not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of the County of Los Angeles by virtue of this Agreement.

§104. Conditions Precedent to Execution of This Agreement

Subrecipient shall provide the following signed documents to the County of Los Angeles, unless otherwise exempted:

- A. Disclosure of Lobbying Activities, attached hereto as Exhibit A and made a part hereof, in accordance with §411.A.14 of this Agreement. Subrecipient shall also file a Disclosure Form at the end of each calendar quarter in which there occurs any event requiring disclosure or which materially affects the accuracy of the information contained in any Disclosure Form previously filed by Subrecipient.
- B. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions, attached hereto as Exhibit B and made a part hereof, as required by Executive Order 12549 in accordance with §411.A.12 of this Agreement.
- C. Certification Regarding Drug-Free Workplace Requirements, attached hereto as Exhibit C and made a part hereof, in accordance with §411.A.13 of this Agreement.
- D. FY16 EMPG Grant Assurances, attached hereto as Exhibit D and made a part hereof, in accordance with §411.C of this Agreement.

SECTION II

TERM AND SERVICES TO BE PROVIDED

§201. Performance Period

County and Subrecipient agree that the performance period for the services being provided under this Agreement shall be from July 1, 2016 to June 30, 2017.

§202. Use of Grant Funds

- A. Subrecipient and the County of Los Angeles have previously completed a mutually approved program narrative, for the FY 2015 EMGP, which has been approved by the California Governor's Office of Emergency Services, hereafter Cal OES. This information is contained in a copy of the FY15 EMPG Notification of Application Approval, attached hereto as Exhibit E and made a part hereof.

Any request by Subrecipient to modify the program narrative must be made in writing with the appropriate justification and submitted to County for approval. If during the County's review process, additional information or documentation is required, the Subrecipient will have ten (10) business days to comply with the request. If the Subrecipient does not respond, CEO will issue a letter indicating that the requested modification will be denied. Modifications must be approved in writing by the County of Los Angeles and Cal OES during the term of this Agreement. Upon approval, all other terms of this Agreement will remain in effect.

Subrecipient shall utilize grant funds in accordance with all Federal regulations and State guidelines.

- B. Subrecipient agrees that grant funds awarded will be used to supplement existing funds for program activities, and will not supplant (replace) non-Federal funds.
- C. Subrecipient shall review the Federal Debarment Listing at <http://www.sam.gov/portal/public/SAM> prior to the purchase of equipment or services to ensure the intended vendor is not listed and also maintain documentation that the list was verified.
- D. Subrecipient shall follow its own internal purchasing policies or the purchasing policies of the Disaster Management Area lead agency.
- E. This paragraph intentionally left blank.
- F. Subrecipient shall provide quarterly status reports to CEO indicating its progress on meeting the program goals shown in Exhibit E and the submission of claims for reimbursement along with any reports requested by the County of Los Angeles regarding performance of this Agreement. Reports and claims shall be in the form requested by the County of Los Angeles, and shall be provided by the 15th of the month following the end of the quarter, or as designated by the CEO.
- G Subrecipient shall provide to the County of Los Angeles a copy of its Annual Single Audit Report, if applicable, as required by Title 2 C.F.R. Part 200 Subpart F – Audit Requirements, to CEO no later than March 31st of the year following the reporting period.

- H Subrecipient shall provide a Corrective Action Plan to CEO within 30 days of any audit finding.
- I. Subrecipient will be monitored by the County of Los Angeles on an annual basis to ensure compliance with Cal OES grant program requirements and with the Program Narrative as shown in the FY16 EMPG Notification of Application Approval (Exhibit E). Said monitoring will include, at a minimum, one on-site visit during the term of this Agreement. County will provide a minimum of ten working days' advance notice of said on-site visit, if possible.
- J. Any equipment acquired pursuant to this Agreement shall be authorized in FEMA Authorized Equipment List (AEL) available online at <http://beta.fema.gov/authorized-equipment-list>. Subrecipient shall provide the County of Los Angeles a copy of its most current procurement guidelines and follow its own procurement requirements as long as they meet or exceed the minimum Federal requirements. Federal procurement requirements for the 2016 EMPG can be found at Title 2 C.F.R. Part 200 SubPart D – Post-Federal Award Requirements, Title 44 C.F.R. Part 13 Subpart C – Post-Award Requirements, and 2016 Department of Justice (DOJ) Grants Financial Guide.

Any equipment acquired or obtained with grant funds:

- 1. Will be made available under the California Disaster and Civil Defense Master Mutual Aid Agreement in consultation with representatives of the various fire, emergency medical, hazardous materials response services, and law enforcement agencies within the jurisdiction of the applicant;
 - 2. Will be consistent with needs as identified in the State Homeland Security Strategy and will be deployed in conformance with that plan;
 - 3. Will be made available pursuant to applicable terms of the California Disaster and Civil Defense Master Mutual Aid Agreement and deployed with personnel trained in the use of such equipment in a manner consistent with the California Law Enforcement Mutual Aid Plan or the California Fire Services and Rescue Mutual Aid Plan.
- K. Equipment acquired pursuant to this Agreement shall be subject to the requirements of Title 2 C.F.R. Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Title 44 C.F.R. Part 13 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, and 2016 DOJ Grants Financial Guide. For the purposes of this subsection, “Equipment” is defined as tangible nonexpendable property, having a useful life of more than one year which costs \$5,000 or more per unit. Items costing less than \$5,000, but acquired under the “Equipment” category of the Grant shall also be listed on any required Equipment Ledger.

1. Equipment shall be used by Subrecipient in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds. When no longer needed for the original program or project, the Equipment may be used in other activities currently or previously supported by a Federal agency.
 2. Subrecipient shall make Equipment available for use on other like projects or programs currently or previously supported by the Federal Government, providing such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use shall be given to other programs or projects supported by the awarding agency.
 3. An Equipment Ledger shall be maintained listing each item of Equipment acquired with EMPG funds. The Equipment Ledger must be kept up to date at all times. Any changes shall be recorded in the Equipment Ledger within ten (10) business days and the updated Equipment Ledger is to be forwarded to the CEO. The Equipment Ledger shall include: (a) description of the item of Equipment, (b) manufacturer's model and serial number, (c) Federal stock number, national stock number, or other identification number; (d) the fund source/grant year of acquisition of the Equipment, including the award number, (e) date of acquisition; (f) the per unit acquisition cost of the Equipment, (g) location and condition of Equipment and (h) disposition data, including date and sale price, if applicable. Records must be retained pursuant to Title 44 C.F.R. Part 13 Subpart C – Post-Award Requirements.
 4. All Equipment obtained under this Agreement shall have an appropriate identification decal affixed to it, and, when practical, shall be affixed where it is readily visible.
 5. A physical inventory of the Equipment shall be taken by the Subrecipient and the results reconciled with the Equipment Ledger at least once every year or prior to any site visit by State or Federal auditors/monitors. The Subrecipient is required to submit a letter certifying as to the accuracy of the Equipment Ledger to the County of Los Angeles, in the frequency as above.
- L. Any planning paid pursuant to this Agreement shall conform to the guidelines as listed in the Cal OES Supplement to FY 2016 EMPG Program Notice of Funding Opportunity ("State Guidance"). EMPG funds may be used for a range of emergency management planning activities, including program evaluations.
- M. Any training paid pursuant to this Agreement shall conform to the guidelines as listed in the State Guidance. EMPG funds may be used for a range of emergency management related training activities to enhance the capabilities of emergency management personnel.

- N. Any exercise paid pursuant to this Agreement shall conform to the guidelines as listed in the State Guidance. EMPG funds may be used to design, develop, conduct, and evaluate emergency management related exercises.
- O. Any organization activities, including personnel services and operating expenses, paid pursuant to this Agreement shall conform to the guidelines, if any, as listed in the State Guidance.

SECTION III

PAYMENT

§301. Payment of Grant Funds and Method of Payment

- A. The County of Los Angeles shall reimburse Subrecipient the grant amount of \$644,976 as eligible expenditures are incurred and paid by Subrecipient and all documentation is reviewed and approved by County. All expenditures shall be for the purchase of personnel services, exercises, training, planning, equipment and operating expenses as described in Section II of this Agreement. The grant amount represents the amount allocated to Subrecipient in FY 2016.
- B. Subrecipient shall submit their reimbursement requests in accordance with the EMPG Reimbursement Form and Instructions (attached hereto as Exhibit F) to the Auditor-Controller Shared Services Division on a quarterly basis, following costs being incurred and paid, and the required supporting documentation is available. Said timeframe should be within fifteen (15) days of the end of each quarter and/or prescribed due dates by CEO and/or Cal OES. Each reimbursement request shall be accompanied by the Reimbursement Request Checklist and Form. All appropriate back-up documentation must be attached to the reimbursement form, including invoices, proof of payment and packing slips.

The County of Los Angeles shall pay eligible reimbursement to Subrecipient within thirty (30) calendar days of County's final approval of the Subrecipient's reimbursement request.

- C. County may, at its discretion, and with Cal OES approval, reallocate unexpended grant funds to another Subrecipient. Said reallocation may occur upon completion of an approved project, or by notification to County by Subrecipient that a portion of the grant funds identified in §301 A., above, will not be utilized. Notwithstanding the provisions of §503, below, any increase or decrease in the grant amount specified in §301 A., above, shall not require a written amendment to this Agreement.
- D. Payment of the final reimbursement request shall be withheld by the County of Los Angeles until the County has determined that Subrecipient has turned in all supporting documentation and completed the requirements of this Agreement.

- E. It is understood that the County of Los Angeles makes no commitment to fund this Agreement beyond the terms set forth herein. In addition, any payment made to the Subrecipient may be subject to repayment by the Subrecipient to the County for noncompliance in accordance with §411 of this Agreement.
- F. 1. County's obligation is payable only from funds appropriated for the purpose of this Agreement. All funds for payments after the end of the current fiscal year are subject to Federal, State or County's legislative appropriation for this purpose. In the event this Agreement extends into succeeding fiscal year periods and the Board of Supervisors or the State or Federal Legislature does not allocate sufficient funds for the next succeeding fiscal year payments, services shall automatically be terminated as of the end of the then current fiscal year.
2. County shall make a good-faith effort to notify Subrecipient, in writing, of such non-appropriation at the earliest time.

SECTION IV

STANDARD PROVISIONS

§401. Construction of Provisions and Titles Herein

All titles or subtitles appearing herein have been inserted for convenience and shall not be deemed to affect the meaning or construction of any of the terms or provisions hereof. The language of this Agreement shall be construed according to its fair meaning and not strictly for or against either party.

§402. Applicable Law, Interpretation and Enforcement

Each party's performance hereunder shall comply with all applicable laws of the United States of America, the State of California, and the County of Los Angeles. This Agreement shall be enforced and interpreted under the laws of the United States of America, the State of California and the County of Los Angeles.

If any part, term or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law of a Federal, State or Local Government having jurisdiction over this Agreement, the validity of the remainder of the Agreement shall not be affected thereby.

Applicable Federal or State requirements that are more restrictive shall be followed.

§403. Integrated Agreement

This Agreement sets forth all of the rights and duties of the parties with respect to the subject matter hereof, and replaces any and all previous agreements or

understandings, whether written or oral, relating thereto. This Agreement may be amended only as provided for herein.

§404. Breach

If any party fails to perform, in whole or in part, any promise, covenant, or agreement set forth herein, or should any representation made by it be untrue, any aggrieved party may avail itself of all rights and remedies, at law or equity, in the courts of law. Said rights and remedies are cumulative of those provided for herein except that in no event shall any party recover more than once, suffer a penalty or forfeiture, or be unjustly compensated.

§405. Prohibition Against Assignment or Delegation

Subrecipient may not, unless it has first obtained the written permission of the County of Los Angeles:

- A. Assign or otherwise alienate any of its rights hereunder, including the right to payment; or
- B. Delegate, subcontract, or otherwise transfer any of its duties hereunder.

§406. Permits

Subrecipient and its officers, agents and employees shall obtain and maintain all permits and licenses necessary for Subrecipient's performance hereunder and shall pay any fees required therefor. Subrecipient further certifies that it will immediately notify the County of Los Angeles of any suspension, termination, lapse, non renewal or restriction of licenses, certificates, or other documents.

§407. Nondiscrimination and Affirmative Action

Subrecipient shall comply with the applicable nondiscrimination and affirmative action provisions of the laws of the United States of America, the State of California, and the County of Los Angeles. In performing this Agreement, Subrecipient shall not discriminate in its employment practices against any employee or applicant for employment because of such person's race, religion, national origin, ancestry, sex, sexual orientation, age, physical handicap, mental disability, marital status, domestic partner status or medical condition. Subrecipient shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 C.F.R. Part 60).

If required, Subrecipient shall submit an Equal Employment Opportunity Plan ("EEOP") to the DOJ Office of Civil Rights ("OCR") in accordance with guidelines listed at <http://www.ojp.gov/about/ocr/eeop.htm>.

Any subcontract entered into by the Subrecipient relating to this Agreement, to the extent allowed hereunder, shall be subject to the provisions of this §407 of this Agreement.

§408. Indemnification

Each of the parties to this Agreement is a public entity. This indemnity provision is written in contemplation of the provisions of Section 895.2 of the Government Code of the State of California, which impose certain tort liability jointly upon public entities, solely by reason of such entities being parties to an agreement, and the parties agree that this indemnity provision shall apply and shall be enforceable regardless of whether Section 895 et seq. is deemed to apply to this Agreement. The parties hereto, as between themselves, consistent with the authorization contained in Government Code Sections 895.4 and 895.6 agree to each assume the full liability imposed upon it or upon any of its officers, agents, or employees by law, for injury caused by a negligent or wrongful act or omission occurring in the performance of this Agreement, to the same extent that such liability would be imposed in the absence of Government Code Section 895.2. To achieve the above-stated purpose, each party agrees to indemnify and hold harmless the other party for any liability arising out of its own negligent acts or omissions in the performance of this Agreement (i.e., the Subrecipient agrees to indemnify and hold harmless the County of Los Angeles for liability arising out of the Subrecipient's negligent or wrongful acts or omissions and the County of Los Angeles agrees to indemnify and hold harmless the Subrecipient for liability arising out of the County of Los Angeles' negligent or wrongful acts or omissions). Each party further agrees to indemnify and hold harmless the other party for liability that is imposed on the other party solely by virtue of Government Code Section 895.2. The provisions of Section 2778 of the California Civil Code is made a part hereto as if fully set forth herein. Subrecipient certifies that it has adequate self insured retention of funds to meet any obligation arising from this Agreement.

§409. Conflict of Interest

- A. The Subrecipient covenants that none of its directors, officers, employees, or agents shall participate in selecting, or administering any subcontract supported (in whole or in part) by Federal funds where such person is a director, officer, employee or agent of the subcontractor; or where the selection of the subcontractor is or has the appearance of being motivated by a desire for personal gain for themselves or others such as family, business, etc.; or where such person knows or should have known that:
1. A member of such person's immediate family, or domestic partner or organization has a financial interest in the subcontract;
 2. The subcontractor is someone with whom such person has or is negotiating any prospective employment; or

3. The participation of such person would be prohibited by the California Political Reform Act, California Government Code §87100 et seq. if such person were a public officer, because such person would have a "financial or other interest" in the subcontract.

B. Definitions:

1. The term "immediate family" includes but is not limited to domestic partner and/or those persons related by blood or marriage, such as husband, wife, father, mother, brother, sister, son, daughter, father in law, mother in law, brother in law, sister in law, son in law, daughter in law.
2. The term "financial or other interest" includes but is not limited to:
 - a. Any direct or indirect financial interest in the specific contract, including a commission or fee, a share of the proceeds, prospect of a promotion or of future employment, a profit, or any other form of financial reward.
 - b. Any of the following interests in the subcontractor ownership: partnership interest or other beneficial interest of five percent or more; ownership of five percent or more of the stock; employment in a managerial capacity; or membership on the board of directors or governing body.

C. The Subrecipient further covenants that no officer, director, employee, or agent shall solicit or accept gratuities, favors, or anything of monetary value from any actual or potential subcontractor, supplier, a party to a sub agreement, (or persons who are otherwise in a position to benefit from the actions of any officer, employee, or agent).

D. The Subrecipient shall not subcontract with a former director, officer, or employee within a one year period following the termination of the relationship between said person and the Subrecipient.

E. Prior to obtaining the County of Los Angeles' approval of any subcontract, the Subrecipient shall disclose to the County of Los Angeles any relationship, financial or otherwise, direct or indirect, of the Subrecipient or any of its officers, directors or employees or their immediate family with the proposed subcontractor and its officers, directors or employees.

F. For further clarification of the meaning of any of the terms used herein, the parties agree that references shall be made to the guidelines, rules, and laws of the County of Los Angeles, State of California, and Federal regulations regarding conflict of interest.

G. The Subrecipient warrants that it has not paid or given and will not pay or give to any third person any money or other consideration for obtaining this Agreement.

- H. The Subrecipient covenants that no member, officer or employee of Subrecipient shall have interest, direct or indirect, in any contract or subcontract or the proceeds thereof for work to be performed in connection with this project during his/her tenure as such employee, member or officer or for one year thereafter.
- I. The Subrecipient shall incorporate the foregoing subsections of this Section into every agreement that it enters into in connection with this grant and shall substitute the term "subcontractor" for the term "Subrecipient" and "sub subcontractor" for "Subcontractor".

§410. Restriction on Disclosures

Any reports, analyses, studies, drawings, information, or data generated as a result of this Agreement are to be governed by the California Public Records Act (California Government Code Sec. 6250 et seq.).

§411. Statutes and Regulations Applicable To All Grant Contracts

- A. Subrecipient shall comply with all applicable requirements of State, Federal, and County of Los Angeles laws, executive orders, regulations, program and administrative requirements, policies and any other requirements governing this Agreement. Subrecipient shall comply with applicable State and Federal laws and regulations pertaining to labor, wages, hours, and other conditions of employment. Subrecipient shall comply with new, amended, or revised laws, regulations, and/or procedures that apply to the performance of this Agreement. These requirements include, but are not limited to:

- 1. Title 2 Code of Federal Regulations (C.F.R.) Part 200

Subrecipient shall, as applicable, comply with Title 2 C.F.R. Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart A – Acronyms and Definitions, Subpart B – General Provisions, Subpart C – Pre-Federal Awards Requirements and Contents of Federal Awards, Subpart D – Post-Federal Award Requirements, Subpart E – Cost Principles, and Subpart F – Audit Requirements.

- 2. Single Audit Act

Since Federal funds are used in the performance of this Agreement, Subrecipient shall, as applicable, adhere to the rules and regulations of the Single Audit Act, 31 U.S.C. Sec. 7501 et seq.; Title 2 C.F.R. Part 200 Subpart F and any administrative regulation or field memos implementing the Act.

3. Americans with Disabilities Act

Subrecipient hereby certifies that, as applicable, it will comply with the Americans with Disabilities Act 42, U.S.C. §§ 12101 et seq., and its implementing regulations. Subrecipient will provide reasonable accommodations to allow qualified individuals with disabilities to have access to and to participate in its programs, services and activities in accordance with the provisions of the Americans with Disabilities Act. Subrecipient will not discriminate against persons with disabilities nor against persons due to their relationship to or association with a person with a disability. Any subcontract entered into by Subrecipient, relating to this Agreement, to the extent allowed hereunder, shall be subject to the provisions of this paragraph.

4. Political and Sectarian Activity Prohibited

None of the funds, materials, property or services provided directly or indirectly under this Agreement shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office. Neither shall any funds provided under this Agreement be used for any purpose designed to support or defeat any pending legislation or administrative regulation. None of the funds provided pursuant to this Agreement shall be used for any sectarian purpose or to support or benefit any sectarian activity.

Subrecipient shall file a Disclosure Form at the end of each calendar quarter in which there occurs any event requiring disclosure or which materially affects the accuracy of any of the information contained in any Disclosure Form previously filed by Subrecipient. Subrecipient shall require that the language of this Certification be included in the award documents for all sub-awards at all tiers and that all subcontractors shall certify and disclose accordingly.

5. Records Inspection

At any time during normal business hours and as often as either the County of Los Angeles, the U.S. Comptroller General or the Auditor General of the State of California may deem necessary, Subrecipient shall make available for examination all of its records with respect to all matters covered by this Agreement. The County of Los Angeles, the U.S. Comptroller General and the Auditor General of the State of California shall have the authority to audit, examine and make excerpts or transcripts from records, including all Subrecipient's invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

Subrecipient agrees to provide any reports requested by the County regarding performance of this Agreement.

6. Records Maintenance

Records, in their original form, shall be maintained in accordance with requirements prescribed by the County of Los Angeles with respect to all matters specified in this Agreement. Original forms are to be maintained on file for all documents specified in this Agreement. Such records shall be retained for a period of five (5) years after termination of this Agreement and after final disposition of all pending matters. "Pending matters" include, but are not limited to, an audit, litigation or other actions involving records. The County of Los Angeles may, at its discretion, take possession of, retain and audit said records. Records, in their original form pertaining to matters covered by this Agreement, shall at all times be retained within the County of Los Angeles unless authorization to remove them is granted in writing by the County of Los Angeles.

7. Subcontracts and Procurement

Subrecipient shall, as applicable, comply with the Federal, State and County of Los Angeles standards in the award of any subcontracts. For purposes of this Agreement, subcontracts shall include but not be limited to purchase agreements, rental or lease agreements, third party agreements, consultant service contracts and construction subcontracts.

Subrecipient shall, as applicable, ensure that the terms of this Agreement with the County of Los Angeles are incorporated into all Subcontractor agreements. The Subrecipient shall withhold funds to any subcontractor agency that fails to comply with the terms and conditions of this Agreement and their respective Subcontractor Agreement.

8. Labor

Subrecipient shall, as applicable, comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed requirements for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System Personnel Administration (5 C.F.R. 900, Subpart F).

Subrecipient shall, as applicable, comply with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements, and the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328).

Subrecipient shall, as applicable, comply with the Federal Fair Labor Standards Act (29 U.S.C. § 201) regarding wages and hours of employment.

None of the funds shall be used to promote or deter Union/labor organizing activities. California Government Code §§16645 et seq.

9. Civil Rights

Subrecipient shall, as applicable, comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681- 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of disabilities; (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; (j) the requirements of any other nondiscrimination statute(s) which may apply to the application; and (k) P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

10. Environmental

Subrecipient shall, as applicable, comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

Subrecipient shall, as applicable, comply with environmental standards which may be prescribed pursuant to the following: (a) institution of

environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205); and (i) Flood Disaster Protection Act of 1973 §102(a) (P.L. 93-234).

Subrecipient shall, as applicable, comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

Subrecipient shall, as applicable, comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

Subrecipient shall, as applicable, comply with the Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.) which restores and maintains the chemical, physical and biological integrity of the Nation's waters.

Subrecipient shall, as applicable, ensure that the facilities under its ownership, lease or supervision which will be utilized in the accomplishment of this project are not listed in the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal Grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

Subrecipient shall, as applicable, comply with the California Environmental Quality Act (CEQA), Public Resources Code §21000 et seq.

Subrecipient shall, as applicable, comply with the Energy Policy and Conservation Act (P.L. 94-163, 89 Stat. 871).

Subrecipient shall, as applicable, comply with the provision of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 U.S.C. 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

11. Preservation

Subrecipient shall, as applicable, comply with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

12. Suspension and Debarment

Subrecipient shall, as applicable, comply with Title 44 C.F.R. and Title 13 C.F.R., regarding Suspension and Debarment, and Subrecipient shall submit a Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions, attached hereto as Exhibit B, required by Executive Order 12549, Debarment and Suspension, 13 C.F.R. Part 145 and any amendment thereto. Said Certification shall be submitted to the County of Los Angeles concurrent with the execution of this Agreement and shall certify that neither Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department head or agency. Subrecipient shall require that the language of this Certification be included in the award documents for all sub-awards at all tiers and that all subcontractors shall certify accordingly.

13. Drug-Free Workplace

Subrecipient shall, as applicable, comply with the federal Drug-Free Workplace Act of 1988, 41 U.S.C. §701, Title 44 C.F.R. Part 83; the California Drug-Free Workplace Act of 1990, CA Gov't Code §§8350-8357, and Subrecipient shall complete the Certification Regarding Drug-Free Workplace Requirements, attached hereto as Exhibit C, and incorporated herein by reference. Subrecipient shall require that the language of this Certification be included in the award documents for all sub-awards at all tiers and that all subcontractors shall certify accordingly.

14. Lobbying Activities

Subrecipient shall, as applicable, comply with 31 U.S.C. §1352 and complete the Disclosure of Lobbying Activities, (OMB 0038-0046), attached hereto as Exhibit A, and incorporated herein by reference.

15. Miscellaneous

Subrecipient shall, as applicable, comply with the Laboratory Animal Welfare Act of 1966, as amended (P.L. 89-544, 7 U.S.C. §§2131 et seq.).

B. Statutes and Regulations Applicable To This Particular Grant

Subrecipient shall comply with all applicable requirements of State and Federal laws, executive orders, regulations, program and administrative requirements, policies and any other requirements governing this particular grant program. Subrecipient shall, as applicable, comply with new, amended, or revised laws, regulations, and/or procedures that apply to the performance of this Agreement. These requirements include, but are not limited to:

1. Title 44 C.F.R. Part 66; EO 12372; US Department of Justice, Office of Justice Programs, 2016 Financial Guide; U.S. Department of Homeland Security, Office of State and Local Government Coordination and Preparedness, Office for Domestic Preparedness, ODP WMD Training Course Catalogue; and DOJ Office for Civil Rights.

Standardized Emergency Management System (SEMS) requirements as stated in the California Emergency Services Act, Government Code Chapter 7 of Division 1 of Title 2, § 8607.1(e) and CCR Title 19, §§ 2445-2448.

Provisions of Title 2, 6, 28, 44 C.F.R. applicable to grants and cooperative agreements, including 28 C.F.R. Part 18, Office of Justice Programs Hearing and Appeal Procedures; 28 C.F.R. Part 20, Criminal Justice Information Systems; 28 C.F.R. Part 22, Confidentiality of Identifiable Research and Statistical Information; 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies; 28 C.F.R. Part 30, Intergovernmental Review of Department of Justice Programs and Activities; 28 C.F.R. Part 35, Nondiscrimination on the Basis of Disability in State and Local Government Services; 28 C.F.R. Part 38, Equal Treatment of Faith-based Organizations; 28 C.F.R. Part 42, Nondiscrimination; Equal Employment Opportunity; Policies and Procedures; 28 C.F.R. Part 61, Procedures for Implementing the National Environmental Policy Act; 28 C.F.R. Part 63, Floodplain Management and Wetland Protection Procedures; 28 C.F.R. Part 69, New Restrictions on Lobbying; 28 C.F.R. Part 83, Government-Wide Requirements for a Drug Free Workplace (Grants); 44 C.F.R. Part 7, Nondiscrimination in Federally-Assisted Programs (FEMA Reg. 5); 44 C.F.R. Part 9 Floodplain Management and Protection of Wetlands; 44 C.F.R. Part 13 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments 44 C.F.R. Part 16 Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Federal Emergency Management Agency; 44 C.F.R. Part 18 New Restrictions on Lobbying; 44 C.F.R. Part 7 ;Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance; Nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789(d), or the Juvenile Justice and Delinquency Prevention

Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1, and all other applicable Federal laws, orders, circulars, or regulations.

2. Travel Expenses

Subrecipient, as provided herein, shall be compensated for Subrecipient's reasonable travel expenses incurred in the performance of this Agreement, to include travel and per diem, unless otherwise expressed. Subrecipient's total travel for in-State and/or out-of-State and per diem costs shall be included in the contract budget(s). All travel including out-of-State travel not included in the budget(s) shall not be reimbursed without prior written authorization from the County of Los Angeles.

Subrecipient's administrative-related travel and per diem reimbursement costs shall be reimbursed based on the Subrecipient's policies and procedures. For programmatic-related travel costs, Subrecipient's reimbursement rates shall not exceed the amounts established by the County of Los Angeles.

3. Noncompliance

Subrecipient understands that failure to comply with any of the above assurances may result in suspension, termination or reduction of grant funds, and repayment by the Subrecipient to the County of Los Angeles of any unauthorized expenditures.

C. Compliance With Grant Requirements

To obtain the grant funds, the State required an authorized representative of the County of Los Angeles to sign certain promises regarding the way the grant funds would be spent. These requirements are included in the State Guidance and in the attached FY16 EMPG Grant Assurances ("Grant Assurances"). By signing these Grant Assurances and accepting the State Guidance, the County of Los Angeles became liable to the State for any funds that are used in violation of the grant requirements. In turn, the County is requiring the Subrecipient to sign the Grant Assurances, attached hereto as Exhibit D, and be liable to the County for any funds the State or Federal government determines that Subrecipient used in violation of these Grant Assurances. Subrecipient shall indemnify and hold harmless the County of Los Angeles for any sums the State or Federal government determines Subrecipient used in violation of the Grant Assurances or State Guidance.

§412. Federal, State and Local Taxes

Federal, State and local taxes shall be the responsibility of the Subrecipient as an independent party and not of the County of Los Angeles and shall be paid prior to requesting reimbursement. However, these taxes are an allowable expense under the grant program.

§413. Inventions, Patents and Copyrights

A. Reporting Procedure for Inventions

If any project produces any invention or discovery (Invention) patentable or otherwise under Title 35 of the U.S. Code, including, without limitation, processes and business methods made in the course of work under this Agreement, the Subrecipient shall report the fact and disclose the Invention promptly and fully to the County of Los Angeles. The County of Los Angeles shall report the fact and disclose the Invention to the State. Unless there is a prior agreement between the County of Los Angeles and the State, the State shall determine whether to seek protection on the Invention. The State shall determine how the rights in the Invention, including rights under any patent issued thereon, will be allocated and administered in order to protect the public interest consistent with the policy ("Policy") embodied in the Federal Acquisition Regulations System, which is based on Ch. 18 of title 35 U.S.C. Sections 200 et seq. (Pub. L. 95-517, Pub. L. 98-620, Title 37 C.F.R. Part 401); Presidential Memorandum on Government Patent Policy to the Heads of the Executive Departments and Agencies, (dated 2/18/1983); and Executive Order 12591, 4/10/87, 52 FR 13414, Title 3 C.F.R., 1987 Comp., p. 220 (as amended by Executive Order 12618, 12/22/87, 52 FR 48661, Title 3 C.F.R., 1987 Comp., p. 262). Subrecipient hereby agrees to be bound by the Policy, and will contractually require its personnel to be bound by the Policy.

B. Rights to Use Inventions

County of Los Angeles shall have an unencumbered right, and a non-exclusive, irrevocable, royalty-free license, to use, manufacture, improve upon, and allow others to do so for all government purposes, any Invention developed under this Agreement.

C. Copyright Policy

1. Unless otherwise provided by applicable Federal or State laws or requirements or by the terms of this Agreement, when copyrightable material (Material) is developed under this Agreement, the County of Los Angeles, at the County's discretion, may copyright the Material. If the County of Los Angeles declines to copyright the Material, the County of Los Angeles shall have an unencumbered right, and a non-exclusive, irrevocable, royalty-free license, to use, manufacture, improve upon, and

allow others to do so for all government purposes, any Material developed under this Agreement.

2. The State shall have an unencumbered right, and a non-exclusive, irrevocable, royalty-free license, to use, manufacture, improve upon, and allow others to do so for all government purposes, any Material developed under this Agreement or any Copyright purchased under this Agreement.

Nothing contained in this Agreement shall apply to intellectual property developed outside of the scope of this Agreement or outside of the employment of any individual that may be covered by this Agreement.

D. Rights to Data

The State and the County of Los Angeles shall have unlimited rights or copyright license to any data first produced or delivered under this Agreement. "Unlimited rights" means the right to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform and display publicly, or permit others to do so; as required by Title 48 C.F.R. 27.401. Where the data are not first produced under this Agreement or are published copyrighted data with the notice of 17 U.S.C. Section 401 or 402, the State acquires the data under a copyright license as set forth in Title 48 C.F.R. 27.404(f)(2) instead of unlimited rights. (Title 48 C.F.R. 27.404(a)).

E. Obligations Binding on Subcontractors

Subrecipient shall require all subcontractors to comply with the obligations of this section by incorporating the terms of this section into all subcontracts.

§414. Child Support Assignment Orders

Under the terms of this Agreement, Subrecipient shall comply with California Family Code Section 5230 et seq., as applicable.

§415. Minority, Women, and Other Business Enterprise Outreach Program

It is the policy of the County of Los Angeles to provide Minority Business Enterprises, Women Business Enterprises and all other business enterprises an equal opportunity to participate in the performance of all Subrecipient's contracts, including procurement, construction and personal services. This policy applies to all the Subrecipient's contractors and sub-contractors.

SECTION V

DEFAULTS, SUSPENSION, TERMINATION, AND AMENDMENTS

§501. Defaults

Should either party fail for any reason to comply with the contractual obligations of this Agreement within the time specified by this Agreement, the non-breaching party reserves the right to terminate the Agreement, reserving all rights under State and Federal law.

§502. Termination for Convenience

A. Notice of Termination

This Agreement may be terminated, in whole or in part, from time to time, when such action is deemed by the County of Los Angeles, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Subrecipient specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

§503. Amendments

Any change in the terms of this Agreement, including changes in the services to be performed by Subrecipient, which are agreed to by the Subrecipient and County of Los Angeles must be incorporated into this Agreement by a written amendment properly executed and signed by persons duly authorized to bind the parties thereto. Notwithstanding the foregoing, any increase or decrease in the grant amount specified in §301 A., above, shall not require a written amendment to this Agreement, but may be effectuated by a written notification by the County to the Subrecipient.

SECTION VI

ENTIRE AGREEMENT

§601. Complete Agreement

This Agreement contains the full and complete agreement between the two parties. Neither verbal agreement nor conversation with any officer or employee of either party shall affect or modify any of the terms and conditions of this Agreement.

IN WITNESS WHEREOF, the Subrecipient and County of Los Angeles have caused this Agreement to be executed by their duly authorized representatives.

COUNTY OF LOS ANGELES

By _____
SACHI A. HAMAI
Chief Executive Officer

Date

By _____
LORI GLASGOW
Executive Officer, Board of Supervisors

By _____
JOHN NAIMO
Auditor-Controller

APPROVED AS TO FORM

MARY C. WICKHAM
County Counsel

BY _____
Senior Deputy County Counsel

DISASTER MANAGEMENT AREA H
City of Los Angeles EMD

BY _____
Aram Sahakian
GM, Emergency Management Department

Date

APPROVED AS TO FORM

MIKE FEUER
City Attorney

BY _____
City Attorney (If Required)

Date

ATTEST

HOLLY L. WOLCOTT
City Clerk

BY _____
City Clerk (If Required)

Date

EXHIBITS

- Exhibit A Disclosure of Lobbying Activities
- Exhibit B Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
- Exhibit C Certification Regarding Drug-Free Workplace Requirements
- Exhibit D FY16 EMPG Grant Assurances
- Exhibit E FY16 EMPG Notification of Application Approval
- Exhibit F EMPG Reimbursement Form and Instructions

EXHIBIT A

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to *Title 31 U.S.C. Section 1352*. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; sub-grant announcement number; the contract, subgrant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a.) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b.) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

| | | | | | |
|--|--|---|---|--|--|
| 1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance | | 2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award | | 3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: Year _____ Quarter _____ date of last report _____ | |
| 4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier, <i>if known</i> : _____ Congressional District, <i>if known</i> : _____ | | | 5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, <i>if known</i> : _____ | | |
| 6. Federal Department/Agency: _____ | | | 7. Federal Program Name/Description: CFDA Number, if applicable: _____ | | |
| 8. Federal Action Number, if known: _____ | | | 9. Award Amount, if known: _____ | | |
| 10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): (attach Continuation Sheet(s) SF-LLL-A, if necessary) | | | b. Individuals Performing Services (last name, first name, MI - include address if different from 10a) | | |
| 11. Amount of Payment (check all that apply) : _____ <input type="checkbox"/> Actual <input type="checkbox"/> Planned | | | 13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____ | | |
| 12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: _____ nature _____ value _____ | | | | | |
| 14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in item 11: (attach Continuation Sheet(s) SF-LLL-A, if necessary) | | | | | |
| 15. Continuation Sheet(s) SF-LLL-A attached: <input checked="" type="radio"/> Yes <input type="radio"/> No | | | | | |
| 16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. | | | | Signature: _____ Name: _____ Title: _____ Telephone: _____ Date: _____ (area code) | |
| Federal Use Only: | | | | Authorized for Local Reproduction Standard Form – LLL | |

**DISCLOSURE OF LOBBYING ACTIVITIES
CONCONTINUATION SHEET**

Continuation of 10 a-b: additional sheets may be added if necessary

Reporting Entity:

| | | |
|--------------------|---------------------|--------------|
| _____ Last Name | _____ First Name | _____ MI |
| _____ Address | _____ City | _____ Zip |
| _____ Last Name | _____ First Name | _____ MI |
| _____ Address | _____ City | _____ Zip |
| _____ Last Name | _____ First Name | _____ MI |
| _____ Address | _____ City | _____ Zip |
| _____ Last Name | _____ First Name | _____ MI |
| _____ Address | _____ City | _____ Zip |

Continuation of 14: (additional sheets may be added if necessary)

Brief Description of Services and Payments indicated in item 11:

Authorized for Local Reproduction
Standard Form – LLL-A

EXHIBIT B



**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Business Name _____

Date _____

By _____
Name and Title of Authorized Representative

Signature of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations (13CFR Part 145).
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

EXHIBIT C

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The grantee certifies that it will provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing a drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance programs, and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after each conviction;
- (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

Typed Name and Title of Certification Official

Signature

Date

EXHIBIT D



Standard Assurances For All Cal OES Federal Grant Programs

As the duly authorized representative of the Applicant, I hereby certify that the Applicant has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay any non-federal share of project cost) to ensure proper planning, management and completion of the project described in this application, within prescribed timelines.

I further acknowledge that the Applicant is responsible for reviewing and adhering to all requirements within the:

- (a) Applicable Federal Regulations (see below);
- (b) Federal Program Notice of Funding Opportunity (NOFO);
- (c) California Supplement to the NOFO; and
- (d) Federal and State Grant Program Guidelines.

Federal Regulations

Government cost principles, uniform administrative requirements and audit requirements for federal grant programs are set forth in Title 2, Part 200 of the Code of Federal Regulations (CFR) and updates are issued by the Office of Management and Budget (OMB) and can be found at <http://www.whitehouse.gov/omb/>.

Significant state and federal grant award requirements (some of which appear in the documents listed above) are set forth below. The Applicant hereby agrees to comply with the following:

1. Proof of Authority

The Applicant will obtain written authorization from the city council, governing board, or authorized body in support of this project. This written authorization must specify that the Applicant and the city council, governing board, or authorized body agree:

- (a) To provide all matching funds required for the grant project and that any cash match will be appropriated as required.
- (b) Any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board, or authorized body.
- (c) Grant funds shall not be used to supplant expenditures controlled by the city council, governing board, or authorized body.
- (d) The official executing this agreement is, in fact, authorized to do so.

This Proof of Authority must be maintained on file and readily available upon request.

2. Period of Performance

The Applicant will initiate work after approval of the award and complete all work within the period of performance specified in the grant.

3. Lobbying and Political Activities

As required by Section 1352, Title 31 of the U.S. Code (U.S.C.), for persons entering into a contract, grant, loan, or cooperative agreement from an agency or requests or receives from an agency a commitment providing for the United States to insure or guarantee a loan, the Applicant certifies that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

The Applicant will also comply with provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and §§ 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

Finally, the Applicant agrees that federal funds will not be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation or policy without the express written approval from the California Governor's Office of Emergency Services (Cal OES) or the federal awarding agency.

4. Debarment and Suspension

As required by Executive Orders 12549 and 12689, and 2 CFR § 200.212 and codified in 2 CFR Part 180, Debarment and Suspension, the Applicant will provide protection against waste, fraud,

and abuse by debaring or suspending those persons deemed irresponsible in their dealings with the federal government. The Applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause or default.

Where the Applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

5. Non-Discrimination and Equal Employment Opportunity

The Applicant will comply with all federal statutes relating to non-discrimination. These include, but are not limited to, the following:

- (a) Title VI of the Civil Rights Act of 1964 (Public Law (P.L.) 88-352 and 42 U.S.C. § 2000d et seq.) which prohibits discrimination on the basis of race, color, or national origin and requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services;
- (b) Title IX of the Education Amendments of 1972, (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex in any federally funded educational program or activity;
- (c) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794), which prohibits discrimination against those with disabilities or access and functional needs;
- (d) Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability and requires buildings and structures be accessible to those with disabilities and access and functional needs; (42 U.S.C. §§ 12101-12213.)
- (e) Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (f) Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd—2), relating to confidentiality of patient records regarding substance abuse treatment;
- (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), relating to nondiscrimination in the sale, rental or financing of housing;

- (h) Executive Order 11246, which prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identification or national origin;
- (i) Executive Order 11375, which bans discrimination on the basis of on the basis of race, color, religion, sex, sexual orientation, gender identification, or national origin in hiring and employment in both the United States federal workforce and on the part of government contractors;
- (j) California Public Contract Code § 10295.3, which prohibits discrimination based on domestic partnerships and those in same sex marriages;
- (k) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
- (l) The requirements of any other nondiscrimination statute(s) which may apply to the application.

In addition to the items listed in (a) through (n), the Applicant will comply with California's Fair Employment and Housing Act (FEHA). FEHA prohibits harassment and discrimination in employment because of ancestry, race, color, religious creed (including religious dress and grooming practices), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, genetic information, medical condition, age, pregnancy, denial of medical and family care leave, or pregnancy disability leave (California Government Code §§12940, 12945, 12945.2), military and veteran status, and/or retaliation for protesting illegal discrimination related to one of these categories, or for reporting patient abuse in tax supported institutions.

6. Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), the Applicant certifies that it will maintain a drug-free workplace and a drug-free awareness program as outlined in the Act.

7. Environmental Standards

The Applicant will comply with state and federal environmental standards, which may be prescribed pursuant to the following, as applicable:

- (a) California Environmental Quality Act (CEQA) (California Public Resources Code §§ 21000-21177), to include coordination with the city or county planning agency;
- (b) CEQA Guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, §§ 15000-15387);
- (c) Federal Clean Water Act (CWA) (33 U.S.C. § 1251 et seq.), which establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters;
- (d) Federal Clean Air Act of 1955 (42 U.S.C. § 7401) which regulates air emissions from stationary and mobile sources;

- (e) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190); Executive Order 12898 which focuses on the environmental and human health effects of federal actions on minority and low-income populations with the goal of achieving environmental protection for all communities;
- (f) Executive Order 11514 which sets forth national environmental standards.
- (g) Executive Order 11738 instituted to assure that each federal agency empowered to enter into contracts for the procurement of goods, materials, or services and each federal agency empowered to extend federal assistance by way of grant, loan, or contract shall undertake such procurement and assistance activities in a manner that will result in effective enforcement of the Clean Air Act and the Federal Water Pollution Control Act Executive Order EO 11990 which requires preservation of wetlands;
- (h) The Safe Drinking Water Act of 1974, (P.L. 93-523);
- (i) The Endangered Species Act of 1973, (P.L. 93-205);
- (j) Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The Applicant shall not be: 1) in violation of any order or resolution promulgated by the State Air Resources Board or an air pollution district; 2) subject to a cease and desist order pursuant to § 13301 of the California Water Code for violation of waste discharge requirements or discharge prohibitions; or 3) determined to be in violation of federal law relating to air or water pollution.

8. Audits

For subrecipients expending \$750,000 or more in federal grant funds annually, the Applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and Title 2 of the Code of Federal Regulations, Part 200, Subpart F Audit Requirements.

9. Access to Records

In accordance with 2 CFR § 200.336, the Applicant will give the awarding agency, the Comptroller General of the United States and, if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award. The Applicant will require any subrecipients, contractors, successors, transferees and assignees to acknowledge and agree to comply with this provision.

10. Conflict of Interest

The Applicant will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

11. Financial Management

False Claims for Payment

The Applicant will comply with 31 U.S.C § 3729 which sets forth that no subgrantee, recipient, or subrecipient shall submit a false claim for payment, reimbursement or advance.

12. Reporting - Accountability

The Applicant agrees to comply with applicable provisions of the Federal Funding Accountability and Transparency Act (FFATA) (P.L. 109-282), specifically (a) the reporting of subawards obligating \$25,000 or more in federal funds and (b) executive compensation data for first-tier subawards. This includes the provisions of FFATA, which includes requirements for executive compensation, and also requirements implementing the Act for the non-federal entity at 2 CFR part 25 Financial Assistance Use of Universal Identifier and Central Contractor Registration and 2 CFR part 170 Reporting Subaward and Executive Compensation Information.

13. Whistleblower Protections

The Applicant also must comply with statutory requirements for whistleblower protections at 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. § 4304 and § 4310.

14. Human Trafficking

The Applicant will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from: (1) engaging in trafficking in persons during the period of time that the award is in effect; (2) procuring a commercial sex act during the period of time that the award is in effect; or (3) using forced labor in the performance of the award or subawards under the award.

15. Labor Standards

The Applicant will comply with the following federal labor standards:

- (a) Comply with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), as applicable, and the Copeland Act (40 U.S.C. § 3145 and 18 U.S.C. § 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally-assisted construction contracts or subcontracts.
- (b) Comply with the Federal Fair Labor Standards Act (29 U.S.C. § 201 et al.) as they apply to employees of institutes of higher learning (IHE), hospitals and other non-profit organizations.

16. Worker's Compensation

The Applicant must comply with provisions which require every employer to be insured to protect workers who may be injured on the job before commencing performance of the work of this Agreement, as per the workers compensation laws set forth in California Labor Code §§ 3700 et seq.

17. Property-Related

If applicable to the type of project funded by this federal award, the Applicant will:

- (a) Comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchase.

- (b) Comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires subrecipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- (c) Assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469a-1 et seq.).
- (d) Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4831 and 24 CFR Part 35) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

18. Certifications Applicable Only to Federally-Funded Construction Projects

For all construction projects, the Applicant will:

- (a) Not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Comply with the requirements of the awarding agency with regard to the drafting, review and approval of construction plans and specifications.
- (c) Provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

19. Use of Cellular Device While Driving is Prohibited

Applicants are required to comply with California Vehicle Code sections 23123 and 23123.5. These laws prohibit driving motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication. Drivers are also prohibited from the use of a wireless telephone without hands-free listening and talking, unless to make an emergency call to 911, law enforcement, or similar services.

20. Freedom of Information Act

The Applicant acknowledges that all information submitted in the course of applying for funding under this program, or provided in the course of an entity's grant management activities that are under Federal control, is subject to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the California Public Rights Act, California Government Code section 6250 et seq. The Applicant should consider these laws and consult its own State and local laws and regulations regarding the release of information when reporting sensitive matters in the grant application, needs assessment, and strategic planning process.

EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM - PROGRAM SPECIFIC ASSURANCES / CERTIFICATIONS

21. Reporting Accusations and Findings of Discrimination

If during the past three years the recipient has been accused of discrimination on any basis the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS financial assistance office and the DHS Office of Civil Rights and Civil Liberties (CRCL) by e-mail at crcl@hq.dhs.gov or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.

In the event any court or administrative agency makes a finding of discrimination against the recipient, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS financial assistance office and the CRCL office by e-mail or mail at the addresses listed above.

The United States has the right to seek judicial enforcement of these obligations.

21. Acknowledgment of Federal Funding from DHS and Use of DHS Seal, Logo, and Flags

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

All recipients must obtain permission from their financial assistance office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

22. Activities Conducted Abroad

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

23. Best Practices for Collection and Use of Personally Identifiable Information (PII)

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Award recipients may also find as a useful resource the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template respectively.

24. Copyright

All recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under federal financial assistance awards.

25. Energy Policy and Conservation Act

All recipients must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

26. Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

27. Fly America Act of 1974

All Applicants must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

28. Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, all Applicants must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. § 2225a.

29. Non-supplanting Requirement

All Applicants who receive awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

30. Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

31. SAFECOM

All Applicants who receive awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency

Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

32. Terrorist Financing

All Applicants must comply with Executive Order 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of recipients to ensure compliance with the Order and laws.

33. Reporting of Matters Related to Recipient Integrity and Performance

If the total value of the Applicant's currently active grants, cooperative agreements, and procurement contracts from all federal assistance office exceeds \$10,000,000 for any period of time during the period of performance of this federal award, the Applicant must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the terms and conditions of your award.

34. USA Patriot Act of 2001

All recipients must comply with requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.

IMPORTANT

The purpose of the assurance is to obtain federal and state financial assistance, including any and all federal and state grants, loans, reimbursement, contracts, etc. The Applicant recognizes and agrees that state financial assistance will be extended based on the representations made in this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, etc. Failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

All appropriate documentation, as outlined above, must be maintained on file by the Applicant and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the subrecipient may be ineligible for award of any future grants if the Cal OES determines that any of the following has occurred: (1) the recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

All of the language contained within this document must be included in the award documents for all subawards at all tiers, including contracts under grants and cooperative agreements and subcontracts. All recipients are bound the Department of Homeland Security Standard Terms and Conditions 2016, Version 6.0, hereby incorporated by reference, which can be found at: <https://www.dhs.gov/sites/default/files/publications/Fiscal%20Year%202016%20DHS%20General%20Terms%20and%20Conditions.pdf>

The undersigned represents that he/she is authorized by the above named Applicant to enter into this agreement for and on behalf of the said Applicant.

Subrecipient: _____

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: _____

Title: _____ Date: _____

EXHIBIT E



September 27, 2016

Jeff L. Reeb
Senior Manager, Chief Executive Office
Los Angeles County
1275 North Eastern Avenue
Los Angeles, CA 90063

SUBJECT: NOTIFICATION OF APPLICATION APPROVAL
FY 16 Emergency Management Performance Grant
Subaward #2016-0010, Cal OES ID: 037-00000

Dear Mr. Reeb:

The California Governor's Office of Emergency Services (Cal OES) has approved your application in the amount of \$2,227,827. A copy of your approved Subaward is enclosed for your records.

All payment requests must be submitted on the Financial Management Forms Workbook, In addition, expenditures can only be made for items listed on your approved Subaward.

Any activities requiring an Environmental and Historic Preservation (EHP) review and approval are prohibited from expending Subaward on those activities until an EHP clearance has been obtained. Failure to adhere to this requirement will result in the deobligation of Subaward funds.

This Subaward is subject to all policies and provisions of the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996. Any funds received in excess of current needs, approved amounts, or those found owed as a result of a final inspection or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

Quarterly reports must be prepared and submitted to Cal OES for the duration of the performance period or until all activities are completed and the Subaward is formally closed. Failure to submit quarterly reports could result in grant reduction, suspension or termination.

If you have any questions regarding this letter, please contact the Grants Processing Unit at (916) 845-8423.

Grants Processing Unit

Enclosure

c: EMPG Coordinator
Southern Region
Subrecipient file

(Cal OES Use Only)

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|-----------|-----------|--------|-----------|-----|----|------------|-----------|
| Cal OES # | 037-00000 | FIPS # | 037-00000 | VS# | 00 | Subaward # | 2016-0010 |
|-----------|-----------|--------|-----------|-----|----|------------|-----------|

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET**

APR 2 2016
619510

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

1. Subrecipient: County of Los Angeles 1a. DUNS#: 052238763
2. Implementing Agency: Chief Executive Office - Office of Emergency Management 2a. DUNS#: 829308332
3. Implementing Agency Address: 1275 N. Eastern Avenue Los Angeles 90063-3217
Street City Zip+4
4. Location of Project: Los Angeles Los Angeles 90063-3217
City County Zip+4
5. Disaster/Program Title: Emergency Management Performance Grant 6. Performance Period: 07/01/16 to 06/30/17
7. Indirect Cost Rate: N/A; 10% de Minimis; Federally Approved ICR;

| Grant Year | Fund Source | A. State | B. Federal | C. Total | D. Cash Match | E. In-Kind Match | F. Total Match | G. Total Project Cost |
|------------|-------------|----------|-------------|-------------|---------------|------------------|----------------|--------------------------|
| 2016 | 8. EMPG | | \$2,227,827 | | \$2,227,827 | | \$2,227,827 | \$4,455,654 |
| Select | 9. Select | | | | | | | |
| Select | 10. Select | | | | | | | |
| Select | 11. Select | | | | | | | |
| | 12. TOTALS | | \$2,227,827 | \$2,227,827 | \$2,227,827 | | \$2,227,827 | \$4,455,654 |
| | | | | | | | | 12G. Total Project Cost: |

13. This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. Official Authorized to Sign for Subrecipient: Name: Jeff L. Reeb Title: Senior Manager, Chief Executive Office
- Telephone: (323) 980-2261 FAX: (323) 881-6897 Email: jreeb@ceooem.lacounty.gov
(area code) (area code)
- Payment Mailing Address: 1275 N. Eastern Avenue City: Los Angeles Zip+ 4: 90063-3217
- Signature: [Signature] Date: 06/28/16

(FOR Cal OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

[Signature] 9/19/16 [Signature] 9/19/16
 Cal OES Fiscal Officer Date Cal OES Director (or designee) Date

14LA0055-00

Yr / Chapter: 2016-17/23 PCA No: 14856
 Item: 0690-101-0890 Component: 40
 FAIN#: EMF-2016-EP-00010 CFDA#: 97.042
 Federal Award Date: 10/01/15 to 09/30/17
 Fund: Federal Trust
 Program: Emergency Management Performance Grant
 Match Req.: 50% onTPC
 Project No.: 16EMPG Amount: \$2,227,827

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUPPLEMENTAL GRANT SUBAWARD INFORMATION

1. Cal OES Contact Information Section:

Governor's Office of Emergency Services
Mark S. Ghilarducci, Director
3650 Schriever Avenue
Mather, CA 95655
(916) 845-8506 phone • (916) 845-8511 fax

2. Federal Awarding Agency Section:

| Federal Program Fund / CFDA # | Federal Awarding Agency | Total Federal Award Amount | Total Local Assistance Amount |
|--|------------------------------------|----------------------------|-------------------------------|
| Emergency Management Performance Grant (EMPG) / 97.042 | US Department of Homeland Security | \$27,897,964 | \$15,481,623 |
| Choose an item. | Choose an item. | \$ | \$ |
| Choose an item. | Choose an item. | \$ | \$ |
| Choose an item. | Choose an item. | \$ | \$ |
| Choose an item. | Choose an item. | \$ | \$ |

3. Project Description Section:

- Project Acronym (Please choose from drop down):
N/A
- Project Description (Please type the Project Description):

Implementation of emergency management grant to provide a system of preparedness for the protection of life and property from hazards.

4. Research & Development Section:

- Is this Subaward a Research & Development grant? Yes No

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

AUTHORIZED AGENT AND CONTACT INFORMATION

*Alterations to this document may result in delayed application approval, modification requests, or reimbursement requests.
Subrecipients may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.*

CFDA #: EMPG 97.042

County of Los Angeles

037-00000
2016-0010

Additional Authorized Agent Contact Information

| Authorized Agent's Name | Title | Mailing Address | City | State | Zip | Phone | Email |
|-------------------------|---------------------------|------------------------------|-------------|-------|-------|--------------|--|
| Sachi A. Hamai | Chief Executive Officer | 500 W. Temple Street, Rm 713 | Los Angeles | CA | 90012 | 213-974-1101 | shamai@ceo.lacounty.gov |
| Jim Jones | Chief Operational Officer | 500 W. Temple Street, Rm 750 | Los Angeles | CA | 90012 | 213-974-8355 | jjones@ceo.lacounty.gov |
| Jeff L. Reeb | Senior Manager, CEO | 1275 N. Eastern Avenue | Los Angeles | CA | 90063 | 323-980-2261 | jreeb@ceooem.lacounty.gov |
| Leslie Luke | Manager, CEO | 1275 N. Eastern Avenue | Los Angeles | CA | 90063 | 323-980-2269 | lluke@ceooem.lacounty.gov |
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| Contact's Name | Title | Mailing Address | City | State | Zip | Phone | Email |
| Helen Jo | Assistant Director, OEM | 1275 N. Eastern Avenue | Los Angeles | CA | 90063 | 323-980-2093 | hjo@ceo.lacounty.gov |
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

Federal Funding Accountability and Transparency Act (FFATA) Financial Disclosure

Alterations to this document may result in delayed application approval, modification requests, or reimbursement requests.
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CFDA#: EMPG 97.042

County of Los Angeles

037-00000

2016-0010

- Public Law (PL) 109-282 (Federal Funding Accountability and Transparency Act of 2006), as amended by Section 6202(a) of the Government Funding Transparency Act of 2008 (PL 110-252), which is outlined in FEMA GPD information Bulletin No. 350.
- If the Subrecipient in the preceding year received 80 percent or more of its annual gross revenues in Federal Awards, **and** \$25,000,000 or more in annual gross revenues from Federal awards, **and** the public does not have access to information about the compensation of the senior executives of the entity, then the Subrecipient is **subject to the FFATA Financial Disclosure requirements and will need to fill out this form.**
- FFATA Financial Disclosure is **in addition** to the Authorized Body of Five page.
- Cal OES enters FFATA information on behalf of the Subrecipient.

| Executive Name | Title | Annual Salary | Annual Dollar Value of Benefits | Total Compensation |
|----------------|-------|---------------|---------------------------------|--------------------|
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Not Subject to FFATA Financial Disclosure

PROJECT LEDGER

Alterations to this document may result in delayed application approval, modification requests, or reimbursement requests. Subrecipients may be asked to revise and/or re-submit any altered Financial Management Forms Workbook. Warning! Decimal usage is not allowed. Attempts to use decimals will prompt error message.

CFDA # EMPG 97.042

LEDGER TYPE: Initial Application
Today's Date: June 28, 2016

County of Los Angeles
037-00000
2016-0010

ENTERED
Da 9/28/16

| Project | Direct/Subaward | Project Name | Funding Source | Discipline | Solution Area | Solution Area Sub-Category | Total Obligated | Amount Approved Previous | Amount This Request | Approval: Cal OES ONLY Match Amount | Date & Initials (Prog. REP.): Total Approved | Remaining Balance | Percentage Expended |
|---------|-----------------|---|----------------|------------|---------------|--|-----------------|--------------------------|---------------------|--|---|-------------------|---------------------|
| | | | | | | | 2,227,827 | - | - | 2,227,827 | - | 2,227,827 | |
| A | Direct | LA County OEM Staff S&EB | EMPG | EMG | Organization | Staffing | 294,718 | | | 294,718 | | 294,718 | |
| A | Direct | LA County OEM Supplies and Operating Expenses | EMPG | EMG | Organization | Day to day activities / operations that support emergency management | 25,000 | | | 25,000 | | 25,000 | |
| A | Subaward | Area A Staff S&EB | EMPG | EMG | Organization | Staffing | 32,765 | | | 32,765 | | 32,765 | |
| A | Subaward | Area B Staff S&EB | EMPG | EMG | Organization | Staffing | 69,556 | | | 69,557 | | 69,556 | |
| A | Subaward | Area B Supplies and Operating Expenses | EMPG | EMG | Organization | Day to day activities / operations that support emergency management | 13,917 | | | 13,917 | | 13,917 | |
| A | Subaward | Area C Staff S&EB | EMPG | EMG | Organization | Staffing | 100,000 | | | 100,000 | | 100,000 | |
| A | Subaward | Area C Supplies and Operating Expenses | EMPG | EMG | Organization | Day to day activities / operations that support emergency management | 6,500 | | | 6,500 | | 6,500 | |
| A | Subaward | Area D Staff S&EB | EMPG | EMG | Organization | Staffing | 120,000 | | | 120,000 | | 120,000 | |
| A | Subaward | Area D Supplies and Operating Expenses | EMPG | EMG | Organization | Day to day activities / operations that support emergency management | 40,000 | | | 40,000 | | 40,000 | |
| A | Subaward | Area E Supplies and Operating Expenses | EMPG | EMG | Organization | Day to day activities / operations that support emergency management | 36,403 | | | 36,403 | | 36,403 | |
| A | Subaward | Area G Staff S&EB | EMPG | EMG | Organization | Staffing | 107,903 | | | 107,903 | | 107,903 | |
| A | Subaward | Area H S&EB | EMPG | EMG | Organization | Staffing | 644,976 | | | 644,976 | | 644,976 | |
| A | Subaward | Area E Staff S&EB | EMPG | EMG | Organization | Staffing | 180,586 | | | 180,586 | | 180,586 | |
| B | Direct | LA County OEM Emergency Management Conferences and Workshops | EMPG | EMG | Planning | Conferences | 25,000 | | | 25,000 | | 25,000 | |
| B | Direct | LA County OEM Community Preparedness Warehouse | EMPG | EMG | Planning | Community Outreach | 50,000 | | | 50,000 | | 50,000 | |
| B | Direct | LA County OA Recovery Planning | EMPG | EMG | Planning | Develop and Enhance Plans, Protocols, Programs, and Systems | 112,743 | | | 112,743 | | 112,743 | |
| B | Subaward | Area B Emergency Management Workshop | EMPG | EMG | Planning | Develop and Enhance Plans, Protocols, Programs, and Systems | 13,366 | | | 13,365 | | 13,366 | |
| B | Subaward | Area D Community Outreach | EMPG | EMG | Planning | Community Outreach | 12,470 | | | 12,470 | | 12,470 | |
| B | Subaward | Area F Community Outreach | EMPG | EMG | Planning | Community Outreach | 11,019 | | | 11,019 | | 11,019 | |
| C | Direct | LA County OA Jurisdictional Crisis Emergency Management - EOC Course (JCEM-EOC) | EMPG | EMG | Training | Course Delivery and Evaluation | 250,000 | | | 250,000 | | 250,000 | |
| C | Subaward | Area E Training | EMPG | EMG | Training | Course Delivery and Evaluation | 3,000 | | | 3,000 | | 3,000 | |
| C | Subaward | Area F Training | EMPG | EMG | Training | Course Delivery and Evaluation | 53,193 | | | 53,193 | | 53,193 | |
| D | Subaward | Area F Equipment | EMPG | EMG | Equipment | Information Technology | 6,000 | | | 6,000 | | 6,000 | |
| D | Subaward | Area F Equipment | EMPG | EMG | Equipment | Interoperable Communications Equipment | 4,000 | | | 4,000 | | 4,000 | |

| Project | Direct/Subaward | Project Name | Funding Source | Discipline | Solution Area | Solution Area Sub-Category | Total Obligated | Amount Approved Previous | Amount This Request | Match Amount | Total Approved | Remaining Balance | Percentage Expended |
|---------|-----------------|---|----------------|------------|---------------------------|----------------------------|-----------------|--------------------------|---------------------|--------------|----------------|-------------------|---------------------|
| D | Subaward | Area F Equipment | EMPG | EMG | Equipment | Power | 2,000 | | | 2,000 | | 2,000 | |
| E | Subaward | Area C EOC Exercise (Veoci) | EMPG | EMG | Exercise | Desian / Develop | 8,871 | | | 8,871 | | 8,871 | |
| F | Subaward | Area F Maintenance & Sustainment - LA Countywide Integrated Radio System (CWIRS) Access and Maintenance Fee | EMPG | EMG | Maintenance & Sustainment | User fees | 1,561 | | | 1,561 | | 1,561 | |
| F | Subaward | Area F Maintenance & Sustainment - EOC EM Info Software Prooram License Fee | EMPG | EMG | Maintenance & Sustainment | User fees | 2,280 | | | 2,280 | | 2,280 | |
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

PROJECT DESCRIPTIONS

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CFDA # EMPG 97.042

County of Los Angeles
037-00000
2016-0010

| Project | NPG Mission Area | NPG Core Capabilities | Cal OES Goals | Project Description | Match Description | Need | Project Milestone & Justifications |
|-----------|------------------|----------------------------|---|--|--|--|--|
| Project A | Prevention | Operational Coordination | Goal 1: Anticipate and enhance prevention and detection capabilities to protect our state from all hazards and threats | Organization - Strengthen information sharing and collaboration among all levels of government, private industry, non-governmental and community-based organizations by conducting or participate in regional meetings, workshops and other networking opportunities to discuss emergency management related topics/best practices. This will also include staffing costs and supplies/operating costs for day-to-day activities that support emergency management coordination, collaboration and | Cash Match - Emergency management personnel's salaries & employee benefit costs are funded from the county/city general funds. The match dollars will fund their regular emergency management duties and activities. | This investment continues to strengthen information sharing and collaboration among all levels of government, private industry, non-governmental and community organizations to ensure that appropriate communication pathways are maintained to identify and counter all natural and man-made emergencies by effectively funding emergency management S&EBs, operating expenses and emergency management supplies. | At the 6 month mark, this project will be 25% complete and \$418,081 funds will be expended. At the 12 month mark, this project will be 100% complete and \$1,672,324 funds will be expended. At the ____ month mark, this project will be ____% complete and \$____ funds will be expended. |
| Project B | Prevention | Planning | Goal 2: Strengthen California's ability to plan, prepare for, and provide resources to mitigate the impacts of disasters, emergencies, crimes, and terrorist events | Planning - Strengthen regional preparedness and collaboration to prevent, mitigate, respond to, and recover from all-hazard emergencies. This effort will consist of an Operational Area wide effort to build capacity by attending and conducting emergency management related conferences and workshops, developing, procuring and disseminating community outreach materials. | Cash Match - Emergency management personnel's salaries & employee benefit costs are funded from the county/city general funds. The match dollars will fund their regular emergency management duties and activities. | This investment provides a broad set of regionally coordinated planning capabilities that mitigate risk by enhancing the awareness and preparedness of the Regions emergency management community. Through the knowledge gained by attending and participating in various emergency management conferences and workshops, coordinated planning efforts will be developed, gaps in plans, annexes and supporting documents will be addressed and communication protocols will be sustained and or enhanced. | At the 6 month mark, this project will be 25% complete and \$56,150 funds will be expended. At the 12 month mark, this project will be 100% complete and \$224,598 funds will be expended. At the ____ month mark, this project will be ____% complete and \$____ funds will be expended. |
| Project C | Prevention | Operational Coordination | Goal 5: Develop a united and innovative workforce that is trained, experienced, knowledgeable, and ready to adapt and respond | Training - Guidance and support for enhancing primary and alternate Emergency Operations Centers (EOCs) to increase regional readiness through the procurement of EOC training course materials and supplies, and training for emergency management disciplines. Area F COOP Program will provide overview of COOP planning and presentation of the FEMA COOP template. This program will be provided in two phases. Phase 1 was completed using 2015 EMPG funds and will include overview, identification of critical services and communications. Phase 2 will be completed using 2016 EMPG funds and will include alternative work sites, resources and services, in addition to rolling out the program to | Cash Match - Emergency management personnel's salaries & employee benefit costs are funded from the county/city general funds. The match dollars will fund their regular emergency management duties and activities. | This investment increases regional readiness by enhancing professional training for emergency management disciplines as well as enhancing the capabilities of primary and alternate EOCs and ensures that all EOC facilities are appropriately prepared to address the operational area needs of any natural or man-made emergency. | At the 6 month mark, this project will be 25% complete and \$76,548 funds will be expended. At the 12 month mark, this project will be 100% complete and \$306,193 funds will be expended. At the ____ month mark, this project will be ____% complete and \$____ funds will be expended. |
| Project D | Response | Operational Communications | Goal 6: Strengthen capabilities in public safety communication services and technology enhancements | Equipment - Strengthen the interoperability, flow and security of real-time data, voice, and video across agencies, disciplines, and jurisdictions through the procurement of computers, monitors and EOC software/information management systems in order to manage and coordinate response to catastrophic events of national significance, utilizing an all hazards approach. | Cash Match - Emergency management personnel's salaries & employee benefit costs are funded from the county/city general funds. The match dollars will fund their regular emergency management duties and activities. | This project improves the communication equipment used by emergency management organization to share information on emergency management activities throughout the region and also provides situational awareness of incidents reported. This project will help address specific critical gaps in capabilities and achieves progress towards a comprehensive regional emergency management communication infrastructure. | At the 6 month mark, this project will be 25% complete and \$3,000 funds will be expended. At the 12 month mark, this project will be 100% complete and \$12,000 funds will be expended. At the ____ month mark, this project will be ____% complete and \$____ funds will be expended. |
| Project E | Response | Operational Communications | Goal 6: Strengthen capabilities in public safety communication services and technology enhancements | Exercise - To enhance primary and alternate Emergency Operations Centers (EOCs) readiness through the exercise of the recently procured emergency management systems by Area C cities. | Cash Match - Emergency management personnel's salaries & employee benefit costs are funded from the county/city general funds. The match dollars will fund their regular emergency management duties and activities. | This investment increases regional readiness by enhancing professional training for emergency management disciplines as well as enhancing the capabilities of primary and alternate EOCs and ensures that all EOC facilities are appropriately prepared to address the operational area needs of any natural or man-made emergency. | At the 6 month mark, this project will be 25% complete and \$2,218 funds will be expended. At the 12 month mark, this project will be 100% complete and \$8,871 funds will be expended. At the ____ month mark, this project will be ____% complete and \$____ funds will be expended. |

| Project | NPG Mission Area | NPG Core Capabilities | Cal OES Goals | Project Description | Match Description | Need | Project Milestone & Justifications |
|-----------|------------------|----------------------------|---|--|--|--|---|
| Project F | Response | Operational Communications | Goal 6: Strengthen capabilities in public safety communication services and technology enhancements | Maintenance & Sustainment - Area F LA Countywide Integrated Radio System (CWIRS) Access & Maintenance Fee (AEL # 06CP-01-PORT, Portable Radio) and Area F EOC EM Info Software Program License Fee (AEL # 04AP-05-CDSS, Systems and Tools, ICS). Both are stand-alone fees for pre-existing equipment, for one year, covering performance period of 7/1/16 thru 6/30/17. | Cash Match - Emergency management personnel's salaries & employee benefit costs are funded from the county/city general funds. The match dollars will fund their regular emergency management duties and activities. | This project improves the communication equipment used by emergency management organization to share information on emergency management activities throughout the region and also provides situational awareness of incidents reported. This project will help address specific critical gaps in capabilities and achieves progress towards a comprehensive regional emergency management communication infrastructure. | At the 6 month mark, this project will be 50% complete and \$1,921 funds will be expended. At the 12 month mark, this project will be 100% complete and \$3,841 funds will be expended. At the ___ month mark, this project will be ___% complete and \$___ funds will be expended. |
| Project G | | | | | | | At the 6 month mark, this project will be ___% complete and \$___ funds will be expended. At the 12 month mark, this project will be ___% complete and \$___ funds will be expended. At the ___ month mark, this project will be ___% complete and \$___ funds will be expended. |
| Project H | | | | | | | At the 6 month mark, this project will be ___% complete and \$___ funds will be expended. At the 12 month mark, this project will be ___% complete and \$___ funds will be expended. At the ___ month mark, this project will be ___% complete and \$___ funds will be expended. |
| Project I | | | | | | | At the 6 month mark, this project will be ___% complete and \$___ funds will be expended. At the 12 month mark, this project will be ___% complete and \$___ funds will be expended. At the ___ month mark, this project will be ___% complete and \$___ funds will be expended. |
| Project J | | | | | | | At the 6 month mark, this project will be ___% complete and \$___ funds will be expended. At the 12 month mark, this project will be ___% complete and \$___ funds will be expended. At the ___ month mark, this project will be ___% complete and \$___ funds will be expended. |
| Project K | | | | | | | At the 6 month mark, this project will be ___% complete and \$___ funds will be expended. At the 12 month mark, this project will be ___% complete and \$___ funds will be expended. At the ___ month mark, this project will be ___% complete and \$___ funds will be expended. |
| Project L | | | | | | | At the 6 month mark, this project will be ___% complete and \$___ funds will be expended. At the 12 month mark, this project will be ___% complete and \$___ funds will be expended. At the ___ month mark, this project will be ___% complete and \$___ funds will be expended. |
| Project M | | | | | | | At the 6 month mark, this project will be ___% complete and \$___ funds will be expended. At the 12 month mark, this project will be ___% complete and \$___ funds will be expended. At the ___ month mark, this project will be ___% complete and \$___ funds will be expended. |

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

PLANNING

Alterations to this document may result in delayed application approval, modification requests, or reimbursement requests. Subrecipients may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.
Warning! Decimal usage is not allowed. Attempts to use decimals will prompt error message.

CFDA # EMPG 97.042

County of Los Angeles
 037-00000
 2016-0010

LEDGER TYPE: Initial Application
 Today's Date: June 28, 2016

| Project | Direct/Subaward | Planning Activity | Funding Source | Discipline | Solution Area Sub-Category | Expenditure Category | Final Product | Hold Trigger | Approval Date | Part of a Procurement over 150k | Sole Source Involved | Budgeted Cost | Amount Approved Previous | Approval: Cal OES ONLY | Date & Initials (Prog. REP.): | Total Approved | Remaining Balance |
|---------|-----------------|--|----------------|------------|---|-----------------------------|---|-------------------|---------------|---------------------------------|----------------------|---------------|--------------------------|------------------------|-------------------------------|----------------|-------------------|
| | | | | | | | | | | | | | | Amount This Request | REIMB Request # | | |
| | | | | | | | | | | | | 224,598 | - | - | - | - | 224,598 |
| B | Direct | LA County OEM Emergency Management Conferences and Workshops | EMPG | EMG | Conferences | Travel | Enhance emergency management planning capabilities between cities and partner agencies at the local, OA, state and federal level. | No Hold Indicated | | | No | 25,000 | | | | | 25,000 |
| B | Direct | LA County OEM Community Preparedness Warehouse | EMPG | EMG | Community Outreach | Rental Cost | Storage space for emergency preparedness and awareness materials that are disseminated to the community. | No Hold Indicated | | | No | 50,000 | | | | | 50,000 |
| B | Direct | LA County OA Recovery Planning | EMPG | EMG | Develop and Enhance Plans, Protocols, Programs, and Systems | Consultant / Contractor Fee | Updated LA County Operational Area Recovery Plan and supporting annexes. | No Hold Indicated | | | No | 112,743 | | | | | 112,743 |
| B | Subaward | Area B Emergency Management Workshop | EMPG | EMG | Develop and Enhance Plans, Protocols, Programs, and Systems | Materials & Supplies | Enhance emergency management planning capabilities between cities and partner agencies at the local, OA, state and federal level. | No Hold Indicated | | | No | 13,366 | | | | | 13,366 |
| B | Subaward | Area D Community Outreach | EMPG | EMG | Community Outreach | Materials | Develop and disseminate emergency preparedness and awareness materials. | No Hold Indicated | | | No | 12,470 | | | | | 12,470 |
| B | Subaward | Area F Community Outreach | EMPG | EMG | Community Outreach | Materials | Develop and disseminate emergency preparedness and awareness materials. | No Hold Indicated | | | No | 11,019 | | | | | 11,019 |
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

ORGANIZATION

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Warning! Decimal usage is not allowed. Attempts to use decimals will prompt error message.

CFDA # EMPG 97.042

LEDGER TYPE: Initial Application
Today's Date: June 28, 2016

County of Los Angeles

037-00000

2016-0010

Approval: Cal OES ONLY
Date & Initials (Prog. REP.):

| Project | Direct/Subaward | Organization | Funding Source | Discipline | Solution Area Sub-Category | Expenditure Category | Detail | Budgeted Cost | Amount Approved Previous | Amount This Request | REIMB Request # | Total Approved | Remaining Balance |
|---------|-----------------|---|----------------|------------|--|----------------------------|----------|---------------|--------------------------|---------------------|-----------------|----------------|-------------------|
| | | | | | | | | 1,672,324 | - | - | | - | 1,672,324 |
| A | Direct | LA County OEM Staff S&EB | EMPG | EMG | Staffing | Staff Salaries | Staffing | 294,718 | | | | | 294,718 |
| A | Direct | LA County OEM Supplies & Operating Expenses | EMPG | EMG | Day to day activities / operations that support emergency management | Supplies | N/A | 25,000 | | | | | 25,000 |
| A | Subaward | Area A Staff S&EB | EMPG | EMG | Staffing | Staff Salaries | Staffing | 32,765 | | | | | 32,765 |
| A | Subaward | Area B Staff S&EB | EMPG | EMG | Staffing | Staff Salaries | Staffing | 69,556 | | | | | 69,556 |
| A | Subaward | Area B Supplies & Operating Expenses | EMPG | EMG | Day to day activities / operations that support emergency management | Supplies | N/A | 13,917 | | | | | 13,917 |
| A | Subaward | Area C Staff S&EB | EMPG | EMG | Staffing | Staff Salaries | Staffing | 100,000 | | | | | 100,000 |
| A | Subaward | Area C Supplies & Operating Expenses | EMPG | EMG | Day to day activities / operations that support emergency management | Supplies | N/A | 6,500 | | | | | 6,500 |
| A | Subaward | Area D Staff S&EB | EMPG | EMG | Staffing | Staff Salaries | Staffing | 120,000 | | | | | 120,000 |
| A | Subaward | Area D Supplies & Operating Expenses | EMPG | EMG | Day to day activities / operations that support emergency management | Rental / lease space costs | N/A | 16,800 | | | | | 16,800 |
| A | Subaward | Area D Supplies & Operating Expenses | EMPG | EMG | Day to day activities / operations that support emergency management | Supplies | N/A | 23,200 | | | | | 23,200 |
| A | Subaward | Area E Staff S&EB | EMPG | EMG | Staffing | Staff Salaries | Staffing | 180,586 | | | | | 180,586 |
| A | Subaward | Area E Supplies & Operating Expenses | EMPG | EMG | Day to day activities / operations that support emergency management | Supplies | N/A | 36,403 | | | | | 36,403 |
| A | Subaward | Area G Staff S&EB | EMPG | EMG | Staffing | Staff Salaries | Staffing | 107,903 | | | | | 107,903 |
| A | Subaward | Area H Staff S&EB | EMPG | EMG | Staffing | Staff Salaries | Staffing | 644,976 | | | | | 644,976 |
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EQUIPMENT

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CFDA# EMPG 97.042

LEDGER TYPE: Initial Application

Today's Date: June 28, 2016

County of Los Angeles
037-00000
2016-0010

| Project | Equipment Description & (Quantity) | AEL# | AEL Title | SAFECOM compliance | Funding Source | Discipline | Solution Area Sub-Category | Invoice Number | Vendor | ID Tag Number | Condition & Disposition | Deployed Location | Acquired Date | Part of a Procurement over 150k | Sole Source Involved | Hold Trigger | Approval Date | Budgeted Cost | Amount Approved Previous | Approval: Cal OES ONLY | Date & Initials (Prog. REP.): | Total Approved | Remaining Balance |
|---------|---|---------------|--------------------------------|--------------------|----------------|------------|--|----------------|--------|---------------|-------------------------|-------------------|---------------|---------------------------------|----------------------|-------------------|---------------|---------------|--------------------------|------------------------|-------------------------------|----------------|-------------------|
| | | | | | | | | | | | | | | | | | | | | Amount This Request | REIMB Request # | | |
| | | | | | | | | | | | | | | | | | | 12,000 | | | | | 12,000 |
| D | Area F - (5) Computers and Service Agreements | 04HW-01-11N1W | Hardware, Computer, Integrated | N/A | EMPG | EMG | Information Technology | | | | | | | No | No | No Hold Indicated | | 6,000 | | | | | 6,000 |
| D | Area F - (3) Portable Tablets with software package | 06CC-01-CELL | Phone, Cellular | N/A | EMPG | EMG | Interoperable Communications Equipment | | | | | | | No | No | No Hold Indicated | | 4,000 | | | | | 4,000 |
| D | Area F - (4) Charging Stations with stands | 10BC-00-SQJ.R | Chargers | N/A | EMPG | EMG | Power | | | | | | | No | No | No Hold Indicated | | 2,000 | | | | | 2,000 |
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

TRAINING

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CFDA# EMPG 97.042

County of Los Angeles

037-00000
2016-0010

LEDGER TYPE:
Today's Date:

Initial Application
June 28, 2016

| Project | Direct/Subaward | Course Name | Funding Source | Discipline | Solution Area Sub-Category | Expenditure Category | Feedback Number | Training Activity | Hold Trigger | Approval Date | Total # Trainee(s) | Identified Host | Part of a Procurement Over 150k | Sole Source Involved | Budgeted Cost | Amount Approved Previous | Approval: Cal OES ONLY Amount This Request | Date & Initials (Prog. REP.): REIMB Request # | Total Approved | Remaining Balance |
|---------|-----------------|---|----------------|------------|--------------------------------|-----------------------------|-----------------|-------------------|-------------------|---------------|--------------------|---------------------------------|---------------------------------|----------------------|---------------|--------------------------|---|--|----------------|-------------------|
| | | | | | | | | | | | | | | | 306,193 | | | | | 306,193 |
| C | Direct | LA County OA Jurisdictional Crisis Emergency Management - EOC Course (ICEM-EOC) | EMPG | EMG | Course Delivery and Evaluation | Consultant / Contractor Fee | TBD | Classroom | No Hold Indicated | | TBD | Texas A&M Engineering Extension | Yes | Yes | 250,000 | | | | | 250,000 |
| C | Subaward | Area E - SEHS/NIMS/ICS Combined | EMPG | EMG | Course Delivery and Evaluation | Materials & Supplies | TBD | Classroom | No Hold Indicated | | TBD | TBD | No | No | 1,500 | | | | | 1,500 |
| C | Subaward | Area E - EOC Management and Operations (G775) | EMPG | EMG | Course Delivery and Evaluation | Materials & Supplies | TBD | Classroom | No Hold Indicated | | TBD | TBD | No | No | 750 | | | | | 750 |
| C | Subaward | Area E - ICS/EOC Interface (G191) | EMPG | EMG | Course Delivery and Evaluation | Materials & Supplies | TBD | Classroom | No Hold Indicated | | TBD | TBD | No | No | 750 | | | | | 750 |
| C | Subaward | Area F - COOP Training Phase II | EMPG | EMG | Course Delivery and Evaluation | Consultant / Contractor Fee | 17-00068 | Classroom | No Hold Indicated | | 50 | Long Beach | No | No | 25,000 | | | | | |
| C | Subaward | Area F - COOP Training Phase II | EMPG | EMG | Course Delivery and Evaluation | Materials & Supplies | 17-00068 | Classroom | No Hold Indicated | | 50 | Long Beach | No | No | 3,000 | | | | | 3,000 |
| C | Subaward | Area F - EOC Emergency Management Software/System (Veoci Root Carn) | EMPG | EMG | Course Delivery and Evaluation | Consultant / Contractor Fee | 17-00209 | Classroom | No Hold Indicated | | TBD | Long Beach | No | Yes | 10,000 | | | | | 10,000 |
| C | Subaward | Area F - Active Shooter | EMPG | EMG | Course Delivery and Evaluation | Consultant / Contractor Fee | TBD | Classroom | No Hold Indicated | | TBD | Long Beach | No | No | 8,193 | | | | | 8,193 |
| C | Subaward | Area F - EOC/DOC Training | EMPG | EMG | Course Delivery and Evaluation | Consultant / Contractor Fee | TBD | Classroom | No Hold Indicated | | TBD | Long Beach | No | No | 7,000 | | | | | 7,000 |

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

EXERCISE

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CFDA # EMPG 97.042

LEDGER TYPE: Initial Application

Today's Date: June 28, 2016

County of Los Angeles
037-00000
2016-0010

| Project | Direct/Subaward | Exercise Title | Funding Source | Discipline | Solution Area Sub-Category | Expenditure Category | Hold Trigger | Approval Date | Date of Exercise | Exercise Activity | Identified Host | Date AAR e-mailed to HSEEP | Part of a Procurement over 150k | Sole Source Involved | Budgeted Cost | Amount Approved Previous | Amount This Request | REIMB Request # | Total Approved | Remaining Balance | |
|---------|-----------------|-----------------------------|----------------|------------|----------------------------|-----------------------------|-------------------|---------------|------------------|-------------------|----------------------------|----------------------------|---------------------------------|----------------------|---------------|--------------------------|---------------------|-----------------|----------------|-------------------|--|
| | | | | | | | | | | | | | | | 8,871 | - | - | - | - | 8,871 | |
| E | Subaward | Area C EOC Exercise (Veoc1) | EMPG | EMG | Design / Develop | Consultant / Contractor Fee | No Hold Indicated | | TBD | Tabletop | Disaster Management Area C | | No | Yes | 8,871 | | | | | 8,871 | |
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

INDIRECT COSTS

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CFDA #

EMPG 97.042

LEDGER TYPE:

Initial Application

Today's Date:

June 28, 2016

County of Los Angeles

037-00000

2016-0010

| Project | Activity | Funding Source | Solution Area Sub-Category | ICR Base | Rate | Budgeted Cost | Amount Approved Previous | Approval: Cal OES ONLY | Date & Initials (Prog. REP.): | REIMB Request # | Total Approved | Remaining Balance |
|---------|----------|----------------|----------------------------|----------|------|---------------|--------------------------|------------------------|-------------------------------|-----------------|----------------|-------------------|
| | N/A | | | | | - | - | - | | | - | - |
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

CONSULTANT / CONTRACTOR

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CFDA # EMPG 97.042

LEDGER TYPE: Initial Application
Today's Date: June 28, 2016

County of Los Angeles
037-00000
2016-0010

Approval: Cal OES ONLY Date & Initials (Prog. REP.):

| Project | Consulting Firm & Consultant Name | Project & Description of Services | Deliverable | Solution Area | Solution Area Sub-Category | Expenditure Category | Period of Expenditure | Fee for Deliverable | Billable Hour Breakdown | | | REIMB Request # | Total Cost Charged to Grant |
|---------|--|--|---|---------------|---|-----------------------------|-----------------------|---------------------|---|---------------------|---------------------|-----------------|-----------------------------|
| | | | | | | | | | Total Salary & Benefits charged for this Reporting Period | Hourly/Billing Rate | Total Project Hours | | |
| | | | | | | | | 421,807 | - | - | - | - | - |
| B | Innovative Emergency Management | Update the LA County Operational Area Recovery Plan and supporting annexes | Plans | Planning | Develop and Enhance Plans, Protocols, Programs, and Systems | Consultant / Contractor Fee | | 112,743 | | | | | |
| E | Keith Basile, Grey Wall Software, LLC | Design, develop, conduct Area C EOC exercise using their emergency management software/system (Veoci) | EOC exercise, AAR, CA, IP | Exercise | Design / Develop | Consultant / Contractor Fee | | 8,871 | | | | | |
| C | Emergency Planning Consultants | COOP Training to Area F City Departments - Phase II | Define COOP Planning elements and apply them to completing templates | Training | Course Delivery & Evaluation | Consultant / Contractor Fee | | 25,000 | | | | | |
| C | Keith Basile, Grey Wall Software, LLC | Develop training course for Area F personnel in using their emergency management software/system (Veoci) | Train EOC personnel on the EM system | Training | Course Delivery & Evaluation | Consultant / Contractor Fee | | 10,000 | | | | | |
| C | TBD | Provide Active Shooter Training for Area F | Provide best management practices for preventing, responding to and recovering from an active shooter scenario | Training | Course Delivery & Evaluation | Consultant / Contractor Fee | | 8,193 | | | | | |
| C | TBD | Provide EOC/DOC Training for Area F | Provide overview of the operations of EOCs and DOC including strategies to effectively communicate, manage roles and responsibilities and work cooperatively toward resolution of the issue at hand. | Training | Course Delivery & Evaluation | Consultant / Contractor Fee | | 7,000 | | | | | |
| C | Texas A&M Engineering Extension Service (TEEX) | LA County OA Jurisdictional Crisis Emergency Management - EOC Course (JCEM-EOC) | provide customized training to personnel, who could be assigned to the LA County Emergency Operations Center (CEOC), the skills necessary to effectively plan for and manage a large-scale incidents by applying and implementing an all-hazards, multi-disciplinary, management team | Training | Course Delivery & Evaluation | Consultant / Contractor Fee | | 250,000 | | | | | |
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

PERSONNEL

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CFDA # EMPG 97.042

LEDGER TYPE: Initial Application

Today's Date: June 28, 2016

County of Los Angeles

037-00000

2016-0010

| Project | Employee Name | Project/Deliverable | Funding Source | Discipline | Solution Area | Solution Area Sub-Category | Dates of Payroll Period | Total Salary & Benefits charged for this Reporting Period | Total Project Hours | REIMB Request # | Total Cost Charged to Grant |
|---------|-------------------|--------------------------|----------------|------------|---------------|----------------------------|-------------------------|---|---------------------|-----------------|-----------------------------|
| A | Jeff Reeb | Manage LA Co Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Leslie Luke | Manage LA Co Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Steve Lieberman | Manage LA Co Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Helen Chavez | Manage LA Co Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Ashu Palta | Manage LA Co Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Jeanne O'Donnell | Manage LA Co Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Sinan Khan | Manage LA Co Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Michael Hooper | Manage LA Co Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Alisa Williams | Manage LA Co Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Yvette Countee | Manage LA Co Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Jesse Comer | Manage LA Co Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Maroaret Ayala | Manage LA Co Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Emily Montanez | Manage LA Co Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Kenneth Kondo | Manage LA Co Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Mariela Balam | Manage LA Co Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Anthony Arakelian | Manage LA Co Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Christine Parra | Manage Area A Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Debbie Pedrazzoli | Manage Area B Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | John Penido | Manage Area C Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Brenda Hunemiller | Manage Area D Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Cullen Armet | Manage Area E Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Jennifer Cerda | Manage Area E Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Zaira Villa | Manage Area E Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Jeffrey Robinson | Manage Area G Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Anna Burton | Manage Area H Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Chris Iosen | Manage Area H Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Carol Parks | Manage Area H Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Rob Freeman | Manage Area H Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Larry Meverhofer | Manage Area H Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | Allen Pizuan | Manage Area H Operations | EMPG | EMG | Organization | Staffing | | | | | |
| A | La Cheryl Bell | Manage Area H Operations | EMPG | EMG | Organization | Staffing | | | | | |
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

MATCH

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Warning! Decimal usage is not allowed. Attempts to use decimals will prompt error message.

CFDA #

EMPG 97.042

LEDGER
TYPE:
Today's
Date:

Initial Application

June 28, 2016

County of Los Angeles

037-00000

2016-0010

| Project | Direct/Subaward | Project Name | Funding Source | Discipline | Solution Area | Solution Area Sub-Category | Type of Match | Total Obligated Match | Previous Match Expended | Current Match | Approval: Cal OES ONLY REIMB Request # | Date & Initials (Prog. REP.): Total Match Expended | Remaining Balance | Percentage Expended |
|---------|-----------------|--|----------------|------------|---------------|--|---------------|-----------------------|-------------------------|---------------|---|---|-------------------|---------------------|
| | | | | | | | | 2,227,827 | | | | | 2,227,827 | |
| A | Direct | LA County OEM Staff S&EB | EMPG | EMG | Organization | Staffing | Cash Match | 294,718 | | | | | 294,718 | |
| A | Direct | LA County OEM Supplies and Operating Expenses | EMPG | EMG | Organization | Day to day activities / operations that support emergency management | Cash Match | 25,000 | | | | | 25,000 | |
| A | Subaward | Area A Staff S&EB | EMPG | EMG | Organization | Staffing | Cash Match | 32,765 | | | | | 32,765 | |
| A | Subaward | Area B Staff S&EB | EMPG | EMG | Organization | Staffing | Cash Match | 69,556 | | | | | 69,556 | |
| A | Subaward | Area B Supplies and Operating Expenses | EMPG | EMG | Organization | Day to day activities / operations that support emergency management | Cash Match | 13,917 | | | | | 13,917 | |
| A | Subaward | Area C Staff S&EB | EMPG | EMG | Organization | Staffing | Cash Match | 100,000 | | | | | 100,000 | |
| A | Subaward | Area C Supplies and Operating Expenses | EMPG | EMG | Organization | Day to day activities / operations that support emergency management | Cash Match | 6,500 | | | | | 6,500 | |
| A | Subaward | Area D Staff S&EB | EMPG | EMG | Organization | Staffing | Cash Match | 120,000 | | | | | 120,000 | |
| A | Subaward | Area D Supplies and Operating Expenses | EMPG | EMG | Organization | Day to day activities / operations that support emergency management | Cash Match | 40,000 | | | | | 40,000 | |
| A | Subaward | Area E Supplies and Operating Expenses | EMPG | EMG | Organization | Day to day activities / operations that support emergency management | Cash Match | 36,403 | | | | | 36,403 | |
| A | Subaward | Area G Staff S&EB | EMPG | EMG | Organization | Staffing | Cash Match | 107,903 | | | | | 107,903 | |
| A | Subaward | Area H S&EB | EMPG | EMG | Organization | Staffing | Cash Match | 644,976 | | | | | 644,976 | |
| A | Subaward | Area E Staff S&EB | EMPG | EMG | Organization | Staffing | Cash Match | 180,586 | | | | | 180,586 | |
| B | Direct | LA County OEM Emergency Management Conferences and Workshops | EMPG | EMG | Planning | Conferences | Cash Match | 25,000 | | | | | 25,000 | |
| B | Direct | LA County OEM Community Preparedness Warehouse | EMPG | EMG | Planning | Community Outreach | Cash Match | 50,000 | | | | | 50,000 | |
| B | Direct | LA County OA Recovery Planning | EMPG | EMG | Planning | Develop and Enhance Plans, Protocols, Programs, and Systems | Cash Match | 112,743 | | | | | 112,743 | |
| B | Subaward | Area B Emergency Management Workshop | EMPG | EMG | Planning | Develop and Enhance Plans, Protocols, Programs, and Systems | Cash Match | 13,366 | | | | | 13,366 | |
| B | Subaward | Area D Community Outreach | EMPG | EMG | Planning | Community Outreach | Cash Match | 12,470 | | | | | 12,470 | |
| B | Subaward | Area F Community Outreach | EMPG | EMG | Planning | Community Outreach | Cash Match | 11,019 | | | | | 11,019 | |
| C | Direct | LA County OA Jurisdictional EOC Course | EMPG | EMG | Training | Course Delivery and Evaluation | Cash Match | 250,000 | | | | | 250,000 | |
| C | Subaward | Area E Training | EMPG | EMG | Training | Course Delivery and Evaluation | Cash Match | 3,000 | | | | | 3,000 | |

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

INDIRECT COSTS - SUMMARY RECAP OF COSTS CLAIMED

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County of Los Angeles

037-00000

2016-0010

PERIOD (Month/Yr. through Month/Yr.):

INDIRECT COST RATE FOR PERIOD:

ICR Base:

| DIRECT COSTS | Total Costs | Less Excluded Contract Costs | Costs Applicable to ICR |
|--|-------------|------------------------------|-------------------------|
| Planning | | | - |
| Organization | | | - |
| Training | | | - |
| Exercise | | | - |
| M&A | | | - |
| EOC Construction & Renovation | | | - |
| Maintenance & Sustainment | | | - |
| Sub-Total Eligible Direct Costs | - | - | - |

| SUBAWARDS | Total Costs | Less Excluded Contract Costs | Costs Applicable to ICR |
|--|-------------|------------------------------|-------------------------|
| | | | - |
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| | | | - |
| | | | - |
| Sub-Total Eligible Subaward Costs | - | - | - |

| | |
|---------------------------------------|---|
| TOTAL DIRECT COSTS | - |
| Total Allowable Indirect Costs | - |

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

AUTHORIZED AGENT

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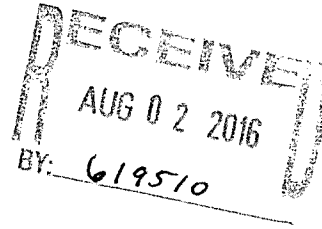
CFDA #:

EMPG 97.042

County of Los Angeles

037-00000
2016-0010

Supporting Information for Reimbursement/Advance of State and Federal Funds



Initial Application

This request is for an/a:

This claim is for costs incurred within the grant expenditure period from and does not cross fiscal years.

[Redacted] (Beginning Expenditure Period Date)

through

[Redacted] (Ending Expenditure Period Date)

[Redacted] (REIMB or MOD Request #)

[Redacted] (Amount This Request)

Under Penalty of Perjury I certify that:

I am the duly authorized officer of the claimant herein. This claim is true, correct, and all expenditures were made in accordance with applicable laws, rules, regulations and grant conditions and assurances.

Statement of Certification - Authorized Agent

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Jeff Reeb, Senior Manager, CEO

Printed Name and Title

Signature of Authorized Agent

June 28, 2016

Date

Please reference the Instructions Page under the "Authorized Agent" section for instructions/address on where to mail workbook

EXHIBIT F

EXHIBIT F



LOS ANGELES COUNTY
 DEPARTMENT OF AUDITOR-CONTROLLER / SHARED SERVICES DIVISION
Emergency Management Performance Grant
REIMBURSEMENT FORM

SECTION A: SUBMITTING YOUR CLAIMS

Please upload **legible** supporting documents, files and completed reimbursement forms (see instructions in workbook for details) at: **1. Enter Grant Year:**

<https://auditor.mft.lacounty.gov>

If you prefer to mail your documents please send the scanned documents to the following address (uploading is recommended):

Department of Auditor-Controller
 Shared Services Division / Attn: Grants Unit
 3470 Wilshire Blvd., Suite 812
 Los Angeles, CA 90010

20__

Period of claim

| | |
|------|--|
| FROM | |
| TO: | |

SECTION B: SUB-RECIPIENT'S INFORMATION

| | | |
|---|-----------------------|-----------------------------|
| 1. Sub-recipient's Name: (reimbursement check will be made payable to the name enter here) | 3. Taxpayer ID | 4. Contact's Name: |
| 2. Mailing Address (please let us know where you want your check delivered, including attention line if necessary) | | 4. Contact's phone: |
| | | 4. Contact's e-mail: |

SECTION C: DETAIL CLAIM INFORMATION

| Project Alpha | Item # | Reimbursable Expenditure Categories | Reimbursable Amount | Match Expenditure Categories | Match Amount |
|---|--------|-------------------------------------|---------------------|--|---------------|
| | | Salary and Benefits (Organization) | | Match Salaries | |
| | | Operating Expenses (Organization) | | Match Operating Expenses | |
| | | Equipment | | Match Equipment | |
| | | Training | | Match Training | |
| | | Planning | | Match Planning | |
| | | Exercise | | Match Exercise | |
| | | Other | | Match Other | |
| Total Reimbursable Expenditures (Federal Funds Expended) | | | \$0.00 | Total Match Expenditures (Local Sub-recipient Match Expended) | \$0.00 |
| TOTAL SUB-RECIPIENT EXPENDITURES | | | | \$0.00 | |

| SECTION D: SUB-RECIPIENT'S CERTIFICATION | SECTION E: FOR SSD USE ONLY |
|---|------------------------------------|
|---|------------------------------------|

| | |
|--|--|
| <p>Under Penalty of Perjury I certify that (please use the checkbox):</p> <p><input type="checkbox"/> 1. I am the duly authorized officer of the claimant herein and this claim is in all respect true and correct. All expenditures were made in accordance with applicable laws, rules, regulations and grant conditions and assurances.</p> <p><input type="checkbox"/> 2. All instructions for this form were followed and all the supporting documentation (per instructions) is included with this claim.</p> <p>3.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">AUTHORIZED SIGNATURE DATE</p> <p>4.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">AUTHORIZED PRINTED NAME AUTHORIZED TITLE</p> <p>5. AUTHORIZED CONTACT INFORMATION (If different from Section B):</p> <p>PHONE #: _____</p> <p>E-MAIL: _____</p> | <p style="text-align: center;">STAMP WITH RECEIVED DATE HERE:</p> <p style="text-align: center;">ASSIGNED CLAIM TRACKING NO.:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
|--|--|

Exhibit F

COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER / SHARED SERVICES DIVISION
**INSTRUCTIONS TO COMPLETE THE EMERGENCY MANAGEMENT PERFORMANCE GRANT
REIMBURSEMENT FORM**

Purpose of these Instructions:

To assist sub-recipients in completing the Emergency Management Performance Grant Reimbursement form. For questions or suggestions please use our e-mail below to contact Shared Services. Please do not send these instructions to us; they are to be used for your guidance only.

SECTION A: General Instructions for Submission of Claims

Please help us expedite the process of your Emergency Management Performance Grant claims by:

- Completing the reimbursement forms correctly and according to these instructions.
- Submitting your claims using the file transfer application at
URL: <https://auditor.mft.lacounty.gov>.
- In numeral I of this section, please enter the year of the grant program and the period of claim that you are submitting for reimbursement.

Please note the following:

Each DMAC area has a user name and a password assigned. If you lost your password or have questions or problems with this application, please contact:

Natalie Moreno at (213) 974-2260 nmoreno@auditor.lacounty.gov

If Natalie is not available, please contact Patricia Flores at (213) 251-5048
pflores@auditor.lacounty.gov

- Sending your claims only once (we do not require original documents and duplicates). Sending duplicates will slow down our process.
- Ensuring that all documents attached to your claims are legible and belong to the performance period of the Grant.
- Submitting claims timely. We do **not** guarantee the process of claims that are submitted late or too close to the final due date. Reimbursable expenditures need to be charged within the performance period of the grant and submitted to us as soon as they are incurred.
- Provide a copy of the documents submitted to the grants program manager (Helen Jo at hjo@ceo.lacounty.gov) on all claims submitted

SECTION B: Sub Recipient's Information

1. Please enter the name of the agency requesting the reimbursement. The name of the agency should be typed according to its signed agreement and as you need it to appear in the payee line of the reimbursement check.
2. Please enter the complete address (street number and name, city, zip code) and attention line where you will need to receive the reimbursement check. Please note that this is not necessary for LA County departments.
3. Please enter the taxpayer ID# of the governmental entity requesting reimbursement.
4. Please enter the information of the person that can assist us with detail claim questions.

SECTION C: Detail Claim Information

- Please indicate the project and item as indicated in the budget workbook that is related to your respective claim.
- For **Organization Expenditures**: according to the type of organization expenses please follow the instructions below for salaries and employee benefits or operating expenses.
- For **Salaries and Employee Benefits (S&EB)**: Provide actual charges, timecards, proof of payment (payroll register/pay stubs), actual benefits or development of benefit rates with claim. For reimbursable expenditures: name of employee needs to be in the budget of the EMPG grant and expenditure needs to indicate the name of the employee and the time period.
- For **Operating Expenditures**: If the expenditures that you are claiming were purchased thru a vendor or contractor, please make sure that you provide the following documentation with your claim:
 1. Copy of the invoice: Please attach an invoice that provides sufficient information to be used as a cross reference with the description in the grant workbook. When the invoice includes items that are not being claimed or that belong to different claims or grants, please circle and designate on the invoice the items that you are requesting for reimbursement. Each item circled must have a project and item #, a funding source, and a total. Purchase orders and price quotes will not be accepted in the place of the invoice.
 2. Copy of the purchase order
 3. Proof of payment of the invoice: The proof of payment can be the corresponding copy of the bank's cleared check or bank statement with debit (name of vendor should be included in the statement) or agency's general ledger (should be from an automated system that clearly records the posting of the payment).
 4. Calculations for use tax paid: When use tax is paid, clearly show the calculations of the use tax in the invoice included in your claim.
 5. Proof of payment of the use tax: Please provide official documents which authenticate the remittance of the use tax to the state, the amount and the reference to the invoice being claimed.
 6. Federal Debarment Listing (if applicable): Please provide a screen print out of the queried Federal Debarment Listing at <http://www.sam.gov/portal/public/SAM>. **The listing needs to be queried prior to the purchase of the items being claimed. This will certify that the vendor is allowed by the state.**
 7. If you are claiming services, supplies or any other type of items purchased thru a vendor or contractor, please indicate if you selected the vendor through a Competitive or Non-competitive (sole source) bid process
 - Non-Competitive (Sole Source) State Approval: for non-bid purchases of \$150,000 or more to a single vendor, please attach the Non-Competitive (sole source) approval from the State. The approval needs to be requested from the State prior to the purchase of the items.
- For **Equipment Expenditures**: If the expenditures that you are claiming were purchased thru a vendor or contractor, please make sure that you provide the following documentation with your claim:
 1. Copy of the invoice: Please attach an invoice that provides sufficient information to be used as a cross reference with the items described in your grant line item and AEL #. When the invoice includes items that are not being claimed or that belong to different claims or grants, please circle and designate on the invoice the items that you are requesting for reimbursement. Each item circled must have a project and item #, a funding source, and a total. Purchase orders and price quotes will not be accepted in the place of the invoice.
 2. Copy of the purchase order
 3. Print out of the corresponding AEL # (Authorized Equipment List number). The AEL listing can be found at: http://www.fema.gov/media-library-data/20130726-1825-25045-7138/fema_preparedness_grants_authorized_equipment_list.pdf

4. Proof of payment of the invoice: The proof of payment can be the corresponding copy of the bank's cleared check or bank statement with debit (name of vendor should be included in the statement) or agency's general ledger (should be from an automated system that clearly records the posting of the payment).
5. Calculations for use tax paid: When use tax is paid, clearly show the calculations of the use tax in the invoice included in your claim.
6. Proof of payment of the use tax: Please provide official documents which authenticate the remittance of the use tax to the state, the amount and the reference to the invoice being claimed.
7. Federal Debarment Listing: Please provide a screen print out of the queried Federal Debarment Listing at <http://www.sam.gov/portal/public/SAM>. **The listing needs to be queried prior to the purchase of the items being claimed. This will certify that the vendor is allowed by the state.**
8. If you are claiming services, supplies or any other type of items purchased thru a vendor or contractor, please indicate if you selected the vendor through a Competitive or Non-competitive (sole source) bid process.
9. Non-competitive (Sole Source) State Approval: for non-bid purchases of \$150,000 or more to a single vendor, please attach the Non-competitive (sole source) approval from the State. The approval needs to be requested from the State prior to the purchase of the items.
10. Additional Equipment Information: Shared Services needs this information in order to complete the workbook for the State. This is needed for all those items of your reimbursable budget that are included in the equipment category:
 - Serial # for your equipment or ID tag. If no ID tag is necessary, please write "Consumable". An item is "Consumable" only if its useful life is less than one year.
 - Please ensure that equipment is in your budget prior to the order or/and or purchase and indicate project letter and Item # (if applicable). We will need the equipment description if it is not clear in the invoice and the description and invoice have to match the budget description for the State's workbook.
 - AEL #, AEL title
 - Invoice #
 - Vendor
 - Vendor Debarment printout (prior to order and/or purchase)
 - Acquired date,
 - Condition and disposition
 - Deployed location (please provide the complete address)
 - Grant year
 - Indicate procurement method: bids or sole source purchase.
11. Equipment Inventory Listing (Print out and Excel File). Please include both the printout of the listing and the corresponding excel file with your claim.
 - For **Training** related expenditures please provide:
 - a. Documentation of actual expenditures: Copy of the approved State-Sponsored Training Reporting Form (with the tracking request # and e-mail from CalOES): Please add this form to the claim's backup documentation. All the backup documentation submitted for the training claim needs to agree with the training period and the detail description on the Training Reporting Form and the line item of the Grant
 - b. If you are including personnel costs with your training claim, please add the following:
 - i. Documents that certify completion of the training: please attach supporting documents that show the class name, dates of training, # of hours of the training class, printed name and signature of individual taking the class and approval signature from supervisor or trainer (attach the information for backfilled positions also). Examples of documents that certify completion of training are attendance sheets, sign- in sheets, agendas of the class, training certificates.
 - ii. Summary Listing of Charges: Please add a listing which clearly shows the breakdown of the training charges per employee and that match the total claimed. The listing

should include the following: employee name, assignment, job title, date, salary, hours claimed, regular rate, overtime rate, employee benefits rate, claim amount per employee, clear calculations of amount claimed per employee and total (equal to the amount claimed) . Please provide the total # of attendees for classroom/field based training activities.

- iii. Backup for the Benefits Rate: If you are adding benefits to your claim, please make sure that you include the official calculation for the rate used.
 - iv. Timecards: Include a printout of the corresponding timecards. Manual timecards need to indicate the # of hours charged per day to the grant, supervisor's signature, employee name and signature. Automatic system generated timecards need to be final approved and include the name of the employee and hours charged per day to the grant.
 - v. Explanation of timekeeping codes: When the supporting documentation (timesheet, payroll register, etc.) includes timekeeping codes please provide a printout with the explanation of the usage as detailed as possible.
 - vi. Payroll register: The payroll register needs to clearly support and explain the amount claimed per employee. It also needs to show the salary, hourly rate, employee benefits and overtime rate.
 - vii. Roster of the backfilled positions: When you are claiming overtime for a backfilled position, please attach the backfilled roster to your claim. The roster needs to include the name of the backfilling employees, a short description of duties performed, the corresponding employee whose duties were covered and the dates accordingly. Please make sure that the roster is signed and that you include documentation corresponding to the employee covered by the backfilling position.
- For **Planning** related expenditures please provide:
 - a. Documentation of actual expenditures
 - b. Copies of actual planning documents developed with funds utilized
 - i. Deliverable (or final product): Please include with your claim the final product of the planning activity (deliverable) that was identified in the grant award.
 - ii. Signed Certificate of Completion: The certificate of completion can be an e-mail confirming that the planning activity was completed.
 - iii. Invoices: If you're planning claim includes charges invoiced by vendors, please see requirements and documents you need to attach to your claim form under Section C (Operating Expenses).
 - iv. Supporting Documentation for Personnel Cost: When your planning claim includes personnel cost please see under Training Claim (supporting documents needed) and add to the documentation.
 - For **Exercise** related expenditures please provide:
 - a. Documentation of actual expenditures
 - b. Copy of Multi- Year TEP which clearly shows the exercise listed
 - i. Proof of State Approval of After Action Report (AAR): In order for your AAR to be approved you have to submit it to the State using ODP Portal (see link below), within 60 days following the completion of the exercise. You need to notify the State when the AAR is uploaded so they can proceed with the approval process.

<https://hseep.@fema.dhs.gov>
 - For **Other** related expenditures please provide:
 - c. Documentation of actual expenditure and all other supporting documentation

SECTION D: Sub-Recipient's Certification

- 1.& 2. Please read and check the box provided if you are an authorized signatory.
- 3.& 4. & 5. Please sign the claim if you are an authorized signatory of your agency. When the authorized person is the same as the contact person in Section B, you do not need to enter the authorized contact information. If the authorized person and the contact person in Section B are different, please enter all the fields in this area as requested.