



July 23, 2018

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

Re: Designation of Subrecipient's Agent Resolution for the Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program

Dear Honorable Members:

Transmitted herewith for City Council consideration is a request to approve the Mayor's Office of Public Safety ("Mayor's Office") as an Authorized Agent for Federal Emergency Management Agency ("FEMA) hazard mitigation and pre-disaster mitigation grants for projects sponsored by the Mayor's Office through third party entities.

Summary

The "Designation of Applicant's Agent Resolution" is required by the Federal Emergency Management Agency (FEMA) and the California Governor's Office of Emergency Services (CalOES) for official grant applications. The Office of the City Administrative Officer (CAO) currently acts as the Authorized Agent for all public assistance, hazard mitigation and pre-disaster mitigation grants for City-wide applications. The Mayor's Office is requesting to be an Authorized Agent for projects that will be sponsored by third party entities through the Mayor's Office.

The designation allows the Mayor's Office to administer hazard mitigation grants and pre-disaster mitigation grant program submittals, receipts and disbursements on behalf of third party entities.

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The Designation of Subrecipient's Agent Resolution Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program is valid for three years. The names and titles of at least three approving Governing Body Representatives (Council Members) must be listed on the resolution. The attached resolution, "Designation of Subrecipient's Agent Resolution Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program (CalOES Form 130)" is submitted for Council approval.

If notified of an award, the Mayor's Office will return to City Council and at that time, detailed information will be provided regarding the project, and recommendations will be provided to allow for management and administration of the grant award.

Recommendations

It is therefore requested that the City Council:

1. Approve the attached Designation of Subrecipient's Agent Resolution Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program designating the Mayor's Office as the City's Authorized Agent to execute and deliver certificates, agreements, and other documents as may be required of the City in connection with obtaining pre-disaster mitigation and hazard mitigation grants to be administered through the Mayor's Office on behalf of third party entities only.

Sincerely,



ERIC GARCETTI

Mayor

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Attachments

1. Cal OES Form 130

**DESIGNATION OF SUBRECIPIENT'S AGENT RESOLUTION
Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program**

BE IT RESOLVED BY THE City Council OF THE City of Los Angeles
(Governing Body) (Name of Applicant)

THAT Deputy Mayor, Mayor's Office of Public Safety, OR
(Title of Authorized Agent)
Dir of Grants & Fin, Mayor's Office of Public Safety, OR
(Title of Authorized Agent)
Asst Dir of Grants, Mayor's Office of Public Safety
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Los Angeles, a public entity
(Name of Subrecipient)
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Service, for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the City of Los Angeles, a public entity established under the laws of the State of California,
(Name of Subrecipient)
hereby authorizes its agent(s) to provide to the California Governor's Office of Emergency Service for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and futures Disasters/Grants up to three (3) years following the date of approval below.
- This is a Disaster/Grant specific resolution and is effective for only Disaster/Grant name/number(s) Good Samaritan Hospital Kitchen Seismic Retrofit Project

Passed and approved this _____ day of _____, 20____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)
City of Los Angeles, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the City Council of the City of Los Angeles
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20____.

(Signature) (Title)

Cal OES Form 130 Instructions

A new Designation of Applicant's Agent Resolution is required if the previously submitted document is older than three (3) years from the last date of Board/Council approval.

When completing the Cal OES Form 130, Subrecipients should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the individual or group responsible for appointing and approving the Authorized Agents. Examples include: Board of Directors, City Council, Board of Supervisors, etc.

Name of Subrecipient: This is the official name of the non-profit, agency, city, county or special district that has applied for the grant. Examples include: City of Sacramento; Sacramento County; or Los Angeles Unified School District.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Service regarding grants applied for by the subrecipient. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency (e.g.; City Clerk, the Authorized Agent, Secretary to the Director) and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names and titles of the Authorized Agents should be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving board members. Examples include: Chairman of the Board, Superintendent, etc. The names and titles cannot be one of the designated Authorized Agents.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval. Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person cannot be one of the designated Authorized Agents to eliminate "Self Certification."