



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 12/18/2018

Agenda Placement: 6X

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Kerry Whitney for Minh Tran - County Executive Officer  
County Executive Office

**REPORT BY:** Kevin Twohey, Emergency Services Officer - 707-299-1892

**SUBJECT:** Resolution Approving FY2018 Homeland Security Grant Program

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### **RECOMMENDATION**

County Executive Officer/Risk & Emergency Services Manager requests the following actions regarding Homeland Security 2018 grant funding:

1. Adoption of a resolution approving participation in the federally funded FY2018 Homeland Security Grant Program for the period of September 1, 2018 through May 31, 2021; and
2. Delegation of signing authority to the County Executive Officer and the Risk & Emergency Services Manager to accept and administer the program funds, including executing the agreement and any subsequent amendments, modifications which are within budgeted appropriations.

### **EXECUTIVE SUMMARY**

On November 21, 2017, the State of California's Office of Emergency Services (Cal-OES) notified counties of the preliminary application requirements for participation in the 2018 Homeland Security Grant Program. This notification was sent ahead of the Federal Notice of Funding Opportunity (NOFO), which was ultimately published on May 21, 2018. Cal-OES allocates the federal Department of Homeland Security (DHS) funds administered through the State's HSGP for the purpose of improving prevention and protection capabilities at the state, tribal and local levels to address critical infrastructure protection and strengthen medical surge and mass prophylaxis. The federal funds have been secured by the State and each California county allocation was included in the State's HSGP supplemental guidance announcement. The County Executive Office submitted its initial application on behalf of the County of Napa Office of Emergency Services, to Cal-OES by the January 31, 2018 deadline. Cal-OES notified the County in October, 2017 that the grant was approved effective September 1, 2018. Cal-OES requires the submittal of a Board certified resolution to them in order to finalize the application/acceptance process.

**FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Emergency Services Grants - At the time the FY 18-19 budget was prepared staff estimated revenue at \$218,297. Actual revenue will be on a reimbursement basis and will be a maximum of \$215,169.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	These grants provide funding for needed emergency preparedness training and other activities.
Is the general fund affected?	Yes
Future fiscal impact:	Funding will be included each year for three years in the Department's requested budget.
Consequences if not approved:	If not approved grant activities will not occur.
Additional Information:	

**ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

The FY2018 HSGP plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, requires the combined effort of the whole community. The FY2018 HSGP supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery. California's HSGP administers funds for the purpose improving:

- ) Cybersecurity;
- ) Operational Search and Rescue;
- ) Interoperable Communications;
- ) Mass Care/Shelter;
- ) Fatality Management
- ) Infrastructure Systems;
- ) Economic Recovery;
- ) Housing;
- ) Supply Chain Integrity and Security;
- ) Natural and Cultural Resources; and
- ) Risk Management for Protection Programs and Activities

On October 5, 2018 the County Office of Emergency Services notified the State of California's Office of Emergency Services (Cal-OES) of its intention to participate in the FY2018 Homeland Security Grant Program (HSGP) and accept the award allocation amount of \$215,169. The appropriation and corresponding reimbursement will be included in the Department's requested FY2018-2019 Recommended Budget.

FY2018 Homeland Security Grant program funds will reimburse the grant budget a maximum of \$215,169 upon completion of the grant's performance period. The HSGP funds cover expenditures for emergency management equipment, public health information sharing, communications interoperability, community emergency preparedness planning, and grant management and administration costs.

As required in the Cal-OES FY2018 HSGP grant guidance, the proposed expenditure plan was developed in consultation with the Approval Authority Body ("Gang of 5") composed of the Napa County Sheriff, the County Public Health Officer, the County Fire Chief, the City of Napa Fire Chief and the City of Napa Police Chief. A summary of the plan is enumerated here:

- ) Interoperable Communications Expansion \$66,358
- ) Unmanned Aircraft System \$54,324
- ) Public Health Information Project \$58,729
- ) Community Emergency Preparedness \$25,000
- ) Grant Management and Administration \$10,758

The grant terms require the County to purchase the equipment and services prior to receiving reimbursement from the HSGP grant funds.

The County of Napa Office of Emergency Services manages and coordinates the program projects. The Risk/Emergency Services Manager may initiate a reallocation of certain expenses to meet the needs of specific projects. The County of Napa Office of Emergency Services will, as required by 2 CFR 200.313(d), physically inventory equipment purchased with FY2018 HSGP funds every two years and maintain appropriate inventory records. The procurement and inventory process has been thoroughly reviewed and approved by the County of Napa Auditor-Controller's Office.

Staff requests approval of and authorization for the Risk/Emergency Services Manager to execute reimbursement claims and any subsequent documentation, including executing the agreement and any subsequent amendments, and modifications which are within budgeted appropriations.

#### **SUPPORTING DOCUMENTS**

- A . 2018 HSGP Grant Award Letter
- B . 2018 HGSP Board Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi