



Agenda Report

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File #: 19-0238

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**AGENDA REPORT  
REQUEST FOR CITY COUNCIL ACTION**

DATE: 3/20/2019

TO: Honorable Mayor and City Council Members

FROM: Fire Department

**SUBJECT:**

City Council consideration of acceptance and appropriation of Fiscal Year 2018 U.S. Department of Homeland Security Grant Program award in the amount of \$101,302.

**RECOMMENDED ACTION:**

That the City Council:

1. Authorize the submittal for and acceptance of the Fiscal Year 2018 U.S. Department of Homeland Security Grant Program award in the amount of \$101,302.
2. Approve an appropriation and estimated revenue increase of \$101,302 in the General Fund for the Fire Department to sustain and support its Hazardous Materials Response Team and Community Emergency Response Team (CERT) program.

**ANALYSIS:**

The U.S. Department of Homeland Security Grant Program provides funding to states and local governments to assist in their efforts to prevent, protect against, mitigate, respond to, and recover from potential terrorist attacks and other hazards. The Fire Department will utilize this grant funding to provide training, conduct exercises and purchase equipment for both the Hazardous Materials Response Team and the Community Emergency Response Team program. This allows our department to offer our residents CERT training free of charge, within the guidelines of the grant.

**COMMITTEE ACTION:**

Not applicable.

**STRATEGIC PLAN:**

This item supports the City's Strategic Plan Goal 1: Promote Public Safety: Protect our Residents and Businesses; Objective a: Ensure adequate funding for police and fire services.

**FISCAL IMPACT:**

An appropriation of \$101,302 from the General Fund is requested for the Fiscal Year 2018 U.S. Department of Homeland Security Grant Program. The General Fund estimated revenue will be increased by \$101,302 to reflect the approval of the grant funding. This grant has no cost share or matching requirements.

<b>GENERAL FUND</b>	
Budget Workshop May 23, 2018 - Estimated Revenue Over Expenditures	\$6,626,911
Previously approved budget adjustments (net)* - Note 1	<u>(5,999,820)</u>
Current Estimated Revenue Over Expenditures	627,091
FY2018 Department of Homeland Security Grant - Appropriation	(101,302)
FY2018 Department of Homeland Security Grant - Revenue Increase	<u>101,302</u>
<b>Revised Estimated Revenue Over Expenditures - Note 1</b>	<b>\$627,091</b>
Budget Balancing Measures Reserve - Actual 6/30/18	\$25,182,735
Estimated FY 2018-19 Change in Budget Balancing Measures	<u>627,091</u>
<b>Budget Balancing Measures Reserve - Estimated Balance 06/30/19</b>	<b>\$25,809,826</b>

\* Approved through Council Action or other operational process.

Note 1: Includes additional General Fund items on the March 20, 2019 meeting.

**ENVIRONMENTAL ANALYSIS:**

No environmental review is required because the proposed action is not a project under the California Environmental Quality Act.

**PREPARED BY:** GINA MCGOUGH, EMERGENCY SERVICES COORDINATOR

**REVIEWED BY:** BRIAN YOUNG, CHIEF OF FIRE

**REVIEWED BY:** KERRY D. EDEN, ASSISTANT CITY MANAGER/ADMINISTRATIVE SERVICES DIRECTOR

**SUBMITTED BY:** MICHELE NISSEN, ACTING CITY MANAGER

**Attachments:**

1. FY 18 CERT Grant Award Letter
2. FY 18 CHOG Grant Award Letter



Bruce Barton, Director  
Emergency Management Department

2/27/19

City of Corona Fire Department  
Gina Moran-McGough

RE: FY18 State Homeland Security Program Grant (SHSP) Award - \$34,302  
Grant #2018-0054 CFDA#: 97.067

The California Office of Emergency Services (CalOES) has approved Riverside County's FY18 State Homeland Security Program Grant (SHSP) application and has authorized the commencement of reimbursement requests. The performance period of this grant is **September 1, 2018 – May 31, 2020**. All **final reimbursement requests** are **due** no later than **June 10, 2020**.

Upon approval of pending paperwork this letter serves as authorization to begin spending and requesting reimbursement of your Anti-Terrorism Approval Authority (ATAA) approved projects. Your city is required to request a reimbursement every 6 months. Equipment purchases must be completed within the first 8 months of this grant and Training must be completed or scheduled within the first year of this grant. Under extenuating circumstances some exceptions may be approved. Riverside County EMD does require you to provide a signed FY18 Grant Assurance and completed and signed Workbook Face-Sheet as soon as possible. Modifications and Reimbursement Requests cannot be processed until we receive these documents. Please remember that changes to your grant will require the approval of the OA prior to incurring any costs. All modifications, EHP's, sole source procurement, EOC and construction requests require additional approvals from CalOES through the OA prior to incurring any costs. Your Agency's Financial Workbook outlining your approved spending is included on the CD provided to you.

By accepting this award, it is understood that you are agreeing to comply with all applicable federal, state and local requirements of the grant as put forth in the FY18 Grant Assurances, federal and state guidances, and all provisions of 2 CFR 200 including part F- "Audit Requirements". Performance Bonds are required for any equipment item over \$249,999 or any vehicle, aviation, or watercraft regardless of cost that is being paid for with any portion of grant funds. Federal funds cannot be awarded to any entity that has been debarred. You will be expected to provide quarterly reports by January 1, April 1, July 1 and October 1 of each year for all open grants. Any funds found owed as a result of a final review or audit must be refunded to the County within 15 days upon receipt of an invoice from Riverside County EMD.

As always, please feel free to contact us with any questions you may have. I look forward to working with you and appreciate your cooperation and support.

Regards,

*Kim Dana*

Kim Dana  
Administrative Services Analyst II  
Riverside County EMD  
951-955-0419





Bruce Barton, Director  
Emergency Management Department

March 5, 2019

City of Corona  
735 Public Safety Way  
Corona, CA 92880-2002  
Attn: Brian Young, Fire Chief & Gina Moran-McGough, Emergency Services Coordinator

RE: NOTICE OF GRANT SUB-AWARD/PROJECT APPROVAL: FY18 State Homeland Security Grant, CHOG, \$67,000, Grant #2018-0054, CFDA#: 97.067

The California Office of Emergency Services (CalOES) has approved Riverside County's FY18 State Homeland Security Grant Program (SHSP). The performance period is March 5, 2019 – April 30, 2020. All final reimbursement requests are due no later than May 31, 2020.

Please be advised that changes to your grant will require the approval of the EMD/Operational Area (OA) prior to incurring any costs. All modifications and EHP's require additional approvals from CalOES through the EMD/OA prior to incurring any costs. Grant funds must be used to supplement existing funds, however may not replace funds that have been appropriated for the same purpose. Your Agency must not make or permit any award to any party that is debarred. You must obtain documentation of eligibility prior to making any agreement/payment with a vendor funded by SHSP. It is your agency's responsibility to obtain all additional approvals prior to expending the funds. Your agency is responsible for providing all necessary supporting documentation for reimbursements. If purchasing purchasing maintenance agreements, equipment upgrades, service fees, or continuation of a service, it is your responsibility to provide proof that these costs follow all of the guidelines of the grant.

Agency CHOG spending plans will be sent to you by email, along with a copy of this letter. Please review and have your agency's Authorized Agent sign, complete and return the spending plan Facesheets and Grant Assurances to Dana Lagunas. Reimbursements cannot be processed without them. By accepting this grant award, it is understood that you agree to conform to the requirements of the grant as stated in the FY18 SHSP Grant Assurances.

As always, please feel free to contact Laronte Groom or Dana Lagunas with any questions you may have. Thank you for your cooperation and support.

Sincerely,

Laronte Groom  
Program Coordinator II  
Emergency Management Department  
Preparedness Division Grant Programs  
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lgroom@rivco.org

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