



**Health & Human Services
Agency
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

KUYLER CRDCKER
District One

PETE VANDER PDEL
District Two

AMY SHUKLIAN
District Three

J. STEVEN WDRTHLEY
District Four

MIKE ENNIS
District Five

AGENDA DATE: October 30, 2018

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
County Counsel Sign-Off	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
CONTACT PERSON: Andrew Lockman PHONE: 624-8000				

SUBJECT: Apply for and accept funding for the Emergency Management Performance Grant

REQUEST(S):

That the Board of Supervisors:

1. Authorize the submittal of an application in the amount of \$221,021 to the Governor's Office of Emergency Services for the Fiscal Year 2018 Emergency Management Performance Grant;
2. Authorize the Clerk of the Board to sign three (3) copies of the attached Governing Body Resolution to appoint Authorized Agents to act on behalf of the Tulare Operational Area in securing and administering grant funds;
3. Authorize the Emergency Services Manager, as an Authorized Agent, to sign the "California Governor's Office of Emergency Services Grant Subaward Face Sheet," and the initial application for the Emergency Management Performance Grant;
4. Authorize the Chairman of the Board to sign three (3) copies of the "Standard Assurances for All Cal OES Federal Grant Programs" for the Fiscal Year 2018 Emergency Management Performance Grant;
5. Agree: (a) To provide all matching funds required for the grant project, and agree that any cash match will be appropriated, as necessary and required; (b) That any liability arising out of the performance of this agreement shall be the responsibility of the County and the Board of Supervisors; (c) That grant

SUBJECT: Apply for and accept funding for the Emergency Management Performance Grant

DATE: October 30, 2018

funds shall not be used to supplant expenditures controlled by the Board of Supervisors; and (d) the official executing the "Standard Assurances for All CalOES Federal Grant Programs" as part of the grant application is, in fact, authorized to do so;

6. Find that the Board has fulfilled the requirement to appropriate matching funds through adoption of the Fiscal Year 2018/19 Budget on September 11, 2018;
7. Accept funds from the Governor's Office of Emergency Services for the Fiscal Year 2018 Emergency Management Performance Grant in the amount of \$221,021, retroactive from July 1, 2018 through June 30, 2019. This grant is retroactive due to having received notification of the grant award on October 10, 2018. It was impracticable for the Board to take action before October 30, 2018 due to the time needed to process, prepare, and submit the agenda item; and
8. Find that the Board had authority to accept the grant funds as of July 1, 2018, and that it was in the County's best interest to accept the funding on that date.

SUMMARY:

The purpose of the Emergency Management Performance Grant is to support comprehensive emergency management at the state, tribal and local levels and to encourage the improvement of preparedness, response, recovery, and mitigation capabilities for all hazards. The State of California distributes this funding annually on a population allocation basis to each of the 58 Counties. The Fiscal Year 2018 grant funds, in the amount of \$221,021, will be used to fund the Tulare County Office of Emergency Services. The grant will be allocated to eligible activities including Staffing, Day-to-Day Operating Expenses, Training, and Planning.

For Fiscal Year 2018 the Governor's Office of Emergency Services (Cal OES) has opted to issue Notification of Award Approval letters prior to soliciting local grant applications which are due on November 15, 2018. Staff therefore requests approval to both submit the grant application and accept the grant funding at this time based on receipt of the Notification of Award Approval.

FISCAL IMPACT/FINANCING:

The Emergency Management Performance Grant is a yearly grant and requires a 50% federal and 50% local cost share. Both the revenue and matching funds are included in the Adopted Fiscal Year 2018-19 budget. There is no net cost to the County General Fund.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's five year strategic plan includes the Safety and Security element, with an initiative to provide coordinated emergency preparedness, response, recovery

SUBJECT: Apply for and accept funding for the Emergency Management Performance Grant

DATE: October 30, 2018

and mitigation capabilities for both natural and man-made disasters. The Emergency Management Performance Grant enables the Tulare County Office of Emergency Services to fulfill this initiative by providing staffing and other activities in support of emergency preparedness, response, recovery and mitigation capabilities.

ADMINISTRATIVE SIGN-OFF:

A handwritten signature in black ink that reads "J. Wake for R. Stewart". The signature is written in a cursive style.

Robert Stewart
Director of Fiscal Operations

cc: County Administrative Office

Attachment(s)

- Fiscal Year 2018 Emergency Management Performance Grant Application ("California Governor's Office of Emergency Services Grant Subaward Face Sheet," et al.)
- Standard Assurances for All Cal OES Federal Grant Programs
- Governing Body Resolution
- Notification of Award Approval

**BEFORE THE BOARD OF SUPERVISORS
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF APPLY FOR AND)
ACCEPT FUNDING FOR THE) Resolution No. _____
EMERGENCY MANAGEMENT) Agreement No. _____
PERFORMANCE GRANT)

UPON MOTION OF SUPERVISOR _____, SECONDED BY
SUPERVISOR _____, THE FOLLOWING WAS ADOPTED BY THE
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD _____
_____, BY THE FOLLOWING VOTE:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY: _____
Deputy Clerk

* * * * *

1. Authorized the submittal of an application in the amount of \$221,021 to the Governor's Office of Emergency Services for the Fiscal Year 2018 Emergency Management Performance Grant;
2. Authorized the Clerk of the Board to sign three (3) copies of the attached Governing Body Resolution to appoint Authorized Agents to act on behalf of the Tulare Operational Area in securing and administering grant funds;
3. Authorized the Emergency Services Manager, as an Authorized Agent, to sign the "California Governor's Office of Emergency Services Grant Subaward Face Sheet," and the initial application for the Emergency Management Performance Grant;
4. Authorized the Chairman of the Board to sign three (3) copies of the "Standard Assurances for All Cal OES Federal Grant Programs" for the Fiscal Year 2018 Emergency Management Performance Grant;

5. Agreed: (a) To provide all matching funds required for the grant project, and agree that any cash match will be appropriated, as necessary and required; (b) That any liability arising out of the performance of this agreement shall be the responsibility of the County and the Board of Supervisors; (c) That grant funds shall not be used to supplant expenditures controlled by the Board of Supervisors; and (d) the official executing the "Standard Assurances for All CalOES Federal Grant Programs" as part of the grant application is, in fact, authorized to do so;
6. Found that the Board has fulfilled the requirement to appropriate matching funds stipulated in the "Standard Assurances for All Cal OES Federal Grant Programs," through adoption of the Fiscal Year 2018/19 Budget on September 11, 2018;
7. Accepted funds from the Governor's Office of Emergency Services for the Fiscal Year 2018 Emergency Management Performance Grant in the amount of \$221,021, retroactive from July 1, 2018 through June 30, 2019. This grant is retroactive due to having received notification of the grant award on October 10, 2018. It was impracticable for the Board to take action before October 30, 2018 due to the time needed to process, prepare, and submit the agenda item; and
8. Found that the Board had authority to accept the grant funds as of July 1, 2018, and that it was in the County's best interest to accept the funding on that date.

(Cal OES Use Only)							
Cal OES #	107-00000	FIPS #	107-00000	VS#		Subaward #	2018-0008

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

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

1. **Subrecipient:** County of Tulare 1a. DUNS#: 071861884
2. **Implementing Agency:** Tulare County Health & Human Services Agency 2a. DUNS#: 192631146
3. **Implementing Agency Address:** 5957 S. Mooney Blvd Visalia 93277-9394
Street City Zip+4
4. **Location of Project:** Visalia Tulare 93277-9394
City County Zip+4
5. **Disaster/Program Title:** Emergency Management Performance Grant 6. **Performance Period:** 07/01/18 to 06/30/19
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
2018	8. EMPG		\$221,021		\$221,021		\$221,021	\$442,042
Select	9. Select							
Select	10. Select							
Select	11. Select							
	12. TOTALS				\$221,021		\$221,021	\$442,042
								<small>12G. Total Project Cost:</small>

13. **Certification** - 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. **CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. **Official Authorized to Sign for Subrecipient:** 16. **Federal Employer ID Number:** 94-6000545
- Name: Andrew Lockman Title: Emergency Services Manager
- Telephone: (559) 624-7495 (559) 624-7499 Email: Alockman@tularehhsa.org
(area code) (area code)
- Payment Mailing Address: 5957 S. Mooney Blvd City: Visalia Zip+ 4: 93277-9394
- Signature: _____ Date: 10/01/18

(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.

Cal OES Fiscal Officer	Date	Cal OES Director (or designee)	Date
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

AUTHORIZED AGENT AND CONTACT INFORMATION

CFDA #: **EMPG 97.042**

Accession to this document may be made by individuals, associations, or corporations, or by other state or federal agencies.
 Submissions must be made to the office and/or submitted only after the Financial Management Form is completed.

County of Tulare
 107-00000
 2018-0008

Additional Authorized Agent Contact Information							
Authorized Agent's Name	Title	Mailing Address	City	State	Zip	Phone	Email
Andrew Lockman	Emergency Services Manager	5957 S. Mooney Blvd	Visalia	CA	93277	(559) 624-7495	Alockman@tularehhsa.org
Michael Spata	Emergency Services Director	2800 W. Burrel Ave	Visalia	CA	93291	(559) 636-5005	Mspata@co.tulare.ca.us
Robert Stewart	Director of Fiscal Operations	5957 S. Mooney Blvd	Visalia	CA	93277	(559) 624-8000	Rstewart@tularehhsa.org
Contact's Name	Title	Mailing Address	City	State	Zip	Phone	Email
Dave Lee	OES Specialist	5957 S Mooney Blvd	Visalia	CA	93277	(559) 624-7495	Dlee@tularehhsa.org

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

PROJECT DESCRIPTIONS

Attention to this document may result in delayed application approval, unaffordable requests, or unmet needs requests. Future requests may be subject to review through the annual Financial Management Forum Workbook.

CFDA #

EMPG 97.042

County of Tulare
107-00000
2018-0008

LEDGER TYPE:

Initial Application

Today's Date:

10/1/2018

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

Project	NPG Mission Area	NPG Core Capabilities	Project Description	Match Description	Need	Project Milestone & Justifications
Project A	Response	Operational Coordination	This project funds the day-to-day operations of the Emergency Management program, including staffing, supplies, and direct costs allowable under the EMPG Program. This project includes User Licenses in the amount of \$187 for GoToMeeting, and \$185 for Microsoft Sharepoint for the period of 07/1/18 to 06/30/19.	Tulare County will provide a cash match for this project from the County's general fund.	Tulare County needs an emergency management program to conduct all-risk emergency planning, to coordinate and maintain the Emergency Operations Center, to provide responder training and exercises, and to establish, cultivate, and maintain partnerships throughout the community.	At the 6 month mark, this project will be 50% complete and \$91,195 funds will be expended. At the 12 month mark, this project will be 100% complete and \$182,390 funds will be expended. At the ___ month mark, this project will be ___% complete and \$___ funds will be expended.
Project B	Response	Operational Coordination	This project funds specialized training for emergency management staff and personnel assigned to the Emergency Operations Center	Tulare County will provide a cash match for this project from the County's general fund.	There is an ongoing need for basic emergency management training amongst field responders, primarily due to turnover. Turnover also affects EOC personnel, although at a lower rate; however, EOC assignments are typically ancillary to the employee's regular duties, and thus training must be conducted more frequently in order to ensure skill retention.	At the 6 month mark, this project will be 50% complete and \$16,116 funds will be expended. At the 12 month mark, this project will be 100% complete and \$32,231 funds will be expended. At the ___ month mark, this project will be ___% complete and \$___ funds will be expended.
Project C	Response	Operational Coordination	This project funds specialized training for emergency management staff and personnel assigned to the Emergency Operations Center	Tulare County will provide a cash match for this project from the County's general fund.	There is an ongoing need for basic emergency management training amongst field responders, primarily due to turnover. Turnover also affects EOC personnel, although at a lower rate; however, EOC assignments are typically ancillary to the employee's regular duties, and thus training must be conducted more frequently in order to ensure skill retention.	At the 6 month mark, this project will be 50% complete and \$3,200 funds will be expended. At the 12 month mark, this project will be 100% complete and \$6,400 funds will be expended. At the ___ month mark, this project will be ___% complete and \$___ funds will be expended.

PROJECT LEDGER

Applicants are responsible for all of their obligations and must submit requests for reimbursement requests. Subgrantees may be asked to provide supporting evidence to the Department for reimbursement.

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

County of Tulare
107-00000
2018-0008

CFDA # **EMPG 97.042**

LEDGER TYPE: **Initial Application**

Today's Date: **October 1, 2018**

Subgrant Performance Period Approval: Cal OES ONLY	Start Date:	July 1, 2018
	End Date:	June 30, 2019
	Date & Initials (Prog. REP.):	

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
							221,021	-	-	221,021	-	221,021	
A	Direct	Emergency Management Program	EMPG	EMG	Organization	Staffing	169,621			169,621		169,621	
A	Direct	Emergency Management Program	EMPG	EMG	Organization	Day to Day activities / operations that support emergency management	11,102			11,102		11,102	
A	Direct	Emergency Management Program	EMPG	EMG	Maintenance & Sustainment	User Fees	1,667			1,667		1,667	
B	Direct	Emergency Management Equipment	EMPG	EMG	Equipment	Information Technology	32,231			32,231		32,231	
C	Direct	Emergency Management Training	EMPG	EMG	Training	Staff Expenses	6,400			6,400		6,400	

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

PLANNING

Approved for use by the Governor's Office of Emergency Services (Cal OES) on 10/1/2018. All other uses are prohibited.
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County of Tulare
 107-00000
 2018-0008

CFDA # EMPG 97.042

LEDGER TYPE: Initial Application
 Today's Date: October 1, 2018

Subgrant Performance Period:	Start Date:	July 1, 2018
Approval:	End Date:	June 30, 2019
Cal OES ONLY	Date & Initials (Prog. REP.):	
Amount This Request	REIMS Request #	Total Approved
-	-	-
		Remaining Balance
		-

Project	Direc/Subaward	Planning Activity	Funding Source	Discipline	Solution Area Sub-Category	Expenditure Category	Final Product	Hold Trigger	Approval Date	Part of a Procurement over 250K	Sole Source Involved	Budgeted Cost	Amount Approved Previous	Amount This Request	REIMS Request #	Total Approved	Remaining Balance
		N/A															

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

ORGANIZATION

Alterations to this document may result in delayed application approval, modification requests, or reimbursement requests. Subgrantees may be asked to resubmit or resubmit only selected Financial Management Forms Workbook.

CFDA # **EMPG 97.042**

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LEDGER TYPE: **Initial Application**
 Today's Date: **October 1, 2018**

County of Tulare
 107-00000
 2018-0008

Subgrant Performance Period: **Start Date:** July 1, 2018
End Date: June 30, 2019
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
								180,723	-	-		-	180,723
A	Direct	Emergency Management Program	EMPG	EMG	Staffing	Staff Salaries	Staffing	169,621					169,621
A	Direct	Emergency Management Program	EMPG	EMG	Day to day activities / operations that support emergency management	Supplies	N/A	2,000					2,000
A	Direct	Emergency Management Program	EMPG	EMG	Day to day activities / operations that support emergency management	Travel	N/A	1,500					1,500
A	Direct	Emergency Management Program	EMPG	EMG	Day to day activities / operations that support emergency management	Communications Services	N/A	5,000					5,000
A	Direct	Emergency Management Program	EMPG	EMG	Day to day activities / operations that support emergency management	Utilities	N/A	2,602					2,602

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

EQUIPMENT

CFDA# EMPG 97.042

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LEDGER TYPE: Initial Application
Today's Date: October 1, 2018

County of Tulare
107-0000
2018-0008

Subsequent Performance Period: July 1, 2018
Start Date: June 30, 2019
Date & Invoice (Per REP.):
Cal OES ONLY
Amount Approved: \$0.00
Amount Requested: \$0.00
Total Approved: \$0.00
Remaining Balance: \$0.00

Project	Equipment Description & (Quantity)	AEL#	AEL Title	SAFECOM compliance	Funding Source	Discipline	Solution Area Sub-Category	Invoice Number	Vendor	ID Tag Number	% of Federal Funds Used in this Purchase	Condition & Disposition	Deployed Location	Acquired Date	Part of a Procurement over 250K	Self Source Required	Hold Trigger	Approval Date	Budgeted Cost	Amount Approved/Planned	Amount This Request	REEM Approval #	Total Approved	Remaining Balance
B	(20) Emergency Operations Center Laptops	06MHC1-IMFW	Hardware, Computer, Integrated	N/A	EMPG	EMG	Information Technology		N/A		50%				No	No	No Hold Indicated		25,000					25,000
D	(10) Emergency Operations Center Laptop Productivity Software Licenses	06MHC1-IMFW	Hardware, Computer, Integrated	N/A	EMPG	EMG	Information Technology		N/A		50%				No	No	No Hold Indicated		5,000					5,000
B	(3) Tablets	06CC-01-CELL	Communications and Computing Device, handheld	N/A	EMPG	EMG	Information Technology		N/A		50%				No	No	No Hold Indicated		2,200					2,200
B	(3) Mobile Phones	06CC-01-CELL	Communications and Computing Device, handheld	N/A	EMPG	EMG	Information Technology		N/A		50%				No	No	No Hold Indicated		2,821					2,821

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

TRAINING

CFDA# EMPG 97.042

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LEDGER TYPE: Initial Application

Today's Date: October 1, 2018

County of Tulare

107-00000

2018-0008

Subgrant Performance Period: July 1, 2018 - June 30, 2019
 Approval: Cal OES ONLY
 Date & Initials (Prog. REP.):

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 250k	Sole Source Involved	Budgeted Cost	Amount Approved Previous	Amount This Request	REIMS Request #	Total Approved	Remaining Balance	
B	Direct	CESA Conference	EMPG	EMG	Staff Expenses	Tuition		Classroom	No Hold Indicated		3	CESA	No	No	375					375	0
B	Direct	CESA Conference	EMPG	EMG	Staff Expenses	Travel		Classroom	No Hold Indicated		3	CESA	No	No	98					98	0

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

EXERCISE

CFDA # EMPG 97.042

LEDGER TYPE: Initial Application

Today's Date: October 1, 2018

County of Tulare
107-00000
2018-0008

Subgrant Performance Period	Start Date: July 1, 2018	End Date: June 30, 2019
Approval: Cal OES ONLY	Date & Initials (Prog. REP.):	

Project	Direct/Subaward	Exercise Title	Funding Source	Discipline	Solution Area Sub-Category	Expenditure Category	Hold Trigger	Approval Date	Date of Exercise	Exercise Type	Identified Host	Date AAR e-mailed to HSEEP	Part of a Procurement over 25%	Sole Source Involved	Budgeted Cost	Amount Approved Previous	Amount This Request	REPB Request \$	Total Approved	Remaining Balance
		N/A																		

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

M&A

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

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CFDA # EMPG 97.042

LEDGER TYPE: Initial Application

Today's Date: October 1, 2018

County of Tulare
107-00000
2018-0008

Subgrant Performance Period **Start Date:** July 1, 2018
End Date: June 30, 2019

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

Project	Activity	Funding Source	Discipline	Solution Area Sub-Category	Expenditure Category	Detail	Budgeted Cost	Amount Approved Previous	Amount This Request	REIMB Request #	Total Approved	Remaining Balance
	N/A						-	-	-		-	-

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

INDIRECT COSTS

Alterations to this document may result in delayed application approval, modification requests, or reimbursement requests. Subrecipients may be asked to revise bids to submit any altered Financial Management Forms Workbooks.

CFDA # **EMPG 97.042**

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LEDGER TYPE: **Initial Application**

Today's Date: **October 1, 2018**

County of Tulare

107-00000

2018-0008

Subgrant Performance Period:	Start Date:	July 1, 2018
Approval:	End Date:	June 30, 2019
Cal OES ONLY	Date & Initials (Prog. REP.):	

Project	Activity	Funding Source	Solution Area Sub-Category	ICR Base	Rate	Budgeted Cost	Amount Approved Previous	Amount This Request	REIMB Request #	Total Approved	Remaining Balance
	N/A										

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

CONSULTANT / CONTRACTOR

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County of Tulare
107-00000
2018-0008

CFDA # EMPG 97.042

LEDGER TYPE: Initial Application
Today's Date: October 1, 2018

Subgrant Performance Period Approval: Cal OES ONLY
Start Date: July 1, 2018
End Date: June 30, 2019
Date & Initial (Prog. REP.):

Project	Consulting Firm & Consultant Name	Project & Description of Services	Deliverable	Part of a Procurement over 250k	Sole Source Involved	Hold Trigger	Approval Date	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		
		N/A											-	-	-	-	-

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

PERSONNEL

Please do not enter the amount in the "Total Salary & Benefits charged for this Reporting Period" column. This field is reserved for use by the system. Do not enter any data in this field. If you need to enter data for this field, contact the system administrator.

CFDA # **EMPG 97.042**

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LEDGER TYPE: **Initial Application**
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County of Tulare
 107-00000
 2018-0008

Subgrant Performance Period	Start Date:	July 1, 2018
	End Date:	June 30, 2019
Approval: Cal OES ONLY	Date & Initials (Prog. REP.):	

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	Andrew Lockman	Emergency Management Program	EMPG	EMG	Organization	Staffing					
A	Sabrina Bustamante	Emergency Management Program	EMPG	EMG	Organization	Staffing					
A	Dave Lee	Emergency Management Program	EMPG	EMG	Organization	Staffing					
A	Jacqui Balderas	Emergency Management Program	EMPG	EMG	Organization	Staffing					

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

MATCH

Applicable to this category of projects is the standard application, standard, or subaward request, or subaward request. Subaward requests may be made for multiple years of funding. For more information, please contact the program manager at 916-227-3000.

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CFDA # **EMPG 97.042**

County of Tulare
107-00000
2018-0008

LEDGER TYPE: **Initial Application**
Today's Date: **October 1, 2018**

Subgrant Performance Period: **July 1, 2018**
Start Date: **July 1, 2018**
End Date: **June 30, 2019**
Approval: **Date & Initials (Prog. REP.):**

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	REIMB Request #	Total Match Expended	Remaining Balance	Percentage Expended
								221,021	-	-	-	-	221,021	
A	Direct	Emergency Management Program	EMPG	EMG	Organization	Staffing	Cash Match	153,254					153,254	
A	Direct	Emergency Management Program	EMPG	EMG	Organization	Day to Day activities / operations that support emergency management	Cash Match	14,679					14,679	
A	Direct	Emergency Management Program	EMPG	EMG	Maintenance & Sustainment	User Fees	Cash Match	6,067					6,067	
B	Direct	Emergency Management Equipment	EMPG	EMG	Equipment	Information Technology	Cash Match	45,021					45,021	
C	Direct	Emergency Management Training	EMPG	EMG	Training	Staff Expenses	Cash Match	2,000					2,000	

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

INDIRECT COSTS - SUMMARY RECAP OF COSTS CLAIMED

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

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

County of Tulare

107-00000
2018-0008

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	167,933		167,933
Training	2,000		2,000
Exercise			-
M&A			-
EOC Construction & Renovation			-
Maintenance & Sustainment	6,067		6,067
Sub-Total Eligible Direct Costs	176,000	-	176,000

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

TOTAL DIRECT COSTS	176,000
FMFW v1.18 - 2018 Total Allowable Indirect Costs	-

FFATA Financial Disclosure

Federal Funding Accountability and Transparency Act (FFATA) Financial Disclosure

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.

Executive Name	Title	Annual Salary	Annual Dollar Value of Benefits	Total Compensation
				0
				0
				0
				0
				0

Not Subject to FFATA Financial Disclosure

Andrew Lockman, Emergency Services Manager

Printed Name and Title

Signature of Authorized Agent

October 1, 2018

Date

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

Subrecipient: County of Tulare	DUNS # 71861884	FIPS #: 107-00000
Grant Disaster/Program Title: Emergency Management Performance Grant (EMPG)		
Performance Period: 07/01/2018 to 06/30/2019	Subaward Amount Requested: \$ 221,021	
Type of Non-Federal Entity (Check Box)	<input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	3-10 grants
4. What is the approximate total dollar amount of all grants your organization receives?	
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

Certification: <i>This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.</i>	
Signature: (Authorized Agent)	Date: October 1, 2018
Print Name: Andrew Lockman	Print Title: Emergency Services Manager
<i>Program Specialist Only: SUBAWARD #</i>	



**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 (C.F.R.). 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, and
- (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 United States 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 C.F.R. § 200.213 and codified in 2 C.F.R. Part 180, Debarment and Suspension, the Applicant will provide protection against waste, fraud, and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the federal government. The Applicant certifies that it and its principals, subgrantees, recipients or subrecipients:

- (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 as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)— be designed and constructed with certain accessible features (See 24 C.F.R. § 100.201);

- (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 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) DHS policy to ensure the equal treatment of faith-based organizations, under which all applicants and recipients must comply with equal treatment policies and requirements contained in 6 C.F.R. Part 19;
- (l) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
- (m) The requirements of any other nondiscrimination statute(s) which may apply to the application.

In addition to the items listed in (a) through (m), the Applicant will comply with California's Fair Employment and Housing Act (FEHA). FEHA prohibits harassment and discrimination in employment because of ancestry, familial status, 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 (NEPA) of 1969 (P.L. 91-190); the Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA; and 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) Evaluation of flood hazards in floodplains in accordance with Executive Order 11988;
- (g) Executive Order 11514 which sets forth national environmental standards;
- (h) 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 11990 which requires preservation of wetlands;
- (i) The Safe Drinking Water Act of 1974, (P.L. 93-523);
- (j) The Endangered Species Act of 1973, (P.L. 93-205);
- (k) 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.);
- (l) Conformity of Federal Actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.);
- (m) 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 C.F.R. § 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 §§ 3729-3733 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 C.F.R. Part 25 Financial Assistance Use of Universal Identifier and Central Contractor Registration and 2 C.F.R. 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) 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, and
- (b) 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 at all times during the 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), Executive Order 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469a-1 et seq.); and
- (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; and
- (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. California Public Records Act and 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 Records 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 for 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 courts or administrative agencies make a finding of discrimination on grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the recipient, or the recipients settle 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 by e-mail or mail at the addresses listed above.

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

22. Acknowledgment of Federal Funding from DHS

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.

23. 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.

24. 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. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template a useful resource respectively.

25. Copyright

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

26. Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

27. 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.

28. 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.

29. Fly America Act of 1974

All recipients 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.

30. 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.

31. Non-supplanting Requirement

All recipients who receive federal financial assistance 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.

32. 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.

33. SAFECOM

All recipients who receive federal financial assistance 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.

34. Terrorist Financing

All recipients 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. Recipients are legally responsible to ensure compliance with the Order and laws.

35. Reporting of Matters Related to Recipient Integrity and Performance

If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you 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 award terms and conditions.

36. 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.

37. Use of DHS Seal, Logo, and Flags

All recipients must obtain permission from their DHS 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.

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. All recipients are bound by the Department of Homeland Security Standard Terms and Conditions 2018, Version 8.1, hereby incorporated by reference, which can be found at: <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

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

Subrecipient: COUNTY OF TULARE

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: J. STEVEN WORTHLEY

Title: CHAIRMAN, BOARD OF SUPERVISORS Date: OCTOBER 30, 2018

APPROVED AS TO FORM:

COUNTY COUNSEL
BY: [Signature] 10/16/18
DEPUTY, 20181617

Governing Body Resolution

BE IT RESOLVED BY THE _____ Board of Supervisors
(Governing Body)

OF THE _____ County of Tulare _____ THAT
(Name of Applicant)

Emergency Services Manager _____, OR
(Name or Title of Authorized Agent)

Emergency Services Director _____, OR
(Name or Title of Authorized Agent)

Director of Fiscal Operations _____
(Name or Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the named applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and subawarded through the State of California.

Passed and approved this _____ 30th _____ day of _____ October _____, 2018

Certification

I, _____ Hilary Robello _____, duly appointed and
(Name)

_____ Deputy Clerk of the Board _____ of the _____ County of Tulare _____
(Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by the _____ Board of Supervisors _____ of the _____ County of Tulare _____ on the
(Governing Body) (Name of Applicant)

_____ 30th _____ day of _____ October _____, 2018

Deputy Clerk of the Board
(Official Position)

(Signature)

October 30, 2018
(Date)

EDMUND G. BROWN JR.
GOVERNOR

MARK S. GHILARDUCCI
DIRECTOR



September 21, 2018

Andrew Lockman
Emergency Services Manager
Tulare County
5957 S Mooney Blvd.
Visalia, CA 93277

Subject: **NOTIFICATION OF SUBRECIPIENT AWARD APPROVAL**
Fiscal Year (FY) 2018 Emergency Management Performance Grant
(EMPG) Program
Grant Subaward #2018-0008, Cal OES ID # 107-00000
Grant Subaward Performance Period: July 1, 2018-June 30, 2019

Dear Mr. Lockman:

The California Governor's Office of Emergency Services (Cal OES) approved your FY 2018 Emergency Management Performance Grant (EMPG) Program Subaward in the amount of \$221,021. Once your completed application is received and approved, you may request reimbursement of eligible expenditures using the Cal OES Financial Management Forms Workbook available at www.caloes.ca.gov.

During the review process, a Cal OES Program Representative will examine and evaluate your FY 2018 EMPG Grant Subaward application. Throughout the Grant Subaward cycle, Cal OES will use performance milestones set in the Department of Homeland Security/Federal Emergency Management Agency Grants Reporting Tool (GRT) as indicators of performance and grant management capacity and this information may be used in assessing future competitive Grant Subaward applications. All activities funded with this Grant Subaward must be completed within the Subrecipient performance period.

You are required to comply with all applicable federal, state, and local Environmental Planning and Historic Preservation (EHP) requirements. Additionally, Aviation/Watercraft requests, Establish/Enhance Emergency Operations Center projects, projects requiring EHP review, and non-competitive procurement requests and controlled equipment requests require additional approvals from Cal OES.



3650 SCHRIEVER AVENUE, MATHER, CA 95655
(916) 845-8506 TELEPHONE (916) 845-8511 FAX
www.CalOES.ca.gov

Andrew Lockman
September 21, 2018
Page 2 of 2

Subrecipients must obtain written approval for these activities **prior** to incurring any costs, in order to be reimbursed for any related costs under this Grant Subaward. Following acceptance of this Grant Subaward, you must enter your subaward information into the GRT for the Biannual Strategy Implementation Report (BSIR) period. The GRT can be accessed online at <https://www.reporting.odp.dhs.gov/>. Your agency must prepare and submit the BSIR to Cal OES via the GRT semi-annually for the duration of the Grant Subaward performance period or until you complete all activities and the Grant Subaward is formally closed. Failure to submit required reports could result in grant reduction, suspension, or termination.

This subaward is subject to all provisions of 2 C.F.R., Part 200, Subpart F – Audit Requirements. Any funds received in excess of current needs, approved amounts, or those found owed as a result of a final review or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

Your dated signature is required on this letter. Please sign and return the original to your Cal OES Program Representative within 20 days of receipt and keep a copy for your files. For further assistance, please feel free to contact your Cal OES Program Representative.

Sincerely,



MARK S. GHILARDUCCI
Director

Andrew Lockman
Tulare County

Date