**COUNTY OF LOS ANGELES**

MARVIN J. SOUTHARD, D.S.W.
*Director*

SUSAN KERR
*Chief Deputy Director*

RODERICK SHANER, M.D.
*Medical Director*

550 SOUTH VERMONT AVENUE, LOS ANGELES, CALIFORNIA 90020

*BOARD OF SUPERVISORS*
GLORIA MOLINA
YVONNE B. BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH

**DEPARTMENT OF MENTAL HEALTH**

http://dmh.lacounty.info

Reply To: (213) 738-4601
Fax: (213) 386-1297

November 17, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**AUTHORIZATION FOR RECEIPT OF FEDERAL EMERGENCY MANAGEMENT AGENCY GRANT FUNDS FOR A CRISIS COUNSELING IMMEDIATE SERVICES PROGRAM IN THE COUNTY OF LOS ANGELES FOR HURRICANE KATRINA VICTIMS AND APPROVAL OF REQUEST FOR APPROPRIATION ADJUSTMENT FOR FISCAL YEAR 2005-2006 (ALL SUPERVISORIAL DISTRICTS) (4 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the anticipated receipt of Federal Emergency Management Agency (FEMA) funds in the amount of $127,956 for the provision of a crisis counseling assistance and training program to Hurricane Katrina evacuees. On October 12, 2005, the California Department of Mental Health (CDMH) Disaster Assistance Office issued the County of Los Angeles a planning estimate in the amount of $127,956, at no cost to the County, for the California Immediate Services Program (ISP), for services provided from September 11, 2005 through November 10, 2005 (see Attachment I).

2. Approve the Request for Appropriation Adjustment in the amount of $128,000 (Attachment II) for Fiscal Year (FY) 2005-2006, to increase the Department of Mental Health's (DMH) spending authority for the augmentation of crisis counseling services and training to Hurricane Katrina evacuees in Los Angeles County.

3. Delegate authority to the Director of Mental Health or his designee to accept future supplemental FEMA funds, and also to implement necessary appropriation adjustments should the need arise to request additional FEMA funds to provide continuing services beyond the ISP period. Appropriate notification of acceptance of such funding awards will be provided to your Board and the Chief Administrative Officer (CAO).

## PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

Pursuant to County policy, Board approval is required to authorize the anticipated receipt of FEMA ISP funds. The funding allocation is for services to the victims of Hurricane Katrina for the period of September 11, 2005 through November 10, 2005. On October 12, 2005, DMH was notified of the FEMA award to the State of California for a Crisis Counseling ISP, which was an extension of the State of Mississippi's FEMA ISP application, and of the planning estimate for Los Angeles County.

Board notification of these funds was delayed as a result of the recent notification by CDMH of Los Angeles County's FEMA ISP funding approval. The Board actions are consistent with your Board's policy on timely submission for Board approval, as noted in the CAO's memo dated September 7, 2000, to your Board under paragraph heading, Overall Policies, Circumstance No. 2, "The County is receiving funds (normally from a higher level of government)."

### Implementation of Strategic Plan Goals

The recommended Board actions are consistent with the principles of the Countywide Strategic Plan, Programmatic Goal No. 7, "Health and Mental Health." Mental health services will be accessible and integrated into a comprehensive service delivery system through the collaboration of government agencies, private agencies, and community-based organizations.

## FISCAL IMPACT/FINANCING

There is no increase in net County cost.

CDMH will allocate $127,956 to Los Angeles County from the State's FEMA ISP award. The Request for Appropriation Adjustment in the amount of $128,000 for FY 2005-2006 will increase DMH's spending authority for the augmentation of crisis counseling services and training. Additionally, DMH will provide in-kind services totaling $46,264, for a gross ISP cost in the amount of $174,220, for the 60-day ISP period. The in-kind

services are provided by the temporary redirection of existing staff for purposes of coordination, supervision, management and financial services support of the program.

## FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The required Grant Management Statement is attached (Attachment III).

In response to providing statewide disaster mental health services to Hurricane Katrina evacuees, CDMH submitted an ISP application for FEMA funds on behalf of six (6) counties as a part of Mississippi's FEMA ISP application, as it was deemed necessary for California to provide services beyond the State's and local capacity to respond with their current level of resources. On October 12, 2005, CDMH notified DMH of the State's FEMA funding approval in the amount $1,003,982, of which $127,956 will be allocated to Los Angeles County for its ISP application for services provided from September 11, 2005 through November 10, 2005.

Pursuant to County policy, Board approval is required to authorize the anticipated receipt of the FEMA funding award and the resultant increase in spending authority. Additionally, Board approval is requested for delegated authority to the Director or his designee to accept potential, future FEMA funding awards should the need arise to continue the provision of disaster mental health services for an extended period beyond the ISP 60-day period.

The proposed actions have been reviewed by the CAO, County Counsel, and the Auditor-Controller.

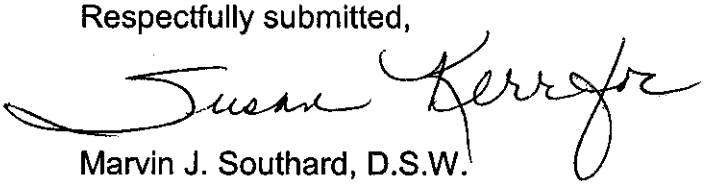
## IMPACT ON CURRENT SERVICES

FEMA funds will be used to augment crisis counseling services and training to Hurricane Katrina evacuees, as the provision of these necessary services are beyond Los Angeles County's current level of resources.

**CONCLUSION**

The Department of Mental Health will need one (1) copy of the adopted Board's action. It is requested that the Executive Officer of the Board notifies the Department of Mental Health's Contracts Development and Administration Division at (213) 738-4684 when this document is available.

Respectfully submitted,



Marvin J. Southard, D.S.W.
Director of Mental Health

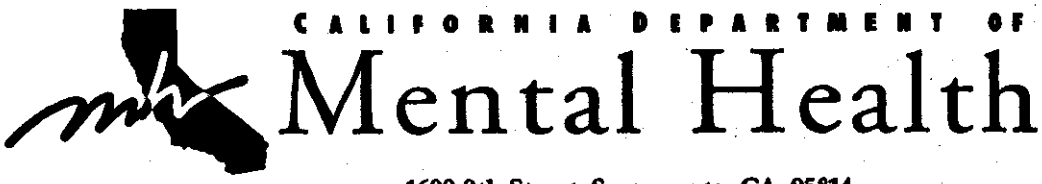
MJS:MY:RK:KT

Attachments (3)

c: Chief Administrative Officer
County Counsel
Chairperson, Mental Health Commission

KT:FEMA ISG BL W/BA

ATTACHMENT I




1600 9th Street, Sacramento, CA 95814
(916) 654-3598

October 12, 2005

Marvin J. Southard, DSW, Director
Los Angeles County Mental Health
550 South Vermont, 12th Floor
Los Angeles, CA 90020

Dear Mr. Southard:

REGARDING: 2005 HURRICANE KATRINA FEMA CRISIS COUNSELING PROGRAM (FEMA CCP) PLANNING ESTIMATE
FEMA 1604-DR-MS

On October 11, 2005 the California Department of Mental Health (CDMH) was notified by fax that the state's FEMA CCP Immediate Services Program grant was approved. The funding award is contingent upon the State meeting specific conditions that are outlined in the enclosed "Attachment A - County Planning Estimate."

The "Attachment A - County Planning Estimate" document describes the terms and conditions for use of FEMA CCP funding. At the end of the document there is a signature sheet that certifies your acceptance of the conditions of the FEMA CCP funding. The signature sheet must be returned upon receipt of the planning estimate in order for your county to receive actual reimbursement under the FEMA CCP. You may send the signed form to the address noted above in the letterhead or fax it to (916) 653-7559. No fax cover sheet is necessary as the fax comes directly to the Disaster Assistance Unit.

The planning estimate reflects the proposed needs of your county at the time the FEMA CCP application was sent to FEMA on September 21, 2005. A copy of the proposal that your staff developed and worked on with CDMH staff to establish an acceptable staffing and funding plan for services is also enclosed.

We recognize that the needs identified several weeks ago when the proposal was developed may have changed and we are maintaining close contact with your staff to monitor the needs of your department. Should the needs for funding change due to increases or decreases in service levels, please contact CDMH immediately for assistance in relation to the planning estimate. CDMH contact information is contained in Attachment A County Planning Estimate.

A copy of the Fiscal Guidelines for the Crisis Counseling Assistance and Training Program is also enclosed.

If you have any questions or concerns, please contact the appropriate CDMH staff identified in the Attachment A County Planning Estimate.

Sincerely,

Kathy Clark
Project Director

cc: Holly Johnson

**FEMA 1604 DR-MS**
**California Immediate Services Program**
**Hurricane Katrina - California Cares**

**Attachment A**
**County Planning Estimate**
**Hurricane Katrina – California Cares Program**

**COUNTY: Los Angeles**

**PLANNING ESTIMATE: $127,956**

**FUNDING CONDITIONS**
The funding allocation for the FEMA CCP Immediate Services Program is for services to the victims of Hurricane Katrina for the period of September 11, 2005 through November 10, 2005.

The funding award is contingent upon the State meeting the following conditions:

- The State must provide written assurance that all participating county mental health and subcontract agencies will not use funds to supplant existing personnel.

- The State must provide written assurance from these agencies that staff will be allowed to provide services to evacuees in counties other than their own.

  This second condition ensures that Hurricane Katrina victims who reside in a county where there is less or no FEMA CCP service activity can receive services through a nearby county that offers FEMA CCP-funded services. This regional approach will help ensure that Hurricane Katrina victims receive needed services if their current county of residence is unable to meet their needs. Counties may request assistance from FEMA CCP-funded services from response teams in their region.

**COUNTY PLANNING ESTIMATES**
Based on your county's request for supplemental funding under the FEMA CCP to serve Hurricane Katrina evacuees, a planning estimate is identified above.

The planning estimate is the maximum reimbursement level for your county based on the FEMA CCP grant application submitted by CDMH on September 21, 2005 on behalf of a regional service approach. The planning estimate for your county was based on the proposed staffing plan and budget negotiated with CDMH.

This FEMA CCP grant is unique from previous grants because it acknowledges that the target population is mobile and numbers are changing daily in each county. For that reason, the CDMH proposal to FEMA was based on a regional model that allows some flexibility in funding. If needs change, counties can request additional funding as it is available. Approval will be based on consistency with the FEMA grant requirements and availability of funds.

**FEMA 1604 DR-MS**
**California Immediate Services Program**
**Hurricane Katrina - California Cares**

## EXPENDITURE RESTRICTIONS

Under provisions of Public Law 93-288, as amended by 100-707, Section 416, funds may be used only to provide disaster mental health crisis counseling services, free of charge, to disaster survivors and emergency responders. The main focus of funds must be direct services to Hurricane Katrina evacuees and the funds must be expended exclusively for purposes consistent with the approved Immediate Services Program proposal and budget.

Prior approval must be obtained before implementing changes in scope, direction, type of service delivery, training, or other areas that constitute a significant departure from the objectives or purposes of the approved project.

All materials developed using these funds, in whole or in part, are in the public domain and may be reproduced or copied without permission from the authors.

## PROGRAM REPORTING REQUIREMENTS

Counties must submit expenditure statements for reimbursement on a monthly basis; a form is attached for this purpose for the initial reporting period. The request may be submitted by fax to (916) 653-7559 but must also be sent in hard copy with an original signature.

Fiscal reporting is required for the following periods:

- September 11, 2005 – October 10, 2005; report due October 19, 2005
- October 11, 2005 – November 10, 2005; report due November 18, 2005
- Final Expenditure Report; report due December 10, 2005

A written final program report, which describes services offered, must be submitted upon conclusion of the project. CDMH will specify the format for the report and the due date for the report under separate cover to the county's project manager/supervisor.

## FINAL ACCOUNTING OF FUNDS

A check for any unexpended ISP funds must accompany the Final Expenditure Report.

## FEDERAL AUDITS

The FEMA CCP is subject to Federal audit. The Associate Director, the FEMA Inspector General, the Secretary, and the Comptroller General of the United States, or their duly authorized representatives shall have access to any books, documents, papers, and records that pertain to federal funds, equipment, and supplies received for the purpose of audit and examination.

All reports and correspondence regarding this project should reference FEMA 1604 DR-MS, California Immediate Services Program, Hurricane Katrina - California Cares.

**FEMA 1604 DR-MS**
**California Immediate Services Program**
**Hurricane Katrina - California Cares**

## EXPENDITURE DOCUMENTATION

Expenditures must be documented in a format consistent with the approved budget that resulted in the planning estimate. Budget adjustments must be approved in advance by CDMH and consistent with the Fiscal Guidelines for the Crisis Counseling Assistance and Training Program (copy enclosed).

## CDMH CONTACTS

To assist you with implementation and management of your planning estimate, please contact the following personnel at CDMH:

| **Day to day operations of project operations, staffing, and data collection reporting** | |
|---|---|
| **Primary Contact** | **Alternate Contact** |
| CDMH Regional Project Coordinator<br>Terrell Mansfield<br>(760) 738-8640 office | CDMH Disaster Assistance Coordinator<br>Janet Runyan<br>(916) 654-2644 office<br><br>CDMH Disaster Assistance Coordinator<br>Kathy Clark<br>(916) 654-3598 office |
| **Fiscal reporting, budget revisions** | |
| **Primary Contact** | **Alternate Contact** |
| CDMH Fiscal Disaster Assistance<br>Germi Matsunami<br>(916) 654-2055 office | CDMH Disaster Assistance Coordinator<br>Janet Runyan<br>(916) 654-2644 office |

76R 352M (11/83)

# ATTACHMENT II

BOARD OF SUPERVISORS OFFICIAL COPY

COUNTY OF LOS ANGELES

## REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. NO. 435

DEPARTMENT OF Mental Health

19

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

**ADJUSTMENT REQUESTED AND REASONS THEREFOR**

4-VOTE BA

Sources:
Department of Mental Health
Federal Aid - Disaster
A01-MH-20500-8951
$128,000

Uses:
Department of Mental Health
Salaries and Employee Benefits
A01-MH-20500-1000
$128,000

This adjustment is requested to increase Salaries and Employee Benefits appropriation by $128,000 to provide spending authority for the augmentation of crisis counseling services and training to Hurricane Katrina evacuees. This appropriation increase is fully funded by the State's Federal Emergency Management Agency Immediate Services Program (FEMA ISP) award. There is no increase in net County Cost.

Susan Kerr for
Marvin J. Southard, D.S.W.
Director of Mental Health

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR — ACTION

✓ RECOMMENDATION

AUDITOR-CONTROLLER NO. 182

BY Nelson Jung NOV. 4 2005

APPROVED AS REQUESTED November 16 2005 19

AS REVISED

CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED): BOARD OF SUPERVISORS 19

BY

DEPUTY COUNTY CLERK

# Los Angeles County Chief Administrative Office

## Grant Management Statement for Grants $100,000 or More

**Department**: Mental Health

**Grant Project Title and Description**

2005 Hurricane Katrina Crisis Counseling Program

| **Funding Agency** | **Program** (Fed. Grant #/State Bill or Code #) | **Grant Acceptance Deadline** |
|---|---|---|
| Federal Emergency Management Agency | 1604-DR-MS | Upon board approval |

| | |
|---|---|
| **Total Amount of Grant Funding: $127, 956.00** | **County Match: $46,264.00** |

| | | |
|---|---|---|
| **Grant Period: 09/11/05-11/10/05** | **Begin Date: 09/11/05** | **End Date: 11/10/05** |
| **Number of Personnel Hired Under This Grant:** | **Full Time: 10** | **Part Time: 1** |

**Obligations Imposed on the County When the Grant Expires**

| | | |
|---|---|---|
| Will all personnel hired for this program be informed this is a grant-funded program? | Yes_X_ | No____ |
| Will all personnel hired for this program be placed on temporary ("N") items? | Yes_X__ | No____ |
| Is the County obligated to continue this program after the grant expires? | Yes___ | No__X_ |
| If the County is not obligated to continue this program after the grant expires, the Department will: | | |
| a.) Absorb the program cost without reducing other services | Yes___ | No_X_ |
| b.) Identify other revenue sources (describe below)<br><br>Refer individuals to appropriate service providers. | Yes___ | No__X__ |
| c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant. | Yes_X__ | No____ |

**Impact of additional personnel on existing space:**

There will be minimal impact. If we are able to hire one or two staff for the next month, they will have an office at one of our locations. However, the majority of services to the evacuees are mobile, and staff are required to offer services wherever the clients are located.

**Other requirements not mentioned above:**

Department Head Signature Susan Kerr for Marvin J. Southard

Date: 11/17/05