



## COUNTY OF LOS ANGELES

### FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE  
LOS ANGELES, CALIFORNIA 90063-3294  
(323) 881-2401

DARYL L. OSBY  
FIRE CHIEF  
FORESTER & FIRE WARDEN

August 02, 2011

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

Dear Supervisors:

**APPROVE THE ACCEPTANCE OF GRANT FUNDS FROM THE  
FEDERAL EMERGENCY MANAGEMENT AGENCY AND  
UNITED STATES DEPARTMENT OF HOMELAND SECURITY  
FISCAL YEAR 2010 ASSISTANCE TO FIREFIGHTERS GRANT –  
FIRE PREVENTION AND SAFETY GRANT; AND,  
APPROVE AN APPROPRIATION ADJUSTMENT  
RECOGNIZING GRANT FUNDING  
(ALL DISTRICTS) (4 VOTES)**

### **SUBJECT**

The Consolidated Fire Protection District of Los Angeles County (District) is requesting approval to accept \$148,760 in grant funding from the Federal Emergency Management Agency (FEMA) and United States Department of Homeland Security (DHS) Fiscal Year 2010 (FY 10) Assistance to Firefighters Grant Program (AFGP) – Fire Prevention and Safety Grant (FP&SG) (Grant Number EMW-2010-FP-01076); and, approval of the appropriation adjustment recognizing the grant funding.

**IT IS RECOMMENDED THAT YOUR BOARD ACTING AS THE GOVERNING BODY OF THE  
CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY:**

1. Accept \$148,760 in grant funding, from the FY 10 AFGP FP&SG (Grant Number EMW-2010-FP-01076) (Attachment A). The grant will provide funding for the District to develop and implement a Juvenile Fire Setter Intervention Program.  
The approved project costs total \$185,950, of which the federal share/grant award is 80 percent (\$148,760). This grant requires a 20 percent District match of \$37,190 which will be provided through the District's Budget.

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

34 August 2, 2011

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

2. Delegate authority to the Fire Chief, or his designee, to execute all grant agreements, future amendments, modifications, extensions, and augmentations, as required by the FEMA and United States DHS that are associated with the administration and management of this grant.

3. Approve the attached Appropriation Adjustment (Attachment B), recognizing \$149,000 in grant funding, for Fiscal Year 2011-12 in the District's Executive Budget Units Services and Supplies appropriation in the amount of \$24,000 and Salaries and Employee Benefits appropriation in the amount of \$125,000.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the AFGP FP&SG is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards. FP&SG support activities in two categories:

- (a) activities designed to reach high-risk target groups and mitigate incidences of death and injuries caused by fire and fire-related hazards (Fire Prevention and Safety Activity); and,
- (b) research and development activities aimed at improving firefighter safety (Firefighter Safety Research and Development Activity).

Through the FY 10 AFGP FP&SG, the District was awarded funding under Fire Prevention and Safety Activity to develop and implement a Juvenile Fire Setter Intervention Program that will contribute significantly to a safe and secure community. Approval of the recommendations now before your Board will provide the District with the necessary start-up costs to implement the Juvenile Fire Setter Intervention Program during the grant performance period. The appropriation adjustment will provide adequate funding to address the expenditures noted below:

- Services and Supplies     \$24,000
- Salaries and Employee Benefits     \$125,000

With the partnership of the AFG FP&SG, the District has been afforded the opportunity to increase public safety by helping to reduce the number of fires and burn injuries caused by children experimenting with fire by providing for qualified personnel trained to offer intervention and educational services through the implementation of the Juvenile Fire Setter Intervention Program. This will be an emergency operations-based program with intervention and educational services provided by a 66-member cadre who have completed the National Fire Academy (NFA) certified 32-hour Juvenile Fire Setter Intervention Specialist I and II.

The 66-member cadre will be strategically recruited from the District's 22 battalions to minimize overtime costs as the majority of interventions will be performed by on-duty members. Project evaluation will occur on an ongoing basis to measure the effectiveness of the Juvenile Fire Setter Intervention Program and to implement any necessary changes.

### **Implementation of Strategic Plan Goals**

Approval of the recommended actions are consistent with the County's Strategic Plan Goal Number 2, Children, Family, and Adult Well-Being, through the development and implementation of client-centered approaches; and, Goal Number 5, Public Safety, by maintaining and providing the highest level of safety and security standards for the residents of Los Angeles County through the provision of intervention and educational services, by qualified and trained personnel, aimed at reducing loss of life and property through the reduction of arson and juvenile caused fires.

### **FISCAL IMPACT/FINANCING**

With your Board's approval of the attached Appropriation Adjustment, sufficient funding will be available in the District's Executive Budget Unit's Services and Supplies appropriation in the amount of \$24,000 and Salaries and Employee Benefits appropriation in the amount of \$125,000 to address the projected appropriation needs this fiscal year.

Grant recipients must provide 20 percent of the direct and indirect costs of all activities covered under the FY 10 AFG FP&SG Program. The District's Executive Budget Unit has sufficient funding in the amount of \$37,190 to meet this 20 percent cost share requirement.

Maintenance costs incurred to support ongoing Juvenile Fire Setter Intervention Program needs outside of the FY 10 AFG FP&SG award will be funded within the District's existing budget. There is no impact on net County cost.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The FEMA and United States DHS have provided the District with guidelines for the administration of the grant agreement. These guidelines detail the activities and expenditures that are allowable for reimbursement.

The performance period for the FY 10 AFG FP&SG is May 13, 2011 through May 12, 2012.

### **CONTRACTING PROCESS**

All materials for the Juvenile Fire Setter Intervention Program will be requisitioned through and acquired by the County's Purchasing Agent in accordance with the County's purchasing policies and procedures, established by the Internal Services Department.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended actions will ensure the District's ability to provide effective and essential levels of public safety to the residents of Los Angeles County, as well as expand the quality and productivity of the District's emergency services.

### **CONCLUSION**

Upon approval by your Board, please electronically submit a Statement of Proceedings to the following:

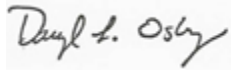
Consolidated Fire Protection District of Los Angeles County  
Executive Office – Emergency Operations  
Chief Deputy John B. Tripp  
jtripp@fire.lacounty.gov

The Honorable Board of Supervisors

8/2/2011

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Respectfully submitted,

A handwritten signature in cursive script, reading "Daryl L. Osby". The signature is written in dark ink on a light-colored background.

DARYL L. OSBY

FIRE CHIEF, FORESTER & FIRE WARDEN

DLO:heo

Enclosures

c: Chief Executive Officer  
Auditor-Controller  
County Counsel

Award Package

U.S. Department of Homeland Security  
Washington, D.C. 20472



FEMA

Ms. Heidi Oliva  
County of Los Angeles Fire Department  
1320 N. Eastern Avenue  
Los Angeles, California 90063-3294

Re: Grant No.EMW-2010-FP-01076

Dear Ms. Oliva:

On behalf of the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS), I am pleased to inform you that your grant application submitted under the FY 2010 Assistance to Firefighters Grant Program - Fire Prevention and Safety Grants has been approved. FEMA's Grant Programs Directorate (GPD), in consultation with the U.S. Fire Administration (USFA), carries out the Federal responsibilities of administering your grant. The approved project costs total to \$185,950.00. The Federal share is \$148,760.00 of the approved amount and your share of the costs is \$37,190.00.

As part of your award package, you will find Grant Agreement Articles. Please make sure you read and understand the articles as they outline the terms and conditions of your grant award. Maintain a copy of these documents for your official file. **You establish acceptance of the grant and Grant Agreement Articles when you request and receive any of the Federal grant funds awarded to you.** By accepting the grant, you agree not to deviate from the approved scope of work without prior written approval from FEMA.

If your SF 1199A has been reviewed and approved, you will be able to request payments online. Remember, you should request funds when you have an immediate cash need.

If you have any questions or concerns regarding the process to request your grant funds, please call 1-866-274-0960.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth M. Harman".

Elizabeth M. Harman  
Assistant Administrator  
Grant Programs Directorate



**FEMA**

U.S. Department of Homeland Security  
Washington, D.C. 20472

**AGREEMENT ARTICLES**

**Assistance to Firefighters Grant Program - Fire Prevention and Safety Grants**

**GRANTEE: County of Los Angeles Fire Department**

**PROGRAM: Assistance to Firefighters Grant Program - Fire Prevention and Safety Grants**

**AGREEMENT NUMBER: EMW-2010-FP-01076**

**AMENDMENT NUMBER:**

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**Article I - Project Description**

The purpose of the **Assistance to Firefighters Grant Program – Fire Prevention and Safety Grants** is to provide funds to national, State, local or community organizations that are recognized for their experience and expertise with respect to fire prevention or firefighter safety programs and activities.

After careful consideration, FEMA has determined that the grantee's project submitted as part of the grantee's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the program's purpose and worthy of award. The grantee shall perform the work described in the approved grant application as itemized in the request details section of the application and further described in the grant application's narrative. These sections of the application are made a part of these grant agreement articles by reference. The grantee may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval from FEMA.

**Article II - Grantee Concurrence**

By requesting and receiving Federal grant funds provided by this grant program, the grantee accepts and agrees to abide by the terms and conditions of the grant as set forth in this document and the documents identified below. By receiving funds under this grant, grantees agree that they will use the funds provided through the Fiscal Year 2010 **Assistance to Firefighters Grant Program - Fire Prevention and Safety Grants** in accordance with these Articles of Agreement and the program guidelines provided in the Fiscal Year 2010 **Assistance to Firefighters Grant Program - Fire Prevention and Safety Grants** program guidance. All documents submitted as part of the original grant application are made a part of this agreement by reference.

**Article III - Period of Performance**

The period of performance shall be from 13-MAY-11 to 12-MAY-12.

**Article IV - Amount Awarded**

The amount of the award is detailed on the Obligating Document for Award attached to these articles. The following are the budgeted estimates for object classes for this grant (including Federal share plus grantee match):

Personnel	\$162,000.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$14,950.00
Contractual	\$9,000.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$185,950.00

**NEGOTIATION COMMENTS IF APPLICABLE** (max 4000 characters)

**Article V - Financial Guidelines**

The grantee and any subgrantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations

commonly applicable to DHS grants are listed below:

*A. Administrative Requirements*

1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (OMB Circular A-110)

*B. Cost Principles*

1. 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
3. 2 CFR Part 230, Cost Principles for Nonprofit Organizations (OMB Circular A-122)
4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

*C. Audit Requirements*

1. OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations

**Article VI - Prohibition on Using Federal Funds**

Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.

**Article VII - GPD Allocations**

The recipient agrees that all allocations and use of funds under this grant will be in accordance with the FY 2010 Assistance to Firefighters Grant Program – Fire Prevention and Safety Grants guidance and application kit.

**Article VIII - Financial Reporting**

Recipients of an Assistance to Firefighters Grant Program -Fire Prevention and Safety Grant will be required to submit a semi-annual Federal Financial Report (FFR) via the automated system on the Standard Form 425. The FFR is intended to provide Federal agencies and grant recipients with a standard format and consistent reporting requirements throughout the government. The FFR, to be submitted using the online e-grant system, will be due semi-annually based on the calendar year beginning with the period after the award is made. Grant recipients will be required to submit an FFR throughout the entire period of performance of the grant.

The reporting periods for the FFR are January 1 through June 30 (report due by July 31), and July 1 through December 31 (report due by January 31).

At the end of the grant's period of performance, all grantees are required to produce a final report on how the grant funding was used and the benefits realized from the award. Grantees



must submit a final financial report and a final performance report within 90 days after the end of the period of performance.

**Article IX - FEMA Officials**

**Program Officer:** Catherine Patterson is the Program Officer for this grant program. The Program Officer is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant, please call the AFG Help Desk at 866-274-0960 to be directed to a program specialist.

**Grants Assistance Officer:** Natalie Romanoff is the Assistance Officer for this grant program. The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters.

**Grants Management Division POC:** The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

**ADDITIONAL REQUIREMENTS (IF APPLICABLE)** (max 4000 characters)

**FEDERAL EMERGENCY MANAGEMENT AGENCY  
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

**1a. AGREEMENT NO.** EMW-2010-FP-01076      **2. AMENDMENT NO.** 0      **3. RECIPIENT NO.** 95-6000927      **4. TYPE OF ACTION** AWARD      **5. CONTROL NO.** W494331N

**6. RECIPIENT NAME AND ADDRESS**  
County of Los Angeles  
Fire Department  
1320 North Eastern Avenue  
Los Angeles  
California, 90063-3294

**7. ISSUING OFFICE AND ADDRESS**  
Grant Programs Directorate  
500 C Street, S.W.  
Washington DC, 20472  
POC: Natalie Romanoff

**8. PAYMENT OFFICE AND ADDRESS**  
FEMA, Financial Services Branch  
500 C Street, S.W., Room 723  
Washington DC, 20472

**9. NAME OF RECIPIENT PROJECT OFFICER** Heidi Oliva      **PHONE NO.** 3238812491      **10. NAME OF PROJECT COORDINATOR** Catherine Patterson      **PHONE NO.** 1-866-274-0960

**11. EFFECTIVE DATE OF THIS ACTION** 13-MAY-11      **12. METHOD OF PAYMENT** SF-270      **13. ASSISTANCE ARRANGEMENT** Cost Sharing      **14. PERFORMANCE PERIOD**  
From:13-MAY-11 To:12-MAY-12  
  
Budget Period  
From:12-NOV-10 To:30-SEP-11

**15. DESCRIPTION OF ACTION**

a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXX-XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON-FEDERAL COMMITMENT
FP	97.044	2011-M0-3120GF-25000000-4101-D	\$0.00	\$148,760.00	\$148,760.00	\$37,190.00
<b>TOTALS</b>			<b>\$0.00</b>	<b>\$148,760.00</b>	<b>\$148,760.00</b>	<b>\$37,190.00</b>

b. To describe changes other than funding data or financial changes, attach schedule and check here.  
N/A

**16 a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)**

Assistance to Firefighters Grant - Fire Prevention and Safety Program recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

**16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN**

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

**17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)**  
N/A

**DATE**  
N/A

**18. FEMA SIGNATORY OFFICIAL (Name and Title)**  
Natalie Romanoff

**DATE**  
12-MAY-11

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S NO. 390-01

DEPARTMENT OF FIRE

August 2, 2011

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2011-12 4 - VOTE

SOURCES

USES

EXECUTIVE BUDGET UNIT DA1-FR-90-9031-40100-40129 FEDERAL GRANT - \$149,000 INCREASE REVENUE

EXECUTIVE BUDGET UNIT DA1-FR-1000-40100-40129 SALARIES & EMPLOYEE BENEFITS - \$125,000 INCREASE APPROPRIATION

EXECUTIVE BUDGET UNIT DA1-FR-2000-40100-40129 SERVICES & SUPPLIES - \$24,000 INCREASE APPROPRIATION

SOURCES TOTAL: \$ 149,000 USES TOTAL: \$ 149,000

JUSTIFICATION: TO RECOGNIZE FEMA FY 2010 ASSISTANCE TO FIRE FIGHTERS GRANT (#EMW-2010-FP-01076) AND APPROPRIATE THE FUNDS IN THE DISTRICT'S EXECUTIVE BUDGET UNIT FOR THE DEVELOPMENT AND IMPLEMENTATION OF A JUVENILE FIRE SETTER INTERVENTION PROGRAM.

ADOPTED BOARD OF SUPERVISORS COUNTY OF LOS ANGELES

AUTHORIZED SIGNATURE: LES SEIDMAN, ASSISTANT CHIEF FINANCIAL MANAGEMENT DIVISION

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

34 AUG 2 2011

SACHI A. HAMAI EXECUTIVE OFFICER

REFERRED TO THE CHIEF EXECUTIVE OFFICER FOR...

Form with checkboxes for ACTION and RECOMMENDATION. RECOMMENDATION is checked.

Form with checkboxes for APPROVED AS REQUESTED and APPROVED AS REVISED. APPROVED AS REQUESTED is checked.

AUDITOR-CONTROLLER

BY Karen Zukawa

CHIEF EXECUTIVE OFFICER

BY [Signature]

B.A. NO. 002

July 13 20 11

July 19 20 11