


**LOS ANGELES FIRE DEPARTMENT**

KRISTIN M. CROWLEY  
FIRE CHIEF

July 20, 2022

BOARD OF FIRE COMMISSIONERS  
FILE NO. 22-072

TO:  Board of Fire Commissioners

FROM: Kristin M. Crowley, Fire Chief

SUBJECT: ACCEPTANCE OF GRANT FUNDS FOR THE FY 2021 LISTOS  
CALIFORNIA CERT SUPPORT GRANT PROGRAM AWARD# LC21 01  
7250

FINAL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

### SUMMARY

On June 7, 2022, the California Office of Emergency Services (Cal OES) notified the Los Angeles Fire Department (LAFD) of an award of funds from the Fiscal Year 2021 (FY 2021) Listos California CERT Support Grant Program. The FY 2021 High Frequency Communications Equipment Program will provide a total of \$15,000 in funding for translations services, training materials a laptop and trailer maintenance. This grant does not require a cost share and is 100% reimbursable to the LAFD. The performance period for the FY 2021 Listos California CERT Support Grant Program is June 1, 2022 through December 31, 2023.

The LAFD CERT Program has had limited outreach to its underserved communities. This funding will provide translation services on the CERT curriculum and provide printed training materials, a laptop and trailer maintenance.

### RECOMMENDATIONS

That the Board:

1. Forward to the Mayor and the Office of the City Administrative Officer for approval, acceptance and authority to expend FY 2021 Listos California CERT Support Grant Program award. Request that the Mayor, subject to the approval of the City Council:
2. Authorize the Fire Chief, Los Angeles Fire Department (LAFD) to:
  - a. Accept the FY2021 Listos California CERT Support Grant Program funding in the amount up to \$15,000 from Cal OES;
  - b. Authorize the Fire Department to expend up to \$4,000 from LAFD General Fund 100, Department 38, Account 006020 Operating Supplies for a

laptop and trailer maintenance and up to \$11,000 from General Fund 100, Department 38 Account 003040 Contractual Services for translation services in accordance with the FY 2021 Listos California CERT Support Grant Program award from Cal OES, for the performance period of June 1, 2022, through to December 31, 2023, and any extension of the performance period granted by FEMA; and authorize the Fire Chief, or designee, to execute any documents necessary to accept the grant on the City's behalf.

- c. Authorize the execution of a contract with a vendor to provide translation services for the current CERT curriculum in an amount not to exceed \$11,000;
  - d. Deposit FY2021 Listos California CERT Support Grant Program reimbursement grant funds into Fund 335, Department 38, Account to be determined;
3. Authorize the Controller to:
- a. Transfer reimbursement grant funds from Fund 335, Department 38, Account TBD to LAFD General Fund 100, Department 38, Account 006020 Operating Supplies and LAFD Fund 100, Department 38, Account 003040 Contractual Services; upon submission of proper documentation by LAFD of actual costs incurred, subject to the review and approval of the City Administrative Officer (CAO); and
  - b. Authorize the LAFD to prepare Controller instructions for any technical adjustments, subject to the approval of the CAO, and authorize the Controller to implement the instruction

**FISCAL IMPACT**

The LAFD will fund the grant-related expenditures of up to \$15,000 associated with the FY 2021 Listos California CERT Support Grant Program. Cal OES will reimburse LAFD for the full costs associated with this purchase up to \$15,000

Board report prepared by Jennifer Corona, Management Analyst, Emergency Operations Bureau- Homeland Security Division.

Attachment



June 7, 2022

Mark Curry, Battalion Chief  
Los Angeles, City of  
201 North Figueroa Street, Suite 1225  
Los Angeles, CA 90012-2623

Subject: **Notification of Grant Subaward Application Approval**  
Listos California CERT Support Grant Program  
Grant Subaward #: LC21 01 7250

Dear Chief Mark Curry:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your Grant Subaward application in the amount of \$15,000, subject to Budget approval. A copy of your approved Grant Subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt of your Report of Expenditures & Request for Funds (Cal OES Form 2-201).

This Grant Subaward is subject to the Cal OES Subrecipient Handbook. You are encouraged to read and familiarize yourself with the Cal OES Subrecipient Handbook, which can be viewed on the Cal OES website at [www.caloes.ca.gov](http://www.caloes.ca.gov).

Any funds received in excess of current needs, approved amounts, or those funds owed as a result of a close-out or audit, must be refunded to Cal OES within 30 days upon receipt of an invoice.

Please contact your Program Specialist, William Chan, at (916) 328-7646 with questions about this notice.

VS Grants Processing Unit

cc: Subrecipient's file  
Program Specialist

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

(wn) *Hg*

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

1. **Subrecipient:** City Of Los Angeles Fire Department 1a. UEI#: ~~WDRS-7100000~~ *Jl* ✓
2. **Implementing Agency:** City of Los Angeles Fire Department 2a. UEI#: \_\_\_\_\_
3. **Implementing Agency Address:** \_\_\_\_\_  
 (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (Zip+4) \_\_\_\_\_
4. **Location of Project:** Los Angeles City Los Angeles 9001-2706  
 (City) \_\_\_\_\_ (County) \_\_\_\_\_ (Zip+4) \_\_\_\_\_
5. **Disaster/Program Title:** LC - Listos California CERT Support Grant Program
6. **Performance/Budget Period:** 6/1/2022 to 12/31/2023  
 (Start Date) \_\_\_\_\_ (End Date) \_\_\_\_\_
7. **Indirect Cost Rate:** N/A **Federally Approved ICR (if applicable):** \_\_\_\_\_ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2022	LIST	\$15,000						\$15,000
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
<b>Total</b>	<b>Project</b>	<b>Cost</b>	\$15,000		\$15,000				\$15,000

**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:**

Name: Jennifer Corona Title: Management Analyst

Payment Mailing Address: 200 N Main St, Room 1800 City: Los Angeles Zip Code+4: 90012-2706

Signature: *Jennifer Corona* Date: 02/28/22

16. Federal Employer ID Number: 956000735

**(FOR Cal OES USE ONLY)**

I hereby certify by my personal knowledge that budgeted funds are available for the period and amount of this expenditure stated above.

Mary Rucker 6/6/2022  
 (Cal OES Fiscal Officer) (Date)

Heather Carlson 6/6/2022  
 (Cal OES Director or Designee) (Date)

ENY: 2021-22 Chapter: 21 SL: 12700  
 Item: 0690-101-0001 Pgm: 0380  
 Fund: General Fund  
 Program: Listos California CERT Support Grant Program  
 Match Req.: None  
 Project ID: OES21LISTOS0000 Amount: \$15,000  
 SC: 2021-12700

**Received 5/11/22  
Cal OES  
Mail Log # 756118 *Jl***

DS  
*JH*

DS  
*DS*



## SPECIAL CONDITION



Grant Subaward No. LC21 01 7250 is hereby approved with the following condition:

- Updated Budget Narrative (Cal OES form 2-107) must be submitted to Cal OES within 60 days of receipt of executed Grant Subaward Agreement.
- Budget Narrative must cover the entire grant period and provide detail breakdown on how the funds are going to be used per the RFP for the program.
- Updated Programmatic Narrative (Cal OES form 2-108) must be submitted to Cal OES within 60 days of receipt of executed Grant Subaward Agreement.
- Programmatic Narrative must cover the programmatic components per the RFP.
- A Grant Subaward Modification (Cal OES form 2-223) is to be submitted.

The state funds cannot be claimed on the Report of Expenditures and Request for Funds (Cal OES form 2-201) until the above-mentioned forms have been received by Cal OES.



## Grant Subaward Contact Information

Grant Subaward #: LC21 01 7250

Subrecipient: City of Los Angeles

1. **Grant Subaward Director:**

Name: Mark Curry

Title: Battalion Chief

Telephone #: 213-202-9950

Email Address: mark.curry@lacity.org

Address/City/ Zip Code (9-digit): 201 N Figueroa St, Suite 1225, Los Angeles 90012-2623

2. **Financial Officer:**

Name: Emilio Rodriguez

Title: Chief Management Analyst

Telephone #: 213-978-3478

Email Address: emilio.rodriguez@lacity.org

Address/City/ Zip Code (9-digit): 200 N Main St., Room 1640, Los Angeles, 90012-4131

3. **Programmatic Point of Contact:**

Name: Jennifer Corona

Title: Management Analyst

Telephone #: 213-202-9925

Email Address: jennifer.corona@lacity.org

Address/City/ Zip Code (9-digit): 201 N Figueroa St, Suite 1225, Los Angeles, CA 90012-2623

4. **Financial Point of Contact:**

Name: Nicole Castro

Title: Management Assistant

Telephone #: 213-978-3423

Email Address: nicole.castro@lacity.org

Address/City/ Zip Code (9-digit): 201 N. Figueora St, Suite 1225, Los Angeles, CA 90012-2623

5. **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Kristin M. Crowley

Title: Fire Chief

Telephone #: 213-978-3800

Email Address: Kristin.crowley@lacity.org

Address/City/ Zip Code (9-digit): 200 N Main St, Room 1800, Los Angeles, 90012-4131

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Jennifer Coroa

Title: Management Analyst

Telephone #: 213-202-9925

Email Address: jennifer.corona@lacity.org

Address/City/ Zip Code (9-digit): 201 N. Figueroa St, Suite 1225, Los Angeles, 90012-2623

7. **Chair** of the **Governing Body** of the Subrecipient:

Name: Jimmie Woods-Gray

Title: Fire Commision President

Telephone #: 213-978-3838

Email Address: jimmie.woods-gray@lacity.org

Address/City/ Zip Code (9-digit): 200 N Main St., Los Angeles, CA 90012-4143



### Grant Subaward Signature Authorization

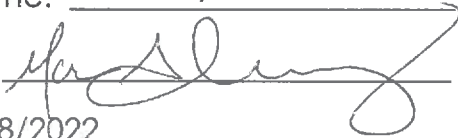
Grant Subaward #: LC21 01 7250

Subrecipient: City of Los Angeles ~~Fire Department~~ (wn)

Implementing Agency: City of Los Angeles Fire Department

The **Grant Subaward Director** and **Financial Officer** are **REQUIRED** to sign this form.

**Grant Subaward Director:**

Printed Name: Mark Curry  
Signature:   
Date: 02/08/2022

**Financial Officer:**

Printed Name: Emilio Rodriguez  
Signature: Emilio Rodriguez Digitally signed by Emilio Rodriguez  
Date: 2022.02.08 09:01:03 -08'00'  
Date: 02/08/2022

The following persons are authorized to sign for the **Grant Subaward Director**:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

The following persons are authorized to sign for the **Financial Officer**:

Signature: 

Printed Name: Mario Pasaporte II

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_



## Grant Subaward Certification of Assurance of Compliance

(wn)

Subrecipient: City of Los Angeles

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	Listos California CERT Support Grant (LC) Program	LC21 01 7250	6/1/2022 to 12/31/2023
2			
3			
4			
5			
6			

I, Jennifer Corona (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

**I. Proof of Authority – SRH 1.055**

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

**II. Civil Rights Compliance – SRH Section 2.020**

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

**III. Equal Employment Opportunity – SRH Section 2.025**

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.





**IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030**

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

**V. California Environmental Quality Act (CEQA) – SRH Section 2.035**

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a "project" pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

**VI. Lobbying – SRH Sections 2.040 and 4.105**

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

**All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.**

**CERTIFICATION**

I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.

Official Designee's Signature:	Jennifer Corona	<small>Digitally signed by Jennifer Corona Date: 2022.05.11 10:34:53 -0700</small>
Official Designee's Typed Name:	Jennifer Corona	
Official Designee's Title:	Management Analyst	
Date Executed:	02/08/2022	

**AUTHORIZED BY:**

I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> City Financial Officer | <input type="checkbox"/> County Financial Officer |
| <input type="checkbox"/> City Manager                      | <input type="checkbox"/> County Manager           |
| <input type="checkbox"/> Governing Board Chair             |   |

Signature:	Emilio Rodriguez	<small>Digitally signed by Emilio Rodriguez Date: 2022.05.11 11:15:22 -0700</small>
Typed Name:	Emilio Rodriguez	
Title:	Chief Management Analyst	
Date Executed:	2/8/22	



**Grant Subaward Budget Pages**  
Single Fund Source

<b>Subrecipient: City of Los Angeles</b>		<b>Grant Subaward #:</b> LC21 01 7250
<b>A. Personnel Costs</b> - Line-item description and calculation		<b>Total Amount Allocated</b>
N/A		N/A
<b>PERSONNEL COSTS CATEGOTY TOTAL</b>		<b>\$0</b>



**Grant Subaward Budget Pages**  
Single Fund Source

Subrecipient: City of Los Angeles		Grant Subaward #: LC21 01 7250
B. Operating Costs - Line-item description and calculation		Total Amount Allocated
Translation services of all training and CERT curriculum to Spanish and various Asian Dialects (as budget permits)		\$11,000
Computer - (Laptop, mouse, Microsoft Office Software, etc.)		\$2,000
Training Materials -Each Course - approx 40 students Printed Materials are approximately 200 pages per student. Totalling: 8,000 pages at 16 cents/page = \$1,280		\$1,500
WC	With <sup>\$220</sup> handouts, teaching aids = Approx \$1,500 - per class	
Trailer Maintenance- There are 3 , 19 foot mobile trailers in need of tires.		\$500
WC	Each trailer has 2 tires @ \$80 each= \$160 each trailer x 3 = \$480 plus tax. <sup>\$20 tax</sup>	
<b>OPERATING COSTS CATEGORY TOTAL</b>		<b>\$15,000</b>

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**Grant Subaward Budget Pages**  
Single Fund Source

<b>Subrecipient: City of Los Angeles</b>		<b>Grant Subaward #: LC21 01 7250</b>
<b>C. Equipment Costs - Line-item description and calculation</b>		<b>Total Amount Allocated</b>
N/A		N/A
<b>EQUIPMENT COSTS CATEGORY TOTAL</b>		
<b>Total Project Cost</b> (Must match the Grant Subaward Face Sheet)		\$15,000

✓  
JI



## VSPS Budget Summary Report

**LC21 Listos California CERT Support Grant Program**      Subaward #: LC21 01 7250  
**Los Angeles, City of**      Performance Period: 06/01/22 - 12/31/23  
 Listos California CERT Support Grant Program      Latest Request: , Not Final 201

**A. Personal Services - Salaries/Employee Benefits**

F/S/L	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
S	21LIST	0	0	0	0	0
<b>Total A. Personal Services - Salaries/Employee Benefits:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**B. Operating Expenses**

F/S/L	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
S	21LIST	15,000	0	15,000	0	15,000
<b>Total B. Operating Expenses:</b>		<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>

**C. Equipment**

F/S/L	<u>Funding Source</u>	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
S	21LIST	0	0	0	0	0
<b>Total C. Equipment:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
<b>Total Local Match:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Funded:</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>
<b>Total Project Cost:</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>