

September 16, 2014

LOS ANGELES FIRE DEPARTMENT



RALPH M. TERRAZAS
FIRE CHIEF

September 16, 2014

BOARD OF FIRE COMMISSIONERS
FILE NO. 14-097

TO: Board of Fire Commissioners

FROM: Ralph M. Terrazas, Fire Chief

SUBJECT: APPROVAL TO ACCEPT HAZARDOUS MATERIALS EMERGENCY
PREPAREDNESS (HMEP) GRANT MONEY FOR THE PURPOSE OF
UPDATING HAZARDOUS MATERIALS AREA PLAN

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 Withdrawn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

Under Chapter 6.95 of the California Health and Safety Code, the Los Angeles Fire Department (LAFD) is required to prepare and implement a Hazardous Materials Area Plan. The Area Plan provides guidance for all local government agencies with the Hazardous Materials jurisdiction to be used in response to a hazardous materials emergency. The Area Plan addresses the normal day-to-day hazardous materials operations as well as extreme emergencies, in which coordination among a variety of emergency response agencies is required.

The City of Los Angeles, as well as the contract cities administered by this Area Plan and private sector entities identified in the responsibility matrix, is accountable for assuring the preparation of appropriate supporting policies and procedures (SOP's), sufficient to ensure adequate response capability relative to their respective assigned emergency response mission.

The Area Plan is designed to be a preparedness document. It is intended to be read, understood, and exercised prior to an emergency. It is intended to be a living document that evolves and matures with experience and the wisdom of application. The Area Plan is designed for integration with the *City of Los Angeles Emergency Operations Master Plan and Procedures* and the *Hazardous Materials Operational Plan*. The Hazardous Materials Operational Plan provides the Standard Operating Procedures and response activities needed to prepare for, respond to, and recover from a hazardous materials release, spill, or accident.

The LAFD's current Area Plan was completed and approved by Governor's Office of Emergency Services in 2009. Updating the Area Plan every three years is a statutory requirement. By ensuring a completely updated Area Plan consistent with other local and regional emergency response agencies and current transportation considerations, this Area Plan update will meet State goals and objectives, and help satisfy the overall effort of addressing the local hazardous materials planning and preparedness capabilities.

The LAFD proposes to contract with an experienced consultant to completely revise/update the 2009 Area Plan to be consistent with the current regulations and protocols. It is estimated that the consultant's professional services will cost \$19,970.00, and including the estimated LAFD's internal costs of \$5,030.00, the total cost for this project is \$25,000.00.

RECOMMENDATIONS

That the Board:

1. Approve the acceptance of grant funds from the U.S. Department of Transportation (US DOT) for the purpose of updating the Hazardous Materials Area Plan.
2. Instruct the Commission Executive Assistant to forward this report to the Mayor, City Council, City Administrative Officer, and City Legislative Analyst's Office for review and approval in accordance with Division 14 of the Los Angeles City Charter and Executive Directive No. 3.
3. Request the Mayor and City Council to authorize the Fire Chief to accept the grant award in the amount of \$19,970.00 from the US DOT for the purpose of updating the Hazardous Materials Area Plan.
4. Instruct the LAFD to utilize a unique work order number to track all costs associated with the HMEP grant.

FISCAL IMPACT

The required minimum 20% matching share of this project is estimated as \$5,030.00 and is covered entirely by personnel services (salaries and wages).

CONCLUSION

Updating the Area Plan every three years is a statutory requirement. By ensuring a completely updated Area Plan consistent with other local and regional emergency response agencies and current transportation considerations, this Area Plan update will meet the State goals and objectives, and help satisfy the overall effort of addressing the local hazardous materials planning and preparedness capabilities.

The LAFD will start the Area Plan update, upon approval by the Mayor and City Council to receive the \$19,970.00 in grant funding.

Board report prepared by Anna Olekszyk, Risk Management and Prevention Program Specialist, CUPA Section, Bureau of Fire Prevention and Public Safety

Attachment

- Hazardous Materials Emergency Preparedness Planning Grant – Application Package

APPLICATION FORM
Hazardous Materials Emergency Preparedness Planning Grant
Due: June 2, 2014

Applicant: <u>Los Angeles Fire Department</u>	Date: <u>May 30, 2014</u>
Project Title: <u>Hazardous Materials Area Plan Update 2014 - 2015</u>	
Mailing Address: <u>Los Angeles Fire Department</u> <u>Bureau of Fire Prevention & Public Safety</u> <u>200 N. Main St., Room 1780</u> <u>Los Angeles, CA 90012</u>	Project Start Date: <u>October 1, 2014</u> Project End Date: <u>September 15, 2015</u>
Project Manager Name, Title, Phone Number, E-Mail Address: <u>Anna Olekszyk, RMPP Specialist</u> <u>213-978-3686</u> <u>anna.olekszyk@lacity.org</u>	

<u>Estimated Budget</u>	
Total Budget:	<u>\$25,000.00</u> (100%)
HMEP Share:	<u>\$19,970.00</u> (80%)
Local Match:	<u>\$5,030.00</u> (20%)

Cal OES Use Only LEPC Region Project:
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CERTIFICATION	
I certify that I have read and understand the terms and conditions contained in the HMEP Guide and Application Package, and that to the best of my knowledge the information contained in this application and supplemental information is correct and complete.	
Print Name and Signature of Authorized Agent: <u>Mark Stormes, Fire Marshal</u>	Date: <u>8-21-2014</u>

ADMINISTRATIVE APPROVALS	
Print Name / Signature of LEPC Region Chair:	Date:
Print Name / Signature of Cal OES LEPC Support Staff:	Date:
Print Name / Signature of Cal OES HMEP Grant Administrator:	Date:
Print Name / Signature of Cal OES Hazardous Materials Section Manager:	Date:

Instructions for completing the Application Form

Field Name	Description of Information Required
Applicant	Full name of the public agency applying for the grant.
Project Title	A brief title of the proposed project.
Mailing Address	The address for correspondence and reimbursement of checks.
Project Start/End Dates	Anticipated start and end date of the proposed project. *Cannot start prior to October 15th and must be completed by September 15th.
Project Manager, Title, Phone, & e-mail address	The person in the agency who is responsible for the daily implementation of the project.
Estimated Budget *	<p>The amount of HMEP funds being requested, match funds that will be contributed by the applicant, and the total of the project budget.</p> <p>HMEP Share + Local Match = Total Budget</p> <p>*It is important not to significantly over or under estimate costs for the project budget as this is the amount of award that will be submitted for approval. Take into consideration amount of staff time that will be required, cost of consultant/contractor supplies, etc. Do not guess on amount of funding the project will cost.</p>
Authorized Agent Certification	Signature of the person in the organization with the ultimate responsibility for the project and who has the legal authority to speak for the applicant, as identified on the Designation Statement.
Administrative Approvals	<i>Leave Blank</i>

DESIGNATION STATEMENT

Applicant: Los Angeles Fire Department

Project Title: Hazardous Materials Area Plan Update 2014 - 2015

Project Manager: Anna Olekszyk

Phone#: 213-978-3686

Title: RMPP Specialist

E-Mail Address: anna.olekszyk@lacity.org

Financial Officer*: Mark Stormes

Phone#: 213-978-3570

Title: Fire Marshal

E-Mail Address: mark.stormes@lacity.org

Total Project Budget: \$25,000.00 (100%)

HMEP Share: \$19,970.00 (80%)

Local Match: \$5,030.00 (20%)

*** FINANCIAL OFFICER CANNOT BE THE PROJECT MANAGER**

AUTHORIZED AGENT CERTIFICATION

I certify that I have the legal authority to make a commitment to the project on behalf of the applicant and that the project manager indicated above has the responsibility for the daily implementation of the proposed project.

I certify that I am duly authorized to act on behalf of the sub-recipient organization and the sub-recipient agrees with the requirements of the "Offer and Acceptance" clause, and that the award is subject to the applicable provisions of 49 CFR § et seq., 49 CFR Part 18, and of the provisions of the Cal OES Assistance Agreement.

I certify that the financial manager indicated above has the responsibility for the fiscal management of the grant and has the legal authority to certify all financial status reports, invoices, and requests for payments that will be submitted.

I certify that the information in the attached application is true to the best of my knowledge. By submitting this application, I am making a commitment to the proposed project, budget, match share, and scope of work. (Project Narrative and Work Schedule and Deliverables.

Mark Stormes

Fire Marshal

Printed Name

Title

213-978-3570

213-978-3516

mark.stormes@lacity.org

Phone#

Fax#

E-Mail Address

LAFD-Bureau of Fire Prevention & Public Safety; 200 N. Main St., Room 1770; Los Angeles, CA 90012

Mailing Address, City, State, Zip Code

Signature

Date

8-20-2014

INSTRUCTIONS FOR COMPLETING THE DESIGNATION STATEMENT

Field Name	Description of Information Required
Applicant	Full name of the public agency applying for the grant.
Project Title	A brief title of the proposed project.
Project Manager contact information	The person responsible for the daily implementation of the project (may also be an Authorized Agent).
Financial Office contact information	<p>The person responsible for the fiscal management of the grant. This person must certify all financial status reports, invoices, and requests for payment submitted.</p> <p>The financial officer cannot be the Project Manager and cannot sign Reimbursement Request Forms.</p>
Total Project Budget	The total cost of the proposed grant project.
HMEP Share	<p>The amount of HMEP funds being requested.</p> <p>Cannot exceed 80% of the Total Project Budget.</p>
Local Match	<p>The amount of funding the applicant will provide toward the Total Project Budget direct and indirect costs in cash (hard match), in-kind contributions (soft match), or a combination of in-kind and hard match. (Refer to 49 CFR 110.60 for more information).</p> <p>Must be a minimum of 20% of the Total Project Budget.</p>
Authorized Agent Certification	<p>Contact information and signature of the Authorized Agent - the person in the organization with the ultimate responsibility for the project and who has legal authority to commit funds on behalf of the applicant. Must also sign the Application Form, Grant Assurances, Reimbursement Request Form, and Quarterly Performance Report.</p> <p>If more than one Authorized Agent is desired, a Designation Statement and Grant Assurances are required for each.</p> <p>If the Authorized Agent changes, immediate notification to the HMEP Grant Administrator and a new Designation Statement and Grant Assurance are required.</p>

PROJECT NARRATIVE

Applicant: Los Angeles Fire Department

Project Title: Hazardous Materials Area Plan Update 2014 - 2015

Narrative:

Under Chapter 6.95 of the California Health and Safety Code,, each Administering Agency is required to have an Hazardous Materials Area Plan on file. The Area Plan is a guide to be used during a hazardous materials incident and to provide information to the community about the readiness of the Fire Department to respond to hazardous materials releases.

Los Angeles Fire Department's current Area Plan was completed and approved by Cal OES in 2009. This 2014-2015 HMEP grant period project is intended to update the Los Angeles Fire Department Hazardous Materials Area Plan to include updates to the hazardous materials disclosure program and CERS, add the required pesticide drift protocols, updates to LAFD response protocols and training, revisions and updates to city, county, state and federal response plans and resources, qualitative commodity flow information (including rail routes for crude oil transportation), and other conforming changes. Updating the Plan is a statutory requirement, and by ensuring a completely updated Plan consistent with other local and regional emergency response agencies and current transportation considerations, this Plan update project will also meet the State's goals and objectives and help satisfy the overall effort of addressing the local hazardous materials planning and preparedness capabilities.

Los Angeles Fire Department proposes to contract with an experienced Area Plan consultant to completely revise/update the 2009 Area Plan, as the current Area Plan has only received minor amendments since its initial development in 1999 and must be completely rewritten/updated to be consistent with the other local and regional Area Plans, Fire Department protocols and training and meet current regulations. We estimate that a consultant will cost \$19,970.00, and including the estimated Los Angeles Fire Department's internal costs of \$5,030.00, the total cost for this project is \$25,000.00. The 20% matching share of the project is \$5,000.00 (actually, the LAFDs \$5,030.00); therefore, the HMEP grant request is for \$20,000.00 There are two objectives of this grant: the first is to be able to update the Area Plan to meet current requirements and continue to serve as an emergency planning and hazard reduction tool for the Los Angeles Fire Department; and the second is to have a regionally consistent updated Area Plan that can be readily exercised. Los Angeles Fire Department may apply for a 2015-2016 HMEP grant to exercise the Plan, and may emphasize bulk crude oil surface transportation.

The project will be managed by the Los Angeles Fire Department (RMPP Specialist), who will also coordinate the information collection and transmittal to the consultant, perform much of the Plan review and input, and serve as a facilitator to the other groups/divisions of the fire department. The consultant will perform the information consolidation, research, and revised Plan authorship. Other Los Angeles Fire Department personnel to work on this project and their overall responsibilities are listed on the attached LAFD Grant Activities and Rates internal budget sheet. The HMEP Area Plan Project Manager will hold several meetings/teleconferences with the consultant each project quarter to assure the project is in schedule and budget. LAFD will make NO requests for extension.

Sufficient Plan copies will be produced and distributed to all hazardous materials planning and response entities within the jurisdiction. Specific planning activities and recommendations related to the updated Area Plan will be produced separately (but as part of the area planning process).

Instructions for completing the Project Narrative

Be clear and concise - no more than 2 pages in length.

The project narrative is a detailed description of the major project objectives and how the proposed activities will accomplish these objectives. It must fully describe the proposed work and indicate major milestones. The narrative must indicate clearly that it is meeting one or more of the Authorized Planning Activities, and should describe the need that is being met by the proposed activities, if applicable. If the application is approved, the Project Narrative will become the approved scope of work. Address the pertinent areas below to craft a strong proposal:

- A. **Project**. Describe the project.
- B. **Objectives**. Describe measurable and obtainable objectives. Indicate who will benefit from the project (the intended beneficiaries are public sector responder community)? If the benefit extends to other jurisdictions or regions, list those entities/agencies.
 - o Specifically detail tasks in a timeline on the Work Schedule and Deliverables form.
 - o If partner agencies are participating in the project and are contributing any matching funds, identify them along with your organization's contributions on the Budget Narrative sheet.
- C. **Describe personnel performing grant activities**. Who will do the work? Who is supervising the project? Who is responsible for managing the grant's administrative requirements? How will you make sure timelines and tasks are being met?
- D. **Overall contribution**. How does the project contribute to the State's goals and objectives and the overall effort of addressing the local hazardous materials planning and preparedness capability? How does the activity address a need or provide a solution to the problem (i.e. long-range plans, etc)? What is the impact of the project?
- E. **Project management**. What plans, strategies, or practices are you using to reach the project objectives? Have all pertinent parties agreed to these plans, strategies, and practices?
- F. **Evaluation**. How will you evaluate project results in the short and long-term? How will you define and measure the project's success?
- G. **Results**. What are the expectations of the project? Does the project build on a previously completed HMEP Grant funded project? Does the project address gaps identified in an After Action Report?
NOTE: Previous HMEP funding does not guarantee future HMEP funding approval.
- H. **Justification**. Why should the project proposal be approved? Explain if, or how this proposal supports the listed Goals, Objectives, and/or Planning Priorities.

BUDGET SHEET

Applicant: **Los Angeles Fire Department**

Project Title: **Hazardous Materials Area Plan 2014-2015**

	HMEP SHARE	LOCAL MATCH	TOTAL BUDGET
PERSONNEL SERVICES¹			
Salaries and Wages:	\$0.00	\$5,030.00	\$5,030.00
OPERATING EXPENSES²			
Travel:			
Office Supplies:			
Facility Rental:			
Communications:			
Printing:			
Postage:			
Other Direct Expenses:			
SUBTOTAL:	\$0.00	\$5,030.00	\$5,030.00
PROFESSIONAL SERVICES:³			
Contractor/Consultant:	\$19,970.00	\$0.00	\$19,970.00
TOTAL:	\$19,970.00	\$5,030.00	\$25,000.00

¹ On a separate sheet (Budget Narrative), indicate the personnel who will be working on the project, the estimated amount of time on each major portion of the project, and their salary rate. Indirect costs are not allowed.

² On a separate sheet (Budget Narrative), itemize and describe how the dollar amounts were derived and how the items will be used for the project.

³ On a separate sheet (Budget Narrative), itemize expenses (i.e., travel, equipment, general operating expenses, salaries, and other costs).

NOTE: No Overtime or Backfill, No Equipment, No Software (except CAMEO)

BUDGET SHEET

Field Name	Description of Information Required
Applicant	Full name of the public agency applying for the grant.
Project Title	A brief title of the proposed project.
Personnel Services	<p>Included in the personnel services are the salaries for wage-earning personnel employed by the applicant, who will be working on the project. These types of costs for a third party are to be indicated under Professional Services. Sub-grantees are required to keep up to date time charge records (functional timesheets) for the project, and submit them with the Reimbursement Request Form that relates to time worked.</p> <p>Overtime, backfill, and indirect costs are not allowed</p> <p>The salary and fringe benefits rate, duties, and amount of time expected to be spent on grant related activities must be included in the budget narrative.</p>
Salaries and Wages	<p>Includes the salaries or wages and fringe benefits for each employee (whether permanent, seasonal, temporary, etc.) that will be participating in approved grant activities.</p> <p>For HMEP Share, reimbursement cannot replace salaries paid for by other federal funds. If used for Match Share, must be non-Federal funds.</p>
Operating Expenses	<p>These include any costs that are allowable, reasonable and necessary for the completion of the project, except salary or professional services. The sub-recipient will be required to keep up to date inventory of all operating expenses associated with the proposed project.</p> <p>Each operating expenses line item requires a brief description of the need for the item(s), how the dollar amounts were derived, and how the item(s) will be used for the project.</p>
Travel	Includes the cost of transportation, subsistence, and other associated costs incurred by applicant personnel that are directly related to the project. (Note: All non-governmental organized work shall be submitted under Professional Services).
Office Supplies	<p>Supplies are tangible property other than equipment which are allowable, reasonable, and necessary for the completion of the project. Costs incurred by the applicant for supplies solely dedicated to grant project activities. Categories of supplies to be procured (i.e., publications, manuals, paper, and pens) for use during proposed activities will be identified in the budget narrative, with associated costs per unit.</p> <p>Software is not allowed (except CAMEO)</p>
Facility Rental	<p>Includes all bids and invoices for facility rental expenses, which are necessary for the completion of the project.</p> <p>No food charges are to be included with the facility rental bids or charges.</p>
Communication	Includes all telephone, faxes, etc. charges necessary for the completion of the project. A breakdown must be provided to justify the relation of these charges to the project.
Printing	Includes all printing and reproduction charges, developed as a result of the project. Direct and indirect costs of printing and reproduction of printed materials shall be included, but must be relevant to the project.
Postage	Includes all types of postage necessary for the completion of the project, including the expedited submission of grant documentation.
Other Indirect Expenses	Includes all direct costs not specifically mentioned above. These costs must not be duplicated in other budget items.
Professional Services	<p>These expenses include the costs for any contractors or consultants needed by the applicant to undertake the activities specified in the Scope of Work.</p> <p>Must describe how the dollar amounts were derived and how the vendor will be selected in the budget narrative.</p>

Local Match	<p>Sub-grantees are required to provide 20 percent of the total project costs with non-Federal funds. Sub-grant recipients may either use cash (hard-match), in-kind (soft-match) contributions, or a combination of in-kind plus hard-match to meet this requirement. For in-kind match, as the method for determining the value must be included and accounting of effort toward grant activities must be documented. Sub-grantees may use matching from any of the allowable object classes; it is not necessary to meet the 20 percent match in each category. Examples include salary, equipment, or supply purchase, space usage, the value of a participants time during an allowable activity, or the dollar value of a grant related activity or purchase. Sub-grantees must ensure that activities and/or expenditures counted as matching towards the planning grant are used for allowable planning-related activities.</p>
Procurement	<p>The applicant will assume full responsibility for the actual procurement process, liability, and responsibility for completion of the project as described in the Scope of Work.</p> <p>Sub-grantees must comply with the procurement requirements of 49 CFR 18</p> <p>http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfbrowse/title49/49cfr18_main_02.tpl</p>
PHMSA Activities Guidance	<p>Please reference the PHMSA HMEP Activities Guidance document for more information on matching, and allowable and unallowable expenses.</p> <p>http://phmsa.dot.gov/hazmat/grants</p>

LOS ANGELES FIRE DEPARTMENT HMEP GRANT ACTIVITIES AND RATES

HMEP Grant Reporting October 15, 2014 to September 30, 2015

GRAND TOTAL \$5,030.84

NAME	TITLE	RATE	HOURS	AMOUNT
Daryl Arbuthnott	Assistant Chief	\$98.71	10	\$987.10
John Vidovich	Assistant Fire Marshal	\$100.42	10	\$1,004.20
Hani Malki	CUPA Manager	\$63.09	10	\$630.90
Anna Olekszyk	RMPP Specialist	\$55.21	40	\$2,208.40
Kacy Williams	Clerk Typist	\$25.03	8	\$200.24
TOTAL				\$5,030.84

QUARTER	COPYING	PRINTING	BINDING	CD-ROM	POSTAGE	STATIONARY	AMOUNT
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL							\$0.00

NAME	PROJECTED ACTIVITIES
Assistant Chief, Daryl Arbuthnott	Attend meetings or otherwise participate as necessary to provide operational expertise and resource information. Communicate hazard specific issues as identified. Review draft plan updates to determine consistency with City emergency plans, policies, and procedures. Approve final Area Plan.
Assistant Fire Marshal, John Vidovich	Attend meetings or otherwise participate as necessary to provide operational expertise and resource information. Review draft plan updates to determine consistency with City emergency plans, policies, and procedures. Assist with final Area Plan approval.
CUPA Manager, Hani Malki	Attend meetings or otherwise participate as necessary to provide expertise and resource information. Assist in coordinating information flow from City departments to consultant. Review draft plan updates and assist with final Area Plan approval.
RMPP Specialist, Anna Olekszyk	Manage HMEP grant and update. Attend meetings and provide liaison between consultant and management. Coordinate information flow from City departments to consultant. Assist with collection of required documents and contact with needed resources.
Clerk Typist, Kacy Williams	Provide administrative support for HMEP grant.

WORK SCHEDULE AND DELIVERABLES

Applicant: Los Angeles Fire Department

Project Title: Hazardous Materials Area Plan 2014 - 2015

Project Activities, Tasks & Deliverables / Major Milestones	MONTHLY PROGRESS SCHEDULE											
	1	2	3	4	5	6	7	8	9	10	11	12
1) Initial project meeting, consultant data request, schedule review, Plan format review/approval, and discussion of training/drills			X									
2) Collection/update/extraction of associated City, regional, state, federal plans and documents, references, program management/policy docs			X	X	X							
3) Research, formatting and evaluation of five year hazardous materials incident history, including independent state, federal and LAFD data. Eval of available qualitative commodity flow information			X	X	X							
4) Detailed review of current Area Plan, and all associated plans, SOPs, policies, resources, documents, etc. and initial annotation and reformatting					X	X						
5) Develop recommendations regarding agency-needed review and/or agency performed updates to policies, SOP, response or notification protocol					X	X	X					
6) Development of the Pesticide Drift Protocols including coordination with Los Angeles Agricultural Commissioner's office and LA County Envir. Health						X	X					
7) Identification and request of necessary mapping, land use, zoning, specific hazard and other data (e.g. GIS mapping or other specific maps from City						X	X					
8) Continued hazard assessment and development of recommendations							X	X	X			
9) Incorporation of relevant updates re procedures, staffing, agencies, resource lists, communications								X	X	X		
UPDATED AREA PLAN DRAFT COMPLETION/SUBMISSION TO LAFD												
Preface and Section 1 'Introduction'								X				
Section 2 'Planning'								X	X	X		
Section 3 'Response'								X	X	X		
Section 4 'Recovery'									X	X		
Section 5 'Mitigation'										X		
Pre-finalization meeting with consultant										X		
Finalization of Area Plan and all appendices, printing/binding and CD prod.											X	X
Final LAFD Review and Approval											X	X
Project Meetings (in-person or via teleconference)	X	X	X	X	X	X	X	X	X	X	X	X

List significant activities above that will take place during the performance period, along with project tasks and deliverables or major milestones within each activity. The expected progress of each activity is indicated by placing an "X" in the appropriate "monthly progress schedule" box, where "1" represents October and "12" represents September. Changes to the activity schedule as actual progress occurs will be identified in the Quarterly Performance Report.

California Governor's Office of Emergency Services (Cal OES)

Grant Assurances - Non-Construction Programs

for the

Hazardous Materials Emergency Preparedness (HMEP) Grant Program

Name of Applicant: Los Angeles Fire Department

Address: Bureau of Fire Prevention & Public Safety; 200 N. Main St., Room 1780

City: Los Angeles

State: CA

Zip Code: 90012

Telephone Number: 213-978-3686

Fax Number: 213-978-3615

E-Mail Address: anna.olekszyk@lacity.org

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Cal OES HMEP Grant Administrator.

As the duly authorized representative of the applicant, I certify that the applicant named above:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. 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; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. 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.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

Initials: MS

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
- a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
 - b. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
 - c. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of disability;
 - d. the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
 - e. the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - f. the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - g. §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - h. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - i. any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - j. the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, 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 purchases.
8. Will comply, as applicable, 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.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c 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 subagreements.