



AGENDA

EL SEGUNDO CITY COUNCIL
REGULAR MEETING
TUESDAY, DECEMBER 6, 2022

4:00 PM CLOSED SESSION
6:00 PM OPEN SESSION

CITY COUNCIL CHAMBER
350 MAIN STREET, EL SEGUNDO, CA 90245

Drew Boyles, Mayor
Chris Pimentel, Mayor Pro Tem
Carol Pirsztuk, Council Member
Scot Nicol, Council Member
Lance Giroux, Council Member

Tracy Weaver, City Clerk
Matthew Robinson, City Treasurer

Executive Team

Darrell George, City Manager
Barbara Voss, Deputy City Manager
Jaime Bermudez, Police Chief
Michael Allen, Community Development Dir.
Jose Calderon, IT Director
Aly Mancini, Recreation, Parks & Library Dir.

Mark Hensley, City Attorney
Joe Lillio, Chief Financial Officer
Deena Lee, Fire Chief
Rebecca Redyk, HR Director
Elias Sassoon, Public Works Dir.

MISSION STATEMENT:

“Provide a great place to live, work, and visit.”

VISION STATEMENT:

“Be a global innovation leader where big ideas take off while maintaining our unique small-town character.”

The City Council, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Any writings or documents given to a majority of City Council regarding any matter on this agenda that the City received after issuing the agenda packet are available for public inspection in the City Clerk's Office during normal business hours. Such documents may also be posted on the City's website at www.elsegundo.org and additional copies will be available at the City Council meeting.

Unless otherwise noted in the agenda, the public can only comment on City-related business that is within the jurisdiction of the City Council and/or items listed on the agenda during the Public Communications portions of the Meeting. Additionally, members of the public can comment on any Public Hearing item on the agenda during the Public Hearing portion of such item. The time limit for comments is five (5) minutes per person.

Those wishing to address the City Council are requested to complete and submit to the City Clerk a "Speaker Card" located at the Council Chamber entrance. You are not required to provide personal information in order to speak, except to the extent necessary for the City Clerk to call upon you, properly record your name in meeting minutes and to provide contact information for later staff follow-up, if appropriate.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at 310-524-2305. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

4:00 PM CLOSED SESSION – CALL TO ORDER / ROLL CALL

PUBLIC COMMUNICATION – (RELATED TO CITY BUSINESS ONLY – 5-MINUTE LIMIT PER PERSON, 30-MINUTE LIMIT TOTAL) *Individuals who have received value of \$50 or more to communicate to the City Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing City Council. Failure to do so shall be a misdemeanor and punishable by a fine of \$250. While all comments are welcome, the Brown Act does not allow City Council to take action on any item not on the agenda. City Council and/or City Manager will respond to comments after Public Communications is closed.*

SPECIAL ORDERS OF BUSINESS

RECESS INTO CLOSED SESSION: City Council may move into a closed session pursuant to applicable law, including the Brown Act (Government Code Section §54960, et seq.) for purposes of conferring with City’s Real Property Negotiator; and/or conferring with City Attorney on potential and/or existing litigation; and/or discussing matters covered under Government Code Section §54957 (Personnel); and/or conferring with City’s Labor Negotiators.

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (GOV’T CODE §54956.9(D)(1): -2- MATTER(S)

1. Bonfield (retired Battalion Chief) v. City of El Segundo, Workers Compensation Claim No.:20-147561.
2. Donovan (retired Fire Chief) v. City of El Segundo, Workers Compensation Claim No.:21-15595.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code §54956.9(d) (2) and (3): -1- matter.

Initiation of litigation pursuant to Government Code §54956.9(c): -1- matter.

CONFERENCE WITH CITY’S LABOR NEGOTIATOR (GOV’T CODE §54957.6): -0- MATTER(S)

Employee Organizations: Fire Fighters Association (FFA), Police Officers Association (POA), and Supervisory Professional Employee Association (SPEA), and Professional Support Services Employee Association (PSSEA).

Representative: Irma Moisa Rodriguez, Alex Volberding, Laura Kelty, City Manager, Darrell George, and Human Resources Director, Rebecca Redyk.

6:00 PM – CONVENE OPEN SESSION – CALL TO ORDER / ROLL CALL

INVOCATION – Rabbi Dovid Lisbon, Jewish Community Center

PLEDGE OF ALLEGIANCE – Council Member Nicol

SPECIAL PRESENTATIONS

1. Introduction of Area G Disaster Management Area Coordinator, Brandy Villanueva
2. Candy Cane Lane Proclamation
3. 58th Annual Holiday Parade Proclamation

PUBLIC COMMUNICATIONS – (RELATED TO CITY BUSINESS ONLY – 5 MINUTE LIMIT PER PERSON, 30 MINUTE LIMIT TOTAL) *Individuals who have received value of \$50 or more to communicate to the City Council on behalf of another, and employees speaking on behalf of their employer, must so identify themselves prior to addressing the City Council. Failure to do so shall be a misdemeanor and punishable by a fine of \$250. While all comments are welcome, the Brown Act does not allow Council to take action on any item not on the agenda. The Council will respond to comments after Public Communications is closed.*

CITY MANAGER FOLLOW-UP COMMENTS – (Related to Public Communications)

Hyperion Water Reclamation Plant Update

A. PROCEDURAL MOTIONS

Read All Ordinances and Resolutions on the Agenda by Title Only

Recommendation -

Approval

B. CONSENT

4. City Council Meeting Minutes

Recommendation -

1. Approve Regular City Council meeting minutes of November 1, 2022, Special City Council meeting minutes (CCB Interviews) of November 7, 2022 and Regular City Council meeting minutes of November 15, 2022.

5. Warrant Demand Register for October 24, 2022 through November 20, 2022

Recommendation -

1. Ratify payroll and employee benefit checks; checks released early due to contracts or agreements; emergency disbursements and/or adjustments; and, wire transfers.
2. Approve Warrant Demand Register numbers 9A, 9B, 10A, and 10B: warrant numbers 3043032 through 3043397, and 9002700 through 9002727.

3. Alternatively, discuss and take other action related to this item.

6. **2021 State Homeland Security Program Subrecipient Grant**

Recommendation -

1. Authorize the acceptance of \$450,000 in grant funds from the 2021 State Homeland Security Program Subrecipient Grant Program.
2. Authorize the City Manager to sign an agreement with the County of Los Angeles who will serve as the grant administrator for the grant.
3. Alternatively, discuss and take other action related to this item.

7. **Additional Funding for the Purchase of Ten (10) Police Patrol Vehicles Due to a Price Increase**

Recommendation -

1. Approve additional funding for the purchase of ten (10) 2023 Ford Explorer Police Interceptor vehicles using funds from Asset Forfeiture to cover the unexpected price increase above the previously approved purchase price.
2. Authorize the City Manager to execute agreements and other documentation to effectuate the purchase.
3. Alternatively, discuss and take other action related to this item.

8. **Pension Obligation 115 Trust Funding Plan Administration and Portfolio Management**

Recommendation -

1. Adopt a Resolution authorizing the City Manager to execute agreements to transfer administration and investment management services of the City's Pension Stabilization Trust assets to Shuster Advisory Group, LLC ("Shuster"), transfer Trust assets to Charles Schwab Trust Bank ("Schwab") and name Alta Trust Company ("Alta") as the Directed Trustee.
2. Authorize the trustee and discretionary advisory services to be assigned to Alta Trust Company and Shuster Advisory Group, respectively.
3. Alternatively, discuss and take other action related to this item.

9. Ordinance Extending the Short-Term Home Share Pilot Program to December 31, 2023

Recommendation -

1. Waive second reading and adopt Ordinance to extend the Short-Term Home Sharing Rental Pilot Program until December 31, 2023.
2. Alternatively, discuss and take other action related to this item.

C. PUBLIC HEARINGS

D. STAFF PRESENTATIONS

10. Adoption of the Citywide Salary Schedule with Revisions through December 6, 2022

Recommendation -

1. Adopt a resolution amending the Citywide salary schedule with revisions through December 6, 2022.
2. Adopt a resolution establishing the basic salary range for the Lifeguard Trainee (part-time) and Communications Manager job classifications.
3. Alternatively, discuss and take other action related to this item.

11. Fiscal Year 2022-23 First Quarter Financial Review

Recommendation -

1. Receive and file FY 2022-23 first quarter financial review.
2. Alternatively, discuss and take other action related to this item.

E. COMMITTEES, COMMISSIONS AND BOARDS PRESENTATIONS

F. REPORTS - CITY CLERK

G. REPORTS - CITY TREASURER

12. Investment Portfolio Report for September 2022

Recommendation -

1. Receive and file the Investment Portfolio Report dated September 2022.
2. Alternatively, discuss and take other action related to this item.

H. REPORTS - COUNCIL MEMBERS

COUNCIL MEMBER GIROUX

COUNCIL MEMBER NICOL

COUNCIL MEMBER PIRSZTUK

MAYOR PRO TEM PIMENTEL

MAYOR BOYLES

I. REPORTS - CITY ATTORNEY

J. REPORTS/FOLLOW-UP - CITY MANAGER

CLOSED SESSION

The City Council may move into a closed session pursuant to applicable law, including the Brown Act (Government Code Section §54960, et seq.) for the purposes of conferring with the City's Real Property Negotiator; and/or conferring with the City Attorney on potential and/or existing litigation; and/or discussing matters covered under Government Code Section §54957 (Personnel); and/or conferring with the City's Labor Negotiators.

REPORT OF ACTION TAKEN IN CLOSED SESSION (if required)

MEMORIALS

ADJOURNMENT

POSTED:

DATE: December 1, 2022

TIME: 10:00 AM

BY: Tracy Weaver

Proclamation City of El Segundo, California

WHEREAS, Great and wonderful events are many times the inspiration of one person, like Ken Bailey, whose simple idea that a decorated tree be placed at the end of the cul-de-sac on the 1200 Block of East Acacia Avenue in celebration of a neighborhood Christmas in 1949, is 73 years later an annual holiday tradition in El Segundo, worthy of national media coverage, and known as *Candy Cane Lane*; and

WHEREAS, *Candy Cane Lane* features Santa Claus arriving on top of a horn-blowing El Segundo Fire Engine to light the beautifully decorated homes on *Candy Cane Lane*. Unfortunately, this year Santa will immediately be returning to the North Pole after he lights up the lane due to COVID 19 safety protocols.

WHEREAS, Homes, yards and trees are brightly decorated while property owners dress up their homes for all the oohs and aahs and the tradition of *Candy Cane Lane*. A few good merry men of *Candy Cane Lane*, have given their merry Ho, Ho, Ho's, year after year, in the Santa suit donated by Chevron. A big thanks to Spring Cleaners for generously making sure Santa's suit is sparkling for the season. The El Segundo Police Department, the El Segundo Volunteer Program and the El Segundo Recreational Park Department Heads who make sure the crowds maneuver down the Lane in a safe and orderly fashion; and

WHEREAS, Least we forget, we herein list the names of the folks that are synonymous with *Candy Cane Lane*: Eyres, Klingamans, Stocks, Eskin & Saleh, McEwan, Lees, Moores, Turnbills, McCulloughs, de Lambertye, Guidone, Laughlin & Barre, Mitchells, Gans, Hudspeths, Harts, Doukakis's, Brunnenkants, Phillips, Stosser & Szeto, Rogers, Kehls, Wongs, Schlendering, Wisiniakowski, Armacost & Hoggs.

NOW, THEREFORE, on this 6th day of December 2022, the Mayor and Members of the City Council of the City of El Segundo, California, proclaim the 1200 Block of East Acacia Avenue as *CANDY CANE LANE* from December 10, 2022 at 7:00 p.m., through December 23, 2022 and invite the young and young at heart to experience the wonders of this El Segundo holiday tradition.



Handwritten signature of Mayor Drew Boyles.

Mayor Drew Boyles

Mayor Pro Tem Chris Pimentel

Council Member Scot Nicol

Council Member Carol Pirsztuk

Council Member Lance Giroux

Proclamation

City of El Segundo, California

WHEREAS, The El Segundo Chamber of Commerce has given El Segundo the Annual Holiday Parade for the past 58 years, a tradition which both celebrates El Segundo and calls forth the Holiday Season; and

WHEREAS, The parade, to be held Sunday, December 11, 2022 from 1:00 p.m. to 3:00 p.m., with a theme of A Groovy Holiday, will assemble on the corner of Imperial Avenue and Main, and continue down Main Street, disbanding at El Segundo Boulevard; and

WHEREAS, The parade will start with the Grand Marshall, end with the traditional Grand Finale - the Chevron Fire Truck, bringing Santa Claus through downtown El Segundo, and in between, the crowds will be treated to a few surprises.

NOW, THEREFORE, the Mayor and Members of the City Council of the City of El Segundo, California, do hereby proclaim Sunday, December 11, 2022, as the 58th Annual El Segundo Holiday Parade, and invite the community to all the traditional El Segundo holiday events and wish the Chamber of Commerce many more years of marching down Main Street.



Mayor Drew Boyles

*Mayor Pro Tem Chris Pimentel
Council Member Scot Nicol*

*Council Member Carol Pirsztuk
Council Member Lance Giroux*

MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, NOVEMBER 1, 2022

CLOSED SESSION – Mayor Boyles called to order at 4:00 PM.

ROLL CALL

Mayor Boyles - Present
Mayor Pro Tem Pimentel - Present
Council Member Pirsztuk - Present
Council Member Nicol - Present
Council Member Giroux - Present

PUBLIC COMMUNICATION – (Related to City Business Only – 5-minute limit per person, 30-minute limit total) None

SPECIAL ORDER OF BUSINESS:

1. Appoint Laura Kalty to the City's Labor Negotiations Team for the Fire Fighters' Association Negotiations

MOTION by Council Member Pirsztuk, SECONDED by Council Member Nicol appointing Laura Kalty to the City's Labor Negotiation Team for the Fire Fighters' Association. MOTION PASSED BY UNANIMOUS VOTE. 5/0

2. Appoint Alex Volberding to the City's Labor Negotiations Team for Police Services Employees Association and Professional Services Employee Association

MOTION by Council Member Giroux, SECONDED by Mayor Pro Tem Pimentel appointing Alex Volberding to the City's Labor Negotiations Team for Police Services Employees Association and Professional Services Employee Association. MOTION PASSED BY UNANIMOUS VOTE. 5/0

Mayor Boyles announced that Council would be meeting in closed session pursuant to the items listed on the Agenda.

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (GOV'T CODE §54956.9(D)(1): -1- MATTER(S)

Breck Slover (Retired Fire Fighter) v. City of El Segundo, Workers Compensation Appeals Board Case No. ADJ12808178

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code §54956.9(c): -1- matter

CONFERENCE WITH CITY'S LABOR NEGOTIATOR (GOV'T CODE §54957.6): -4-MATTER(S)

Employee Organizations: Fire Fighters' Association (FFA), Police Officers' Association (POA), Supervisory Professional Employee Association (SPEA), and Professional Support Services Employee Association (PSSEA).

Agency Designated Representative: Irma Moisa Rodriguez, City Manager, Darrell George, and Human Resources Director, Rebecca Redyk

Recessed at 5:50 PM

OPEN SESSION – Mayor Boyles called to order at 6:00 PM

ROLL CALL

Mayor Boyles	-	Present
Mayor Pro Tem Pimentel	-	Present
Council Member Pirsztuk	-	Present
Council Member Nicol	-	Present
Council Member Giroux	-	Present

INVOCATION – Father Alexei Smith, St. Andrew Russian Catholic Church

PLEDGE OF ALLEGIANCE – Council Member Pirsztuk

SPECIAL PRESENTATIONS:

3. Proclamation read by Mayor Pro Tem Pimentel, proclaiming November 14, 2022 through December 16, 2022 as the Spark of Love Toy Drive was presented to Battalion Chief Snow.
4. Commendation read by Council Member Nicol recognized El Segundo residents for their outstanding efforts addressing the community impact of Hyperion. Corrie Zupo accepted on behalf of the residents.
5. Proclamation read by Council Member Pirsztuk, proclaiming November 2022 as Family Court Awareness Month.

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5-minute limit per person, 30-minute limit total)

Julie Holop, resident, commented on item #D13, and the need for teen space for those 12 years and older.

Steve Wood, resident, thanked the City for making El Segundo the official home of Lacrosse in the West and asked Council to reappoint him to the DEI committee.

Mona Eisman, resident, commented on the Home Share pilot program.

Samantha Lee, resident, commented on the browning out of Engine 32.

CITY MANAGER FOLLOW-UP COMMENTS:

Mentioned the Home Share Pilot Program discussion will be on the November 15, 2022 agenda. Also stated, that Engine 32 will be at a Station and able to deploy if needed for an emergency.

Gave an update on the Hyperion Water Reclamation Plant.

A. Read all Ordinances and Resolutions on the Agenda by Title Only.

MOTION by Council Member Giroux, SECONDED by Council Member Nicol to read all ordinances and resolutions on the agenda by title only. MOTION PASSED BY UNANIMOUS VOTE. 5/0

C. PUBLIC HEARINGS: *(Moved forward on the agenda due to time)*

Mayor Pro Tem Pimentel recused himself due to possible conflict of interest with his employer.

12. Resolution Approving the Vacation of Hornet Way Street from Imperial Highway to 118th Street
(Fiscal Impact: None)

Mayor Boyles stated this was time and place for a Public Hearing regarding a resolution approving the vacation of Hornet Way Street from Imperial Highway to 118th Street.

Clerk Weaver stated that proper notice had been given in a timely manner and that no written communication had been received in the City Clerk's office.

Elias Sassoon, Public Works Director, Mike Tutelian and Mike Racine with Hackman Capital Partners reported and answered questions regarding the item.

Public Input:

Mike Racine, Executive Vice President, Hackman Capital Partners, commented on the item.

MOTION by Council Member Pirsztuk, SECONDED by Council Member Giroux to close the public hearing. MOTION PASSED BY UNANIMOUS VOTE. 5/0

Council Discussion

Mark Hensley, City Attorney read by title only:

RESOLUTION NO. 5372

A RESOLUTION ORDERING THE VACATION OF HORNET WAY
PURSUANT TO STREETS AND HIGHWAY CODE SECTION
8300 ET SEQ. AND RESERVING CERTAIN UTILITY EASEMENTS.

EL SEGUNDO CITY COUNCIL MEETING MINUTES
NOVEMBER 1, 2022
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MOTION by Council Member Nicol, SECONDED by Council Member Pirsztuk approving Resolution No. 5372. MOTION PASSED BY UNANIMOUS VOTE. 4/0

Mayor Pro Tem Pimentel returned to the dais.

B. CONSENT:

6. Approve regular City Council meeting minutes of October 18, 2022.
(Fiscal Impact: None)
7. Approve warrants demand register for October 3, 2022 through October 16, numbers 7B and 8A, warrant numbers 3042706 through 3042922 and 9002665 through 9002697. Ratify Payroll and employee benefit Checks; Checks released early due to contracts or agreement; Emergency disbursements and/or adjustments; and, Wire transfers.
(Fiscal Impact: \$4,772,296.22 (\$1,102,088.65 in check warrants and \$3,670,207.57 in wire warrants))
8. Authorize the City Manager to execute Contract Amendment No. 2772B with Wittman Enterprises, LLC to expand the scope of services and increase the total contract amount to \$80,000.
(Fiscal Impact: \$80,000 included in FY 2022-23 Budget)
9. Authorize the City Manager to execute Contract Amendment No. 5841A with DownSteam, Inc. for an additional \$169,605.23 for on-call pump station repair services.
(Fiscal Impact: \$300,000 included in FY 2022-23 Budget)
10. Authorize the City Manager to execute Standard Public Works Contract Amendment No. 6212A with Union Construction Company for \$133,464.20 for a fire alarm system in City Hall and authorize an additional \$10,000 as contingency funds for potential unforeseen conditions. (Project No. PW 21-11)
(Fiscal Impact: \$937,989.20 (\$143,464.20 in FY 2022-23 & \$794,545 from FY 2021-22)
11. Approve Agreement Amendment No. 5219B with Van Lingen Towing to extend the term for two years (with an option to extend for an additional two years) to provide towing and storage services and waiver bidding requirements pursuant to El Segundo Municipal Code§ 1-7-9(A).
(Fiscal Impact: Approximately \$17,500 in annual revenue)

MOTION by Council Member Giroux, SECONDED by Council Member Pirsztuk approving Consent Agenda items 6, 7, 8, 9, 10, and 11. MOTION PASSED BY UNANIMOUS VOTE. 5/0

D. STAFF PRESENTATIONS:

- 13. Phase One Improvements of Recreation Park
(Fiscal Impact: The estimated cost to implement all of the proposed Phase One improvements is \$5,000,000-\$8,000,000. The adopted FY 2022-2023 Capital Improvement Program includes a \$1,000,000 reserve for Recreation Park projects to be determined. In addition, there is \$750,000 in carryover appropriations for the Teen Center, Skate Park, and Basketball Court improvements. The City also has allocated approximately \$500,000 in Measure A funds that expire in 2024 to be utilized for park improvements. Final funding will be determined and presented to Council following development a master plan of improvements based on Council direction)

Aly Mancini, Recreation, Parks and Library Director gave a presentation and answered Council’s questions.

Council Discussion – The following is part of the discussion that occurred;

- Project 1A – Renovation of the Teen Plaza including: Teen Center, Basketball Court and Skatepark is first priority
- Include design fees in overall budget
- Hire a project manager to oversee project
- Factors to consider; functionality, utilization, cost, and timeline
- Irrigation; establish timeline with field schedules
- Round table with staff to understand priorities, usage, needs and timelines

- 14. Fire Department Automatic and Mutual Aid Report
(Fiscal Impact: Through the local reciprocal mutual aid agreements, each agency is responsible for their own costs. When the El Segundo Fire Department ("ESFD") responds to a mutual aid request in the state as part of a strike team, the City is reimbursed by the agency having jurisdiction for overtime and apparatus costs, plus a ten percent administrative fee.)

Deena Lee, Fire Chief gave a presentation and answered Council’s questions.

David Stone, Region 1 Coordinator reported on the item.

Council Discussion

Council consensus to receive and file the report.

- 15. Ordinance Amending El Segundo Municipal Code Title 13 to Adopt by Reference, with Certain Local Amendments, Parts 2, 2.5, 3, 4, 5, 6, 8, 9, 10, and 11 the 2022 California Building Standards Code; the 2021 International Property Maintenance and Swimming Pool and Spa Codes; and the 2021 Uniform Solar, Hydronics, and Geothermal Code
(Fiscal Impact: \$25,000 for contract services with JAS Pacific, included in the Adopted FY 22-23 Budget)

Siavosh Poursabahian, PE, SE, ECE | Building Official and Nicole Pesqueira, Fire Marshal gave a presentation and answered Council's questions.

Raj Patel, President of JAS Pacific, consultant for the City, was available to answer questions.

Council Discussion

Mark Hensley, City Attorney, read by title only;

ORDINANCE NO. 1641

AN ORDINANCE ADOPTING THE 2022 EDITION OF THE CALIFORNIA BUILDING CODE, 2022 CALIFORNIA RESIDENTIAL CODE, 2022 CALIFORNIA ELECTRICAL CODE, 2022 MECHANICAL CODE, 2022 CALIFORNIA PLUMBING CODE, 2022 CALIFORNIA ENERGY CODE, 2022 CALIFORNIA FIRE CODE, 2022 CALIFORNIA HISTORICAL BUILDING CODE, 2022 CALIFORNIA EXISTING BUILDING CODE, 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE, 2021 INTERNATIONAL SWIMMING POOL AND SPA CODE, 2021 INTERNATIONAL PROPERTY MAINTENANCE CODE, 2021 SOLAR, HYDRONIC, AND GEOTHERMAL CODE, WITH CERTAIN APPENDICES AND AMENDMENTS AND AMENDING THE EL SEGUNDO MUNICIPAL CODE TO REFLECT SUCH ADOPTION.

Council Member Pirsztuk introduced the Ordinance.

Mark Hensley, City Attorney read by title only;

RESOLUTION NO. 5373

A RESOLUTION MAKING EXPRESS FINDINGS AND DETERMINATIONS SUPPORTING CITY MODIFICATIONS TO THE CALIFORNIA BUILDING STANDARDS CODE BECAUSE OF LOCAL CLIMATIC, GEOLOGICAL OR TOPOGRAPHICAL CONDITIONS

MOTION by Mayor Pro Tem Pimentel, SECONDED by Council Member Nicol adopting Resolution No. 5373. MOTION PASSED BY UNANIMOUS VOTE. 5/0

Public Hearing is scheduled for November 15, 2022 for the second reading and adoption of the Ordinance.

E. COMMITTEES, COMISSIONS AND BOARDS PRESENTATIONS: None

F. REPORTS – CITY CLERK – Announced Ballot Box is open and the County is collecting ballots daily, and the Teen Center Vote Center will open Saturday, November 5th and will be open from 10:00 am – 7:00 pm through November 7th and Election Day, November 8th will be open from 7:00 am – 8:00 pm. Mentioned there are 5 candidates vying for 2 open seats on the Council and along with voting for Council Members, the public will be voting on 3 measures; Measure BT, Measure Y and Measure W.

G. REPORTS – CITY TREASURER – Not present

H. REPORTS – COUNCIL MEMBERS

Council Member Giroux – Mentioned the 2nd round in CIF for Boy's Water Polo will take place in Costa Mesa on Thursday, November 3, 2022. Wished good luck to the team.

Council Member Nicol – Mentioned he was happy to see the Halloween crowds back, sign that we are moving on from the pandemic. Thanked the town for embracing the holiday.

Council Member Pirsztuk – Thanked Public Works and Elias Sassoon, Director, for lighting the Water Tower for Halloween and other holidays, thanked the Police Department for their spirit (a skeleton was riding shot gun in a patrol car on Halloween Eve!) and thanked the Parks Department for a successful Halloween Frolic.

Mayor Pro Tem Pimentel – Attended the Sanitation District meeting and gave an update, will participate in Co-Mobility panel, and met with the Governor's Special Advisor on Infrastructure with regards to the Infrastructure and Jobs Act and discussed regional projects.

Mayor Boyles – Attended the SBCOG meeting, toured a new company today, Morpheus Space, mentioned Darrell George attended a US Climate Association meeting, had a call with the head of LA Airforce Partnerships regarding building partnerships with City's and will work with Colonel Walsh in setting a long lasting legacy and met with Holly Mitchell's staff regarding a program to assist disadvantaged youth learn to swim, surf and row.

I. REPORTS – CITY ATTORNEY – No report

J. REPORTS/FOLLOW-UP – CITY MANAGER – No report

MEMORIALS – None

Adjourned at 9:03 PM

Tracy Weaver, City Clerk

SPECIAL MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
MONDAY, NOVEMBER 7, 2022 – 3:00 PM

CALL TO ORDER- Mayor Boyles Pimentel at 3:00 PM

ROLL CALL

Mayor Boyles	-	Present
Mayor Pro Tem Pimentel	-	Present via teleconferencing at 3:04 PM
Council Member Pirsztuk	-	Present
Council Member Nicol	-	Present
Council Member Giroux	-	Present

PUBLIC COMMUNICATION – (Related to City Business Only – 5-minute limit per person, 30-minute limit total) None

SPECIAL ORDER OF BUSINESS:

1. Conduct Environmental Committee and Capital Improvement Project Advisory Committee (CIPAC) Interviews

Council conducted interviews and Council consensus appointed the following to the Environmental Committee; Dennis Falk, Tracey Miller-Zarneke and Shannon O'Toole to full terms expiring October 31, 2025 and Kevin Butler and Kevin Atmore to partial terms expiring October 31, 2024 and appointed the following to the Capital Improvement Project Advisory Committee (CIPAC); Jerome Scott and Eric Kari to full terms expiring October 31, 2025, Mike Rotolo and Leif Johnson to partial terms expiring October 31, 2024 and Conni Pallino to a partial term expiring October 31, 2023.

Council will announce the appointments at the 6:00 PM, November 15, 2022 regular City Council meeting.

ADJOURNMENT at 5: 13 PM

Tracy Weaver, City Clerk

MEETING MINUTES OF THE EL SEGUNDO CITY COUNCIL
TUESDAY, NOVEMBER 15, 2022

CLOSED SESSION – Mayor Pro Tem Pimentel called to order at 4:00 PM.

ROLL CALL

Mayor Boyles - Present via teleconferencing
Mayor Pro Tem Pimentel - Present
Council Member Pirsztuk - Present
Council Member Nicol - Present
Council Member Giroux - Present

PUBLIC COMMUNICATION – (Related to City Business Only – 5-minute limit per person, 30-minute limit total) None

SPECIAL ORDER OF BUSINESS:

Mayor Pro Tem Pimentel announced that Council would be meeting in closed session pursuant to the items listed on the Agenda.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code §54956.9(c): -2- matter

CONFERENCE WITH CITY'S LABOR NEGOTIATOR (GOV'T CODE §54957.6): -4-MATTER(S)

Employee Organizations: Police Officers' Association (POA)

Agency Designated Representative: Irma Moisa Rodriguez, City Manager, Darrell George, and Human Resources Director, Rebecca Redyk

Recessed at 5:50 PM

OPEN SESSION – Mayor Pro Tem Pimentel called to order at 6:05 PM

ROLL CALL

Mayor Boyles - Present via teleconferencing
Mayor Pro Tem Pimentel - Present
Council Member Pirsztuk - Present
Council Member Nicol - Present
Council Member Giroux - Present

INVOCATION – Pastor Rob McKenna, The Bridge Church

PLEDGE OF ALLEGIANCE – Council Member Giroux

SPECIAL PRESENTATIONS:

1. Proclamation read by Council Member Nicol proclaiming November 13 – 19, 2022 as “United Against Hate Week. Avery Smith, DEI Committee member accepted the Proclamation.

PUBLIC COMMUNICATIONS – (Related to City Business Only – 5-minute limit per person, 30-minute limit total) None

CITY MANAGER FOLLOW-UP COMMENTS:

- A. Read all Ordinances and Resolutions on the Agenda by Title Only.

MOTION by Council Member Giroux, SECONDED by Council Member Nicol to read all ordinances and resolutions on the agenda by title only. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

B. CONSENT:

2. Approve warrants demand register for October 17, 2022 through October 23, 2022 numbers 8B, warrant numbers 3042923 through 3043031 and 9002698 through 9002699. Ratify Payroll and employee benefit Checks; Checks released early due to contracts or agreement; Emergency disbursements and/or adjustments; and, Wire transfers.
(Fiscal Impact: \$1,085,684.37 (\$446,254.00 in check warrants and \$639,430.37 in wire warrants))
3. Accept the Fire Stations 1 and 2 Floor Replacement by Floor Covering Unlimited, Inc. as complete, authorize the City Clerk to file a Notice of Completion with the County Recorder’s Office and authorize an increase in the construction contingencies by \$5,949 from \$6,321 to \$12,270. (Project No. PW 22-03)
(Fiscal Impact: Included in the FY 2021-22 Budget and FY2022-23 Budget, the project cost is \$90,949 in Fire Dept. Development Fees)
4. Authorize the City Manager to execute Standard Public Works Contract No. 6535 with Downstream Services, Inc. in the amount of \$249,378.00 for the Imperial Sewer Flume and Sand Hill Flume Rehabilitation, with an additional \$35,622.00 contingency fund for potential unforeseen conditions and associated work.
(Project No. PW 22-16)
(Fiscal Impact: \$285,000 included in FY 2022-23 Budget)
5. Adopt Resolution No. 5374 to continue the City’s utilization of relaxed teleconferencing requirements under the Brown Act.
(Fiscal Impact: None)

MOTION by Council Member Nicol, SECONDED by Mayor Pro Tem Pimentel approving Consent Agenda items 2, 3, 4, and 5. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

C. PUBLIC HEARINGS:

6. Adoption of the Revised 2021-2029 Housing Element
(Fiscal Impact: There is no direct fiscal impact associated with the adoption of the 2021-2029 Housing Element. The adoption of the Housing Element includes several programs and policies to be implemented between 2021 and 2029. Implementation of these policies and programs would require staff time or the procurement of professional services. Any costs associated with the implementation of these programs and policies would be incorporated into the City's operational budget each year for City Council consideration and approval)

Mayor Pro Tem Pimentel stated this was time and place for a Public Hearing regarding adopting a resolution the Revised 2021-2029 Housing Element (6th Cycle).

Clerk Weaver stated that proper notice had been given in a timely manner and that no written communication had been received in the City Clerk's office.

Michael Allen, AICP, Community Development Director introduced the item.

Veronica Tam, AICP, with Veronica Tam and Associates, Inc. gave a presentation and answered Council's questions regarding the item.

Public Input: None

MOTION by Council Member Pirsztuk, SECONDED by Council Member Giroux to close the public hearing. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

Council Discussion

Mark Hensley, City Attorney read by title only:

RESOLUTION NO. 5375

A RESOLUTION OF THE CITY COUNCIL APPROVING ENVIRONMENTAL ASSESSMENT NO. EA-1271 AND ADOPTING GENERAL PLAN AMENDMENT NO. 19-04 (2021-2029 HOUSING ELEMENT) TO AMEND THE HOUSING ELEMENT OF THE EL SEGUNDO GENERAL PLAN.

MOTION by Council Member Giroux, SECONDED by Council Member Nicol, adopting Resolution No. 5375. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

7. Ordinance Amending El Segundo Municipal Code Title 13 to Adopt by Reference, with Certain Local Amendments, Parts 2, 2.5, 3, 4, 5, 6, 8, 9, 10, and 11 of the 2022 California Building Standards Code; the 2021 International Property Maintenance and Swimming Pool and Spa Codes; and the 2021 Uniform Solar, Hydronics, and Geothermal Code and Resolution Justifying Local Amendments
(Fiscal Impact: \$25,000 included in the FY 22-23 Budget)

Mayor Pro Tem Pimentel stated this was the time and place for a Public Hearing to consider an ordinance to amend El Segundo Municipal Code Title 13 to adopt by reference, with certain local amendments, Parts 2, 2.5, 3, 4, 5, 6, 8, 9, 10, and 11 of the 2022 California Building Standards Code; the 2021 International Property Maintenance and Swimming Pool and Spa Codes; and the 2021 Uniform Solar, Hydronics, and Geothermal Code.

Clerk Weaver stated that proper notice had been given in a timely manner and that no written communication had been received in the City Clerk's office.

Michael Allen, AICP, Community Development Director introduced and reported on the item.

Nicole Pesqueira, Fire Marshal and Siavosh Poursabahian were available to answer questions.

Public Input: None

MOTION by Council Member Nicol, SECONDED by Council Member Giroux to close the public hearing. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

Council Discussion

Mark Hensley, City Attorney read by title only:

ORDINANCE NO. 1641

AN ORDINANCE ADOPTING THE 2022 EDITION OF THE CALIFORNIA BUILDING CODE, 2022 CALIFORNIA RESIDENTIAL CODE, 2022 CALIFORNIA ELECTRICAL CODE, 2022 MECHANICAL CODE, 2022 CALIFORNIA PLUMBING CODE, 2022 CALIFORNIA ENERGY CODE, 2022 CALIFORNIA FIRE CODE, 2022 CALIFORNIA HISTORICAL BUILDING CODE, 2022 CALIFORNIA EXISTING BUILDING CODE, 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE, 2021 INTERNATIONAL SWIMMING POOL AND SPA CODE, 2021 INTERNATIONAL PROPERTY MAINTENANCE CODE, 2021 SOLAR, HYDRONIC, AND GEOTHERMAL CODE, WITH CERTAIN APPENDICES AND AMENDMENTS AND AMENDING THE EL SEGUNDO MUNICIPAL CODE TO REFLECT SUCH ADOPTION.

MOTION by Council Member Giroux, SECONDED by Council Member Nicol, adopting Ordinance No. 1641. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

EL SEGUNDO CITY COUNCIL MEETING MINUTES
NOVEMBER 15, 2022
PAGE 4

8. Ordinance to Permanently Allow and Regulate Short-Term Home Sharing (Fiscal Impact: Since implementation of the Home Share Pilot Program, a total of \$7,546.25 has been collected from permit and licensing fees, and approximately \$25,000 has been collected from Transient Occupancy Tax (TOT). Finance staff anticipates that by the end of the pilot program, the City will have received a total of \$52,628.23 from permit fees, licensing fees and TOT between October 1, 2021 and December 31, 2022. Ongoing enforcement and management of home sharing is absorbed by the annual operating budget for Community Development and Finance Departments.

Mayor Pro Tem Pimentel stated this was the time and place for a Public Hearing to waive first reading and introduce an ordinance for Environmental Assessment No. 1180 and Zone Text Amendment No. 22-01 amending Title 4, Chapter 16 (Home Sharing Permit) and Title 15 (Zoning Regulations) of the El Segundo Municipal Code to find the ordinance is exempt from further environmental review pursuant to 14 California Code of Regulations § 15306 and permanently allow short-term home sharing rentals in the City's residential zones through a Short-term Home Sharing Permit.

Clerk Weaver stated that proper notice had been given in a timely manner and that written communication had been received in the City Clerk's office.

Michael Allen, AICP, Community Development Director introduced the item.

Eduardo Schonborn, Planning Manager gave a presentation.

Public Input:

Mona Eisman, resident, commented on the Short-term Home Sharing pilot program.

Jeff Schuh, resident, stated not in favor of whole house sharing.

MOTION by Council Member Pirsztuk, SECONDED by Council Member Giroux to close the public hearing. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

Council Discussion

Council continued the meeting while the City Attorney and the Community Development department

The following edits were made to the Ordinance;

Section 4

Add: "C. The Council has determined that it is necessary to continue the short-term home sharing pilot and temporary program for another twelve months for purpose of gathering additional information regarding the impacts of the program and to study the appropriate methods and penalties for individuals engaging in unlawful short term rental activities in the residential areas to the City."

Section 5

Put deleted language back in the ordinance.

Section 6

Add: "A. The permits issued pursuant to 4-16-4 shall expire on December 31, 2023, unless they are terminated earlier pursuant to 4-16-11 or for any failure to comply with applicable laws and regulations." and re-letter Section A. to Section B.

Section 7

Put deleted language back in but take out the language "or 15 months after it starts" and replace with "December 31, 2023."

Sections 10.J, 1.1D, and 12.H

Insert the following language at the end of these sections: "This subsection will automatically sunset on December 31, 2023."

Mark Hensley, City Attorney read by title only as amended:

ORDINANCE NO. 1642

AN ORDINANCE OF THE CITY OF EL SEGUNDO AMENDING TITLE 4 CHAPTER 16 (HOME SHARING PERMIT) AND TITLE 15 (ZONING REGULATIONS) OF THE EL SEGUNDO MUNICIPAL CODE TO EXTEND SHORT-TERM HOME SHARING RENTALS PILOT PROGRAM IN THE CITY'S RESIDENTIAL ZONES THROUGH A SHORT-TERM HOME SHARING PERMIT.

Council Member Pirsztuk introduced the Ordinance as amended.

Possible adoption of the Ordinance is scheduled for the regular City Council meeting on December 6, 2022.

D. STAFF PRESENTATIONS:

9. Amendment to City Contributions for CalPERS Medical Premiums (Fiscal Impact: Funding for action related to the previously approved El Segundo City Employees' Association ("CEA") Memorandum of Understanding ("MOU") for calendar year 2023 is incorporated in the adopted FY 2022-2023 Citywide Budget. The fiscal impact of the medical contribution for Unrepresented Hourly Employees considered full-time under the Affordable Care Act ("ACA") is dependent upon the number of employees who accept the offer of coverage. The estimated maximum fiscal impact for calendar year 2023 is projected to be approximately \$24,150. Sufficient funding is included in the adopted FY 2022-2023 Citywide Budget)

Amanda Elek-Truman, Human Resources Manager reported on the item.

Council Discussion

Mark Hensley, City Attorney read by title only;

RESOLUTION NO. 5376

FIXING THE EMPLOYER CONTRIBUTION
UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION
003 CITY EMPLOYEES' ASSOCIATION

MOTION by Council Member Giroux, SECONDED by Council Member Nicol, adopting Resolution No. 5376. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

Mark Hensley, City Attorney read by title only;

RESOLUTION NO. 5377

FIXING THE EMPLOYER CONTRIBUTION
UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
AT AN EQUAL AMOUNT FOR EMPLOYEES
WITH RESPECT TO 009 UNREPRESENTED HOURLY EMPLOYEE GROUP

MOTION by Council Member Nicol, SECONDED by Mayor Pro Tem Pimentel, adopting Resolution No. 5377. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

10. Rescission of Notice of Intent to Withdraw from the Independent Cities Risk Management Authority Insurance Risk Pool
(Fiscal Impact: None)

Hank Lu, Risk Manager reported on the item.

Council Discussion

Mark Hensley, City Attorney read by title only;

RESOLUTION NO. 5378

A RESOLUTION AUTHORIZING THE CITY MANAGER TO RESCIND THE CITY'S
WRITTEN NOTICE OF INTENT TO WITHDRAW FROM THE INDEPENDENT CITIES
RISK MANAGEMENT AUTHORITY.

MOTION by Council Member Pirsztuk, SECONDED by Council Member Giroux, adopting Resolution No. 5378. MOTION PASSED BY UNANIMOUS VOICE VOTE. 5/0

11. Multi-Family Residential (R-3) Zone Potential Redevelopment Study Findings
(Fiscal Impact: None)

Michael Allen, AICP, Community Development Director introduced the item.

Darrin Smith and Rod Hall with Economic & Planning Systems gave a presentation.

Council Discussion

Council consensus to receive and file the report.

Per consensus Council directed staff to continue moving forward in developing standards and amendments, developing density with in varying ranges and continuing to next steps of analysis in rezoning.

E. COMMITTEES, COMISSIONS AND BOARDS PRESENTATIONS:

12. Announce Appointments to the Environmental Committee and Capital Improvement Program Advisory Committee
(Fiscal Impact: None)

Mayor Pro Tem Pimentel announced the following appointments to the Environmental Committee; Dennis Falk, Tracey Miller-Zarneke and Shannon O'Toole to full terms ending October 31, 2025 and Kevin Butler and Kevin Atmore to partial terms ending October 31, 2024 and to the Capital Improvement Program Advisory Committee (CIPAC); Jerome Scott and Eric Kari to full terms ending October 31, 2025 and Mike Rotolo and Leif Johnson to partial terms ending October 31, 2024 and Conni Pallino to a partial term ending October 31, 2023.

F. REPORTS – CITY CLERK –

13. 2023 City Council Meeting Calendar
(Fiscal Impact: None)

City Clerk, Tracy Weaver reported on the item.

Council Discussion

MOTION by Council Member Nicol, SECONDED by Mayor Boyles approving Option C. MOTION PASSED BY VOICE VOTE. 3/2 YES: Boyles Pimentel Nicol NO: Giroux Pirsztuk

****If a meeting is needed during the recess, Council will reinstate a meeting date as needed****

G. REPORTS – CITY TREASURER – Not present

H. REPORTS – COUNCIL MEMBERS

Council Member Giroux – No report

Council Member Nicol – No report

Council Member Pirsztuk – Asked staff to consider a project manager for the Park re-development; plunge re-design, fields irrigation design and Teen Center/Skatepark re-development. Wished everyone

Mayor Pro Tem Pimentel – Asked the City Manager and Council to revisit a letter to LA County Board of Supervisors and/or Metro regarding Land Banking and how it is run at the County level, there are two propositions regarding this item. Will be attending the Sanitation meeting this week and attended Transportation meeting and gave an update.

Mayor Boyles – Attended the “Salute to the Military” Event and attended the LAEDC Eddy Awards where the City of El Segundo was awarded the “Most “Business Friendly City.”

- I. REPORTS – CITY ATTORNEY – No report
- J. REPORTS/FOLLOW-UP – CITY MANAGER – Gave an update on the Hyperion Wastewater Reclamation Plant.

MEMORIALS – Adjourned in memory of Bill Bue, long time resident and former El Segundo Mayor.

Adjourned at 9:12 PM

Tracy Weaver, City Clerk



City Council Agenda Statement

Meeting Date: December 6, 2022

Agenda Heading: Consent

Item Number: B.5

TITLE:

Warrant Demand Register for October 24, 2022 through November 20, 2022

RECOMMENDATION:

1. Ratify payroll and employee benefit checks; checks released early due to contracts or agreements; emergency disbursements and/or adjustments; and, wire transfers.
2. Approve Warrant Demand Register numbers 9A, 9B, 10A, and 10B: warrant numbers 3043032 through 3043397, and 9002700 through 9002727.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The warrants presented were drawn in payment of demands included within the FY 2022-2023 Adopted Budget. The total of \$6,850,250.38 (\$2,332,573.21 in check warrants and \$4,517,677.17 in wire warrants) are for demands drawn on the FY 2022-2023 Budget.

BACKGROUND:

California Government Code Section 37208 provides General Law cities flexibility in how budgeted warrants, demands, and payroll are audited and ratified by their legislative body. Pursuant to Section 37208 of the California Government Code, warrants drawn in payments of demands are certified by the City's Chief Financial Officer and City Manager as conforming to the authorized expenditures set forth in the City Council adopted budget need not be audited by the City Council prior to payment, but may be presented to the City Council at the first meeting after delivery.

In government finance, a warrant is a written order to pay that instructs a federal, state, county, or city government treasurer to pay the warrant holder on demand or after a specific date. Such warrants look like checks and clear through the banking system like

Warrant Demand Register

December 6, 2022

Page 2 of 2

checks. Warrants are issued for payroll to individual employees, accounts payable to vendors, to local governments, and to companies or individual taxpayers receiving a refund.

DISCUSSION:

The attached Warrants Listing delineates the warrants that have been paid for the period identified above. The Chief Financial Officer certifies that the listed warrants were drawn in payment of demands conforming to the adopted budget and that these demands are being presented to the City Council at its first meeting after the delivery of the warrants.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5B: El Segundo approaches its work in a financially strategic and responsible way.

PREPARED BY:

Liz Lydic, Management Analyst

REVIEWED BY:

Joseph Lillio, Chief Financial Officer

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Register 9a summary
2. Register 9b summary
3. Register 10a summary
4. Register 10b summary

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3043032 - 30423137
9002700 - 9002700

DATE OF APPROVAL: AS OF 11/15/2022

REGISTER # 9A

001	GENERAL FUND	281,718.17
003	EXPENDABLE TRUST FUND - OTHER	8,000.00
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	7,591.53
110	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	72,922.55
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	87.94
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
120	C. O. P. S. FUND	-
121	FEMA	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	AP/ CUPA PROGRAM OVERSIGHT SURCHARGE	-
127	MEASURE "M"	10,324.84
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	3,052.00
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	80,665.22
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	33,118.00
502	WASTEWATER FUND	2,361.63
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	178,699.95
602	LIABILITY INSURANCE	-
603	WORKERS COMP. RESERVE/INSURANCE	-
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	276.66
704	CULTURAL DEVELOPMENT	-
708	OUTSIDE SERVICES TRUST	7,400.00

TOTAL WARRANTS

\$ 666,198.49

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Director of Finance's office in the City of El Segundo.

I certify as to the accuracy of the Demands and the availability of fund for payment thereof.

For Approval: Regular checks held for City council authorization to release.

CODES:

R = Computer generated checks for all non-emergency/urgency payments for materials, supplies and services in support of City Operations

For Ratification:

A = Payroll and Employee Benefit checks

AP - U = Computer generated Early Release disbursements and/or adjustments approved by the City Manager. Such as: payments for utility services, petty cash and employee travel expense reimbursements, various refunds, contract employee services consistent with current contractual agreements, instances where prompt payment discounts can be obtained or late payment penalties can be avoided or when a situation arises that the City Manager approves.

H = Handwritten Early Release disbursements and/or adjustments approved by the City Manager.

CHIEF FINANCIAL OFFICER

DATE:

Joseph G. [Signature]
11-2-2022

CITY MANAGER

DATE:

[Signature]
11-7-22

VOID CHECKS DUE TO ALIGNMENT:
N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES

**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 10/24/22 THROUGH 10/30/22**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
10/28/2022	Mission Square	58,247.86	457 payment Vantagepoint
10/28/2022	Mission Square	1,038.46	401(a) payment Vantagepoint
10/28/2022	Mission Square	3,038.00	401(a) payment Vantagepoint
10/28/2022	Mission Square	300.00	IRA payment Vantagepoint
10/28/2022	ExpertPay	2,720.76	EFT Child support payment
10/17/22-10/23/22	Workers Comp Activity	35,853.01	SCRMA checks issued
10/17/22-10/23/22	Liability Trust - Claims	-	Claim checks issued/(voided)
10/17/22-10/23/22	Retiree Health Insurance	-	Health Reimbursement checks issued
		<u>101,198.09</u>	

**DATE OF RATIFICATION: 11/07/22
 TOTAL PAYMENTS BY WIRE:**

101,198.09

Certified as to the accuracy of the wire transfers by:

 11/7/22
 Treasury & Customer Services Manager Date

 11-8-22
 Chief Financial Officer Date

 11-7-22
 City Manager Date

Information on actual expenditures is available in the City Treasurer's Office of the City of El Segundo.

CITY OF EL SEGUNDO
WARRANTS TOTALS BY DEPARTMENT
AS OF 11/15/2022
REGISTER # 9A

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
GENERAL GOVERNMENT		
1101	City Council	99.31
1201	City Treasurer	24.31
1300	City Clerk	183.51
2101	City Manager	2,628.00
2102	Communications	85.12
2103	El Segundo Media	5,419.93
2201	City Attorney	
2401	Economic Development	
2402	Planning	
2500	Administrative Services	227,654.23
2601	Government Buildings	8,251.68
2700	Community Outreach/Planning	
2900	Nondepartmental	26,764.65
6100	Library	4,439.45
		275,550.19
PUBLIC SAFETY		
3100	Police	23,251.51
3200	Fire	19,976.79
2403	Building Safety	5,325.19
2404	Plng/Bldg Sfty Administration	115.62
		48,669.11
PUBLIC WORKS		
4101	Engineering	7,882.86
4200	Streets/Park Maintenance	72,995.32
4300	Wastewater	2,361.63
4601	Equipment Maintenance	1,784.66
4801	Administration	434.40
		85,458.87
COMMUNITY SERVICES		
5100,5200	Recreation & Parks	3,351.77
5400	Centennial	
		3,351.77
EXPENDITURES		
CAPITAL IMPROVEMENT		172,641.30
ALL OTHER ACCOUNTS		80,527.25
TOTAL WARRANTS		666,198.49

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3043138 - 3043202
9002700 - 9002700

DATE OF APPROVAL: AS OF 11/15/2022

REGISTER # 9B

601	GENERAL FUND	252,817.30
603	EXPENDABLE TRUST FUND - OTHER	-
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	-
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	5,600.00
110	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	88,110.75
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
120	C.O.P.S. FUND	-
121	FEMA	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	A/P CUPA PROGRAM OVERSIGHT SURCHARGE	52.54
127	MEASURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	-
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	2,421.66
502	WASTEWATER FUND	409.80
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	23,804.50
603	WORKERS COMP. RESERVE/INSURANCE	150.00
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	1,371.83
704	CULTURAL DEVELOPMENT	1,328.12
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	<u>\$ 376,066.50</u>

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Director of Finance's office in the City of El Segundo.

I certify as to the accuracy of the Demands and the availability of fund for payment thereof.

For Approval: Regular checks held for City council authorization to release.

CODES:

R = Computer generated checks for all non-emergency/urgency payments for materials, supplies and services in support of City Operations

For Ratification:

A = Payroll and Employee Benefit checks

AP - U = Computer generated Early Release disbursements and/or adjustments approved by the City Manager. Such as: payments for utility services, petty cash and employee travel expense reimbursements, various refunds, contract employee services consistent with current contractual agreements, instances where prompt payment discounts can be obtained or late payment penalties can be avoided or when a situation arises that the City Manager approves.

H = Handwritten Early Release disbursements and/or adjustments approved by the City Manager.

CHIEF FINANCIAL OFFICER

Joseph Kelly
11-8-2022

CITY MANAGER

Debra

DATE:

DATE:

11-9-22

VOID CHECKS DUE TO ALIGNMENT: N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE: _____

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR: _____

NOTES _____

CITY OF EL SEGUNDO
WARRANTS TOTALS BY DEPARTMENT
AS OF 11/15/2022
REGISTER # 9B

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
GENERAL GOVERNMENT		
1101	City Council	2,859.29
1201	City Treasurer	984.47
1300	City Clerk	1,623.11
2101	City Manager	6,458.46
2102	Communications	
2103	El Segundo Media	1,540.73
2201	City Attorney	
2401	Economic Development	3,678.08
2402	Planning	140.15
2500	Administrative Services	25,272.73
2601	Government Buildings	33,834.24
2700	Community Outreach/Planning	
2900	Nondepartmental	
6100	Library	12,508.86
		88,900.12
PUBLIC SAFETY		
3100	Police	20,214.28
3200	Fire	2,600.92
2403	Building Safety	3,776.46
2404	Plng/Bldg Sfty Administration	689.02
		27,280.68
PUBLIC WORKS		
4101	Engineering	1,616.98
4200	Streets/Park Maintenance	9,935.00
4300	Wastewater	808.05
4601	Equipment Maintenance	20,133.85
4801	Administration	
		32,493.88
COMMUNITY SERVICES		
5100,5200	Recreation & Parks	88,705.77
5400	Centennial	12,435.02
		101,140.79
EXPENDITURES		
	CAPITAL IMPROVEMENT	115,615.03
	ALL OTHER ACCOUNTS	10,636.00
	TOTAL WARRANTS	376,066.50

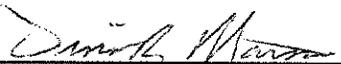
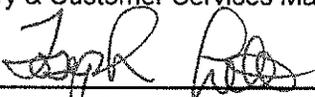
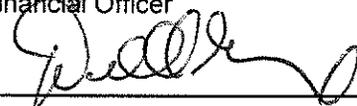
**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 10/31/22 THROUGH 11/06/22**

<u>Date</u>	<u>Payee</u>		<u>Description</u>
10/31/2022	IRS	308,129.13	Federal 941 Deposit
10/31/2022	Employment Development	4,784.82	State SDI payment
10/31/2022	Employment Development	77,808.36	State PIT Withholding
11/2/2022	Cal Pers	66,399.86	EFT Retirement Safety Police Classic - 1st Tier 28
11/2/2022	Cal Pers	49,642.23	EFT Retirement Safety Fire- Classic 30168
11/2/2022	Cal Pers	46,607.51	EFT Retirement Misc - PEPRA New 26013
11/2/2022	Cal Pers	36,253.28	EFT Retirement Misc - Classic 27
11/2/2022	Cal Pers	30,268.25	EFT Retirement Safety-Police-PEPRA New 25021
11/2/2022	Cal Pers	13,947.27	EFT Retirement Safety-Fire-PEPRA New 25020
11/2/2022	Cal Pers	8,038.48	EFT Retirement Sfty Police Classic-2nd Tier 30169
11/2/2022	PARS-US Bank-Trust Acct	189,000.00	FY 22-23 PARS Contribution
10/24/22-10/30/22	Workers Comp Activity	71,700.52	SCRMA checks issued
10/24/22-10/30/22	Liability Trust - Claims	-	Claim checks issued/(voided)
10/24/22-10/30/22	Retiree Health Insurance	7,070.11	Health Reimbursement checks issued
		<u>909,649.82</u>	

**DATE OF RATIFICATION: 11/07/22
 TOTAL PAYMENTS BY WIRE:**

909,649.82

Certified as to the accuracy of the wire transfers by:

	<u>11/7/22</u>
Treasury & Customer Services Manager	Date
	<u>11-8-22</u>
Chief Financial Officer	Date
	<u>11-9-22</u>
City Manager	Date

Information on actual expenditures is available in the City Treasurer's Office of the City of El Segundo.

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3043203 - 3043290
9002701 - 9002727

DATE OF APPROVAL: AS OF 12/6/2022

REGISTER # 10A

001	GENERAL FUND	320,579.88
003	EXPENDABLE TRUST FUND - OTHER	1,706.50
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	26,737.82
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	-
110	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	-
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	729.00
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
120	C.O.P.S. FUND	-
121	FEMA	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	AP CUPA PROGRAM OVERSIGHT SURCHARGE	459.19
127	MEASURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	-
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	390.00
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	1,021.85
502	WASTEWATER FUND	114,725.33
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	-
601	EQUIPMENT REPLACEMENT	-
602	LIABILITY INSURANCE	2,470.94
603	WORKERS COMP. RESERVE/INSURANCE	95.69
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	6,007.44
704	CULTURAL DEVELOPMENT	1,188.02
708	OUTSIDE SERVICES TRUST	-
TOTAL WARRANTS		<u>\$ 477,461.86</u>

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Director of Finance's office in the City of El Segundo.

I certify as to the accuracy of the Demands and the availability of fund for payment thereof.

For Approval: Regular checks held for City council authorization to release.

CODES:

R = Computer generated checks for all non-emergency/urgency payments for materials, supplies and services in support of City Operations

For Ratification:

A = Payroll and Employee Benefit checks

AP - U = Computer generated Early Release disbursements and/or adjustments approved by the City Manager. Such as: payments for utility services, petty cash and employee travel expense reimbursements, various refunds, contract employee services consistent with current contractual agreements, instances where prompt payment discounts can be obtained or late payment penalties can be avoided or when a situation arises that the City Manager approves.

H = Handwritten Early Release disbursements and/or adjustments approved by the City Manager.

CHIEF FINANCIAL OFFICER

Joseph K...
11-17-22

CITY MANAGER

Daniel...
11-17-22

DATE:

DATE:

VOID CHECKS DUE TO ALIGNMENT:

N/A

VOID CHECKS DUE TO INCORRECT CHECK DATE:

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

NOTES

CITY OF EL SEGUNDO
WARRANTS TOTALS BY DEPARTMENT
AS OF 12/6/2022
REGISTER # 10A

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
GENERAL GOVERNMENT		
1101	City Council	143.76
1201	City Treasurer	201.72
1300	City Clerk	1,561.05
2101	City Manager	26,948.80
2102	Communications	28.57
2103	El Segundo Media	
2201	City Attorney	170,477.98
2401	Economic Development	104.33
2402	Planning	68.24
2500	Administrative Services	22,709.62
2601	Government Buildings	11,211.48
2700	Community Outreach/Planning	
2900	Nondepartmental	1,989.32
6100	Library	334.29
		235,779.16
PUBLIC SAFETY		
3100	Police	11,360.23
3200	Fire	20,607.36
2403	Building Safety	(41.79)
2404	Plng/Bldg Sfty Administration	129.26
		32,055.06
PUBLIC WORKS		
4101	Engineering	(17.57)
4200	Streets/Park Maintenance	29,464.43
4300	Wastewater	16,009.09
4601	Equipment Maintenance	3,970.62
4801	Administration	185.51
		49,612.08
COMMUNITY SERVICES		
5100,5200	Recreation & Parks	18,366.47
5400	Centennial	
		18,366.47
EXPENDITURES		
CAPITAL IMPROVEMENT		114,505.03
ALL OTHER ACCOUNTS		27,144.06
TOTAL WARRANTS		477,461.86

**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 11/07/22 THROUGH 11/13/22**

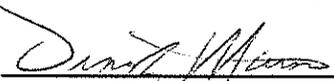
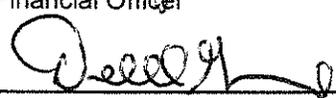
<u>Date</u>	<u>Payee</u>		<u>Description</u>
11/9/2022	Cal Pers	578,371.75	EFT Health Insurance Payment
11/10/2022	West Basin	2,271,731.15	H2O payment
11/10/2022	Mission Square	56,653.11	457 payment Vantagepoint
11/10/2022	Mission Square	1,038.46	401(a) payment Vantagepoint
11/10/2022	Mission Square	2,658.25	401(a) payment Vantagepoint
11/10/2022	Mission Square	300.00	IRA payment Vantagepoint
11/10/2022	ExpertPay	2,720.76	EFT Child support payment
10/31/22-11/06/22	Workers Comp Activity	48,828.30	SCRMA checks issued
10/31/22-11/06/22	Liability Trust - Claims	173,801.99	Claim checks issued/(voided)
10/31/22-11/06/22	Retiree Health Insurance	-	Health Reimbursement checks issued
		<u>3,136,103.77</u>	

DATE OF RATIFICATION: 11/14/22

TOTAL PAYMENTS BY WIRE:

3,136,103.77

Certified as to the accuracy of the wire transfers by:

	<u>11/14/22</u>
Treasurer & Customer Services Manager	Date
	<u>11-17-22</u>
Chief Financial Officer	Date
	<u>11-17-22</u>
City Manager	Date

Information on actual expenditures is available in the City Treasurer's Office of the City of El Segundo.

CITY OF EL SEGUNDO
WARRANTS TOTALS BY FUND

3043291 - 3043397
9002727 - 9002727

DATE OF APPROVAL: AS OF 12/8/2022

REGISTER # 108

001	GENERAL FUND	320,288.04
003	EXPENDABLE TRUST FUND - OTHER	500.00
104	TRAFFIC SAFETY FUND	-
106	STATE GAS TAX FUND	4,185.00
108	ASSOCIATED RECREATION ACTIVITIES FUND	-
109	ASSET FORFEITURE FUND	86,837.04
110	MEASURE "R"	-
111	COMM. DEVEL. BLOCK GRANT	-
112	PROP "A" TRANSPORTATION	4,318.47
114	PROP "C" TRANSPORTATION	-
115	AIR QUALITY INVESTMENT PROGRAM	-
116	HOME SOUND INSTALLATION FUND	-
117	HYPERION MITIGATION FUND	-
118	TDA ARTICLE 3 - SB 821 BIKEWAY FUND	-
119	MTA GRANT	-
120	C O P S. FUND	-
121	FEMA	-
122	L.A.W.A. FUND	-
123	PSAF PROPERTY TAX PUBLIC SAFETY	-
124	FEDERAL GRANTS	-
125	STATE GRANT	-
126	AP CUPA PROGRAM OVERSIGHT SURCHARGE	54.74
127	MEASURE "M"	-
128	SB-1	-
129	CERTIFIED ACCESS SPECIALIST PROGRAM	-
130	AFFORDABLE HOUSING	-
131	COUNTY STORM WATER PROGRAM	3,500.00
132	MEASURE "B"	60,382.91
202	ASSESSMENT DISTRICT #73	-
301	CAPITAL IMPROVEMENT FUND	110,066.81
302	INFRASTRUCTURE REPLACEMENT FUND	-
405	FACILITIES MAINTENANCE	-
501	WATER UTILITY FUND	15,383.79
502	WASTEWATER FUND	38,989.30
503	GOLF COURSE FUND	-
505	SOLID WASTE FUND	67,976.28
601	EQUIPMENT REPLACEMENT	99,199.99
602	LIABILITY INSURANCE	-
603	WORKERS COMP RESERVE/INSURANCE	-
701	RETIRED EMP. INSURANCE	-
702	EXPENDABLE TRUST FUND - DEVELOPER FEES	302.22
704	CULTURAL DEVELOPMENT	661.77
708	OUTSIDE SERVICES TRUST	-
	TOTAL WARRANTS	<u>\$ 812,846.36</u>

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

Information on actual expenditures is available in the Director of Finance's office in the City of El Segundo.

I certify as to the accuracy of the Demands and the availability of fund for payment thereof.

For Approval: Regular checks held for City council authorization to release.

CODES:

R = Computer generated checks for all non-emergency/urgency payments for materials, supplies and services in support of City Operations

VOID CHECKS DUE TO ALIGNMENT:
N/A

For Ratification:

A = Payroll and Employee Benefit checks

VOID CHECKS DUE TO INCORRECT CHECK DATE:

AP - U = Computer generated Early Release disbursements and/or adjustments approved by the City Manager. Such as: payments for utility services, petty cash and employee travel expense reimbursements, various refunds, contract employee services consistent with current contractual agreements, instances where prompt payment discounts can be obtained or late payment penalties can be avoided or when a situation arises that the City Manager approves.

VOID CHECKS DUE TO COMPUTER SOFTWARE ERROR:

H = Handwritten Early Release disbursements and/or adjustments approved by the City Manager.

NOTES

CHIEF FINANCIAL OFFICER

Joseph Lillo
11-22-2022

CITY MANAGER

Debbie
11-23-22

DATE:

DATE:

CITY OF EL SEGUNDO
WARRANTS TOTALS BY DEPARTMENT
AS OF 12/6/2022
REGISTER # 10B

DEPT#	NAME	TOTAL
GENERAL FUND DEPARTMENTAL EXPENDITURES		
GENERAL GOVERNMENT		
1101	City Council	
1201	City Treasurer	
1300	City Clerk	
2101	City Manager	140.00
2102	Communications	9,670.00
2103	El Segundo Media	
2201	City Attorney	
2401	Economic Development	
2402	Planning	2,747.00
2500	Administrative Services	60,617.32
2601	Government Buildings	68,914.83
2700	Community Outreach/Planning	
2900	Nondepartmental	6,471.81
6100	Library	5,646.30
		154,207.26
PUBLIC SAFETY		
3100	Police	118,546.11
3200	Fire	82,644.85
2403	Building Safety	37,669.30
2404	Ping/Bldg Sfty Administration	
		238,860.26
PUBLIC WORKS		
4101	Engineering	6,575.56
4200	Streets/Park Maintenance	35,104.08
4300	Wastewater	38,063.53
4601	Equipment Maintenance	25.11
4801	Administration	288.87
		80,057.15
COMMUNITY SERVICES		
5100,5200	Recreation & Parks	32,912.15
5400	Centennial	
		32,912.15
EXPENDITURES		
	CAPITAL IMPROVEMENT	304,570.53
	ALL OTHER ACCOUNTS	2,239.01
	TOTAL WARRANTS	812,846.36

**CITY OF EL SEGUNDO
 PAYMENTS BY WIRE TRANSFER
 11/14/22 THROUGH 11/20/22**

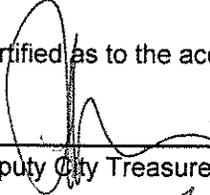
<u>Date</u>	<u>Payee</u>		<u>Description</u>
11/14/2022	IRS	263,230.18	Federal 941 Deposit
11/14/2022	Employment Development	4,667.46	State SDI payment
11/14/2022	Employment Development	65,295.06	State PIT Withholding
11/07/22-11/13/22	Workers Comp Activity	37,532.79	SCRMA checks issued
11/07/22-11/13/22	Liability Trust - Claims	-	Claim checks issued/(voided)
11/07/22-11/13/22	Retiree Health Insurance	-	Health Reimbursement checks issued
		<u>370,725.49</u>	

DATE OF RATIFICATION: 11/22/22

TOTAL PAYMENTS BY WIRE:

370,725.49

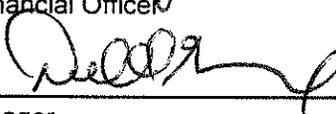
Certified as to the accuracy of the wire transfers by:


 Deputy City Treasurer I

11/22/2022
 Date


 Chief Financial Officer

11-22-22
 Date


 City Manager

11-23-22
 Date

Information on actual expenditures is available in the City Treasurer's Office of the City of El Segundo.



City Council Agenda Statement

Meeting Date: December 6, 2022

Agenda Heading: Consent

Item Number: B.6

TITLE:

2021 State Homeland Security Program Subrecipient Grant

RECOMMENDATION:

1. Authorize the acceptance of \$450,000 in grant funds from the 2021 State Homeland Security Program Subrecipient Grant Program.
2. Authorize the City Manager to sign an agreement with the County of Los Angeles who will serve as the grant administrator for the grant.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Included in the Adopted FY 2022-23 Budget

Amount Budgeted: \$450,000

Additional Appropriation: Yes, \$450,000 to each of the following expense and revenue accounts: 124-300-3202-3771 (2021 SHSGP Grant Revenue) and 124-400-3202-3771 (2021 SHSGP Grant Expense)

The City of El Segundo has been allocated \$450,000 in the 2021 State Homeland Security Grant Program (SHSGP) funding, which the grant administrator, Los Angeles County (the "County"), distributes to the local area via sub-recipient agreement. While the grant does not provide upfront funding, municipalities submit reimbursement requests to the grant administrator after expenditures are made and processed for payment. The County then reimburses approved requests.

BACKGROUND:

The State Homeland Security Grant Program allocates funding to address the unique equipment, training, organizational, and exercise needs of the subrecipient. A portion of this funding, which is passed to the local area through Los Angeles County via a

2021 SHSP Subrecipient Grant

December 6, 2022

Page 2 of 2

subrecipient agreement, has allocated funding to cover expenses associated with the 2021 projects: Emergency Management Software and FS USAR/CBRNE Equipment.

DISCUSSION:

Staff recommends the acceptance of this grant as it supports the projects associated with this funding and further supports the training and response readiness of Los Angeles area fire agencies for incidents of national significance.

In accordance with the City Council Policy regarding grant submissions:

1. The grant award is made by the U. S. Department of Homeland Security, through the Office of Grants and Training. The grant is administered by the County of Los Angeles.
2. The total amount being requested is: \$450,000
3. Matching Funds Cost -Share: N/A
4. Source of Matching Funds Cost Share: N/ A
5. The County reimburses approved City grant expenditures.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 2: Support Community Safety and Preparedness

Objective: El Segundo is a safe and prepared city.

PREPARED BY:

Vanessa Arias, Management Analyst

REVIEWED BY:

Deena Lee, Fire Chief

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. 2021 SHSP - Subrecipient Agreement - El Segundo

***State Homeland Security Program
Subrecipient Agreement
Grant Year 2021***

***Between the
County of Los Angeles
and the
City of El Segundo***

**SUBRECIPIENT AGREEMENT
BETWEEN THE
COUNTY OF LOS ANGELES
AND THE
CITY OF EL SEGUNDO**

THIS AGREEMENT ("Agreement") is made and entered into by and between the County of Los Angeles, a political subdivision of the State of California (the "County of Los Angeles"), and the City of El Segundo, a public agency (the "Subrecipient").

W I T N E S S E T H

WHEREAS, the U.S. Department of Homeland Security Title 2 Code of Federal Regulations (CFR) through the Office of Grants and Training (G&T), has provided financial assistance for the State Homeland Security Program (SHSP), Assistance Listings Number (formerly Catalog of Federal Domestic Assistance Number) 97.067 – Homeland Security Grant Program directly to the California Governor’s Office of Emergency Services (Cal OES) for the 2021 SHSP, Federal Award Identification No. 037-00000 Federal Award dated October 27, 2021 with a performance period of September 1, 2021 to May 31, 2024. This Federal Award is not a R&D award; and

WHEREAS, the Cal OES provides said funds to the County of Los Angeles, Unique Entity ID (UEI) #KU76QNJGYFF6, as its Subgrantee, and the Chief Executive Office (CEO) is responsible for managing and overseeing the SHSP funds that are distributed to other specified jurisdictions within Los Angeles County; and

WHEREAS, this financial assistance is being provided to the Subrecipient in order to address the unique equipment, training, organization, exercise and planning needs of the Subrecipient, and to assist the Subrecipient in building effective prevention and protection capabilities to prevent, respond to, and recover from threats or acts of terrorism; and

WHEREAS, the County of Los Angeles as Subgrantee has obtained approval of the 2021 SHSP grant from Cal OES in the total amount of \$10,192,647.00; and

WHEREAS, the CEO now wishes to distribute 2021 SHSP grant funds to the Subrecipient in the amount of \$450,000.00, as further detailed in this Agreement; and

WHEREAS, the CEO is authorized to enter into subrecipient agreements with cities providing for re-allocation and use of these funds; and to execute all future amendments, modifications, extensions, and augmentations relative to the subrecipient agreements, as necessary; and

WHEREAS, the County of Los Angeles and Subrecipient are desirous of executing this Agreement, and the County of Los Angeles Board of Supervisors on July 12, 2022 authorized the CEO to prepare and execute this Agreement.

NOW, THEREFORE, the County of Los Angeles and Subrecipient agree as follows:

SECTION I

INTRODUCTION

§101. Parties to this Agreement

The parties to this Agreement are:

A. County of Los Angeles, a political subdivision of the State of California, having its principal office at Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, CA 90012; and

B. City of El Segundo, a public agency, having its principal office at _____
_____.

§102. Representatives of the Parties and Service of Notices

A. The representatives of the respective parties who are authorized to administer this Agreement and to whom formal notices, demands and communications must be given are as follows:

1. The representative of the County of Los Angeles is, unless otherwise stated in this Agreement:

Craig Hirakawa, HSGP Grants Director
Chief Executive Office, LAC
500 West Temple Street, Room B-79-2
Los Angeles, CA 90012
Phone: (213) 974-1127
Fax: (213) 687-3765
CHirakawa@ceo.lacounty.gov

Jimmy Nguyen
Chief Executive Office, LAC
500 West Temple Street, Room B-79-2
Los Angeles, CA 90012
Phone: (213) 262-7902
Fax: (213) 687-3765
JNguyen@ceo.lacounty.gov

2. The representative of Subrecipient is:

Name and Title:	
Organizational UEI Number:	
Address:	
City/State/Zip:	
Phone:	
FAX:	
Email:	

With a copy to:

Name and Title:	
Address:	
City/State/Zip:	
Phone:	
FAX:	
Email:	

- B. Formal notices, demands and communications to be given hereunder by either party must be made in writing and may be effected by personal delivery, regular U.S. Postal mail service and/or e-mail. In the event of personal delivery or email, the message will be deemed communicated upon receipt by the County of Los Angeles. In the event of mail service, the message will be deemed communicated as of the date of mailing.
- C. If the name and/or title of the person designated to receive the notices, demands or communications or the address of such person is changed, written notice must be given, in accord with this section, within five (5) business days of said change.

§103. Independent Party

Subrecipient is acting hereunder as an independent party, and not as an agent or employee of the County of Los Angeles. An employee of Subrecipient is not, and will not be deemed, an employee of the County of Los Angeles by virtue of this Agreement, and Subrecipient must so inform each employee organization and each employee who is hired or retained under this Agreement. Subrecipient must not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of the County of Los Angeles by virtue of this Agreement.

§104. Conditions Precedent to Execution of This Agreement

Subrecipient must provide the following signed documents to the County of Los Angeles, unless otherwise exempted:

- A. Certification and Disclosure Regarding Lobbying, attached hereto as Exhibit A and made a part hereof, in accordance with §411.A.14 of this Agreement. Subrecipient must also file a Disclosure Form at the end of each calendar quarter in which there occurs any event requiring disclosure or which materially affects the accuracy of the information contained in any Disclosure Form previously filed by Subrecipient.
- B. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions, attached hereto as Exhibit B and made a part hereof, as required by Executive Order 12549 in accordance with §411.A.12 of this Agreement.
- C. Certification Regarding Drug-Free Workplace, attached hereto as Exhibit C and made a part hereof, in accordance with §411.A.13 of this Agreement.
- D. Certification of Grant Assurances, attached hereto as Exhibit D and made a part hereof, in accordance with §411.C of this Agreement.

SECTION II

TERM AND SERVICES TO BE PROVIDED

§201. Performance Period

The performance period of this Agreement is from September 1, 2021 to February 28, 2024, unless the County of Los Angeles, with Cal OES approval, provides written notification to the Subrecipient that the performance period has been extended, in which case the performance period will be so extended by such written notification, as provided in §502, below.

§202. Use of Grant Funds

- A. Subrecipient and the County of Los Angeles have previously completed a mutually approved budget/expenditure plan, hereinafter "Budget," for the 2021 SHSP, which has been approved by Cal OES. This information is contained in a copy of the Final Grant Award Letter and Project Worksheet, attached hereto as Exhibit E.

Any request by Subrecipient to modify the Budget must be made in writing with the appropriate justification and submitted to CEO for approval. If during the County of Los Angeles review process, additional information or documentation is required, the Subrecipient will have ten (10) business days to comply with the request. If the Subrecipient does not comply with the request, CEO will issue written notification indicating that the requested modification will not be processed. Modifications must be approved in writing by the County of Los Angeles and Cal OES during the term of this Agreement. Upon approval, all other terms of this Agreement will remain in effect.

Subrecipient must utilize grant funds in accordance with all Federal regulations and State Guidelines.

- B. Subrecipient agrees that grant funds awarded will be used to supplement existing funds for program activities, and will not supplant (replace) non-Federal funds.
- C. Subrecipient must review the Federal Debarment Listing at <https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf> prior to the purchase of equipment or services to ensure the intended vendor is not listed and also maintain documentation that the list was verified.
- D. Prior to the purchase of equipment or services utilizing a sole source contract or the receipt of single bid response of \$250,000.00 or more, justification must be presented to CEO, who upon review will request approval from Cal OES. Such approval in writing must be obtained prior to the commitment of funds.
- E. Subrecipient must provide any certifications or reports requested by the County of Los Angeles to the CEO indicating Subrecipient's performance under this Agreement, including progress on meeting program goals. Reports must be in the form requested by the County of Los Angeles, and must be provided by the fifteenth (15th) of the following month. Subrecipient is required to complete any survey requests requested by the County of Los Angeles. Subrecipient must also submit completed Project Claims for reimbursement immediately or a minimum on a quarterly basis, and no later than the date stated in §201, above.
- F. Subrecipient must provide an electronic copy of their Annual Single Audit Report, as required by Title 2 Code of Federal Regulations (C.F.R) Part 200, to the County of Los Angeles within 30 calendar days after receipt of the auditor's report(s). In the event the Subrecipient does not meet the Single Audit Threshold

expenditure amount in a fiscal year, the Subrecipient must provide the County of Los Angeles a copy of a letter sent to State Controller's Office noting the Single Audit Threshold was not met, and its exempt status within nine months after the end of the Subrecipient's fiscal year, unless otherwise approved by the County of Los Angeles.

- G. Subrecipient may be monitored by the County of Los Angeles on an annual basis to ensure compliance with Cal OES grant program requirements. The County of Los Angeles anticipates that said monitoring may include, at a minimum, one on-site visit during the term of this Agreement. Monitoring will utilize a Review Instrument (sample attached hereto as Exhibit H, and subject to periodic revisions) to evaluate compliance.
- H. Subrecipient must provide Corrective Action Plan(s) to CEO within thirty (30) days of any audit finding.
- I. Subrecipient use of the Los Angeles Regional Interoperable Communication System's Motorola Solutions, Incorporated Land Mobile Radio System Contract to purchase equipment is unallowable unless the Subrecipient can clearly demonstrate to CEO it meets one of the four federal exceptions to necessitate a noncompetitive procurement before issuance of any contract, amendment, or purchase order.
- J. Subrecipient shall not use grant funds to purchase, extend, or renew any Telecommunications and Video Surveillance services and equipment as substantial or essential component of any system, or as critical technology as part of any system which the Secretary of Defense, in consultation with Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an owned, controlled by, or connected to the People's Republic of China such as and not limited to Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities); or Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
- K. Any equipment acquired pursuant to this Agreement must be authorized in the G&T Authorized Equipment List (AEL) available online at <https://www.fema.gov/authorized-equipment-list> and the Funding Guidelines of the 2021 SHSP Notice of Funding Opportunity, incorporated by reference, and attached hereto as Exhibit F. Subrecipient must provide the CEO a copy of its most current procurement guidelines and follow its own procurement requirements as long as they meet or exceed the minimum Federal requirements and any added Cal OES requirements. Federal procurement requirements for the 2021 SHSP can be found at Title 2 CFR Part 200.313.

Any equipment acquired or obtained with Grant Funds:

1. Will be made available under the California Disaster and Civil Defense Master Mutual Aid Agreement in consultation with representatives of the various fire, emergency medical, hazardous materials response services, and law enforcement agencies within the jurisdiction of the applicant;
 2. Will be consistent with needs as identified in the State Homeland Security Strategy and will be deployed in conformance with that plan;
 3. Will be made available pursuant to applicable terms of the California Disaster and Civil Defense Master Mutual Aid Agreement and deployed with personnel trained in the use of such equipment in a manner consistent with the California Law Enforcement Mutual Aid Plan or the California Fire Services and Rescue Mutual Aid Plan.
- L. Equipment acquired pursuant to this Agreement will be subject to the requirements of Title 2 CFR Part 200.313. For the purposes of this subsection, "Equipment" is defined as tangible nonexpendable property, having a useful life of more than one year which costs \$5,000.00 or more per unit. Items costing less than \$5,000.00, but acquired under the "Equipment" category of the Grant must also be listed on any required Equipment Listing.
1. Equipment must be used by Subrecipient in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds. When no longer needed for the original program or project, the Equipment may be used in other activities currently or previously supported by a Federal agency.
 2. Subrecipient must make Equipment available for use on other like projects or programs currently or previously supported by the Federal Government, providing such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use must be given to other programs or projects supported by the awarding agency.
 3. An Equipment Listing must be maintained listing each item of Equipment acquired with SHSP funds. The Equipment Listing must be kept up to date at all times. Any changes must be recorded in the Listing within ten (10) business days and the updated Listing is to be forwarded to the County of Los Angeles Auditor-Controller (A-C) Shared Services Division. The Equipment Property Records must be maintained that include: (a) a description of the property, (b) a serial number or other identification number, (c) the source of property, (d) who holds title, (e) the acquisition date, (f) and cost of the property, (g) percentage of Federal participation in the cost of the property, (h) the location, (i) use and condition of the

property, (j) and any ultimate disposition data including the date of disposal and sale price of the property. Records must be retained by the subrecipient pursuant to Title 2, Part 200.313 (d) (1) of the CFR.

4. All Equipment obtained under this Agreement must have an appropriate identification decal affixed to it, and, when practical, must be affixed where it is readily visible.
 5. A physical inventory of the Equipment must be taken by the Subrecipient and the results reconciled with the Equipment Listing at least once every two years or prior to any site visit by State or Federal auditors or County of Los Angeles monitors. The Subrecipient is required to have on file a letter certifying as to the accuracy of the Equipment Listing in the frequency as above, and provide to the CEO when requested.
- M. Any Planning paid pursuant to this Agreement must conform to the guidelines as listed in Exhibit F or subsequent grant year programs.
- N. Any Organization activities paid pursuant to this Agreement must conform to the guidelines as listed in Exhibit F.
- O. Any Training paid pursuant to this Agreement must conform to the guidelines as listed in Exhibit F, and must be first submitted to CEO and then pre-authorized by Cal OES. A catalog of federally approved and sponsored training courses is available at <https://www.firstrespondertraining.gov/frts/>.
- P. Any Exercise paid pursuant to this Agreement must conform to the guidelines as listed in Exhibit F. Detailed Homeland Security Exercise and Evaluation Program Guidance is available at <https://www.fema.gov/hseep>.
- Q. Any Personnel activities paid pursuant to this Agreement must conform to the guidelines as listed in Exhibit F.
- R. Subrecipient must provide to CEO a spending plan detailing the required steps and timeframes required to complete the approved projects within the grant timeframe. Subrecipient must submit the spending plan to CEO prior to final execution of the Agreement.
- S. Pursuant to this Agreement, indirect costs are not reimbursable.

SECTION III

PAYMENT

§301. Payment of Grant Funds and Method of Payment

- A. The County of Los Angeles will reimburse Subrecipient up to the maximum grant amount of \$450,000.00 as expenditures are incurred and paid by Subrecipient and all documentation is reviewed and approved by County of Los Angeles. All expenditures must be for the purchase of equipment, exercises, training, organization, and planning as described in Section II of this Agreement. The grant amount represents the amount allocated to Subrecipient in the 2021 SHSP Grant Award Letter from Cal OES.
- B. Subrecipient must submit reimbursement requests to the County of Los Angeles A-C Shared Services Division requesting payment as soon as a Project is completed and expenses are incurred and paid with the required supporting documentation; submission can be sent immediately or at a minimum on a quarterly basis, and no later than the date stated in §201, above. Each reimbursement request must be accompanied by the Reimbursement Form (sample attached hereto as Exhibit G, and subject to periodic revisions). All appropriate back-up documentation must be attached to the reimbursement form, including the method of procurement, bid documentation, purchase orders, invoices, report of goods received, and proof of payment.

For Training reimbursements, Subrecipient must include a copy of the class roster verifying training attendees, proof that prior approval was obtained from Cal OES and that a Cal OES Feedback number has been assigned to the course, and timesheets and payroll registers for all training attendees.

For Exercise reimbursements, Subrecipient must enter the After Action Report (AAR) and Improvement Plan on the State Office of Domestic Preparedness secure portal within sixty (60) days following completion of the exercise and submit proof of prior State approval of the AAR with the reimbursement request.

For Planning reimbursements, Subrecipient must include a copy of the final tangible product.

- C. The County of Los Angeles may, at its discretion, reallocate unexpended grant funds to another subrecipient. Said reallocation may occur upon approval by the County of Los Angeles of a Subrecipient reimbursement submission, inquiry from the County of Los Angeles to the Subrecipient regarding fund utilization, or by written notification from the Subrecipient to the County of Los Angeles that a portion of the grant funds identified in §301.A., above, will not be utilized. As provided in §502, below, any increase or decrease in the grant amount specified

in §301.A., above, may be effectuated by a written notification by the County of Los Angeles to the Subrecipient.

- D. Payment of reimbursement request will be withheld by the County of Los Angeles until the County of Los Angeles has determined that Subrecipient has turned in all supporting documentation and completed the requirements of this Agreement.
- E. It is understood that the County of Los Angeles makes no commitment to fund this Agreement beyond the terms set forth herein.
- F. 1. Funding for all periods of this Agreement is subject to continuing Federal appropriation of grant funds for this program. In the event of a loss or reduction of Federal appropriation of grant funds for this program, the Agreement may be terminated, or appropriately amended, immediately upon notice to Subrecipient of such loss or reduction of Federal grant funds.

2. County of Los Angeles will make a good-faith effort to notify Subrecipient, in writing, of such non-appropriation at the earliest time.

SECTION IV

STANDARD PROVISIONS

§401. Construction of Provisions and Titles Herein

All titles or subtitles appearing herein have been inserted for convenience and do not, and will not be deemed to, affect the meaning or construction of any of the terms or provisions hereof. The language of this Agreement will be construed according to its fair meaning and not strictly for or against either party.

§402. Applicable Law, Interpretation and Enforcement

Each party's performance hereunder must comply with all applicable laws of the United States of America, the State of California, and the County of Los Angeles. This Agreement will be enforced and interpreted, as applicable, under the laws of the United States of America, the State of California and the County of Los Angeles.

If any part, term or provision of this Agreement is held void, illegal, unenforceable, or in conflict with any law of a Federal, State or Local Government having jurisdiction over this Agreement, the validity of the remainder of the Agreement will not be affected thereby.

Applicable Federal or State requirements that are more restrictive will be followed.

§403. Integrated Agreement

This Agreement sets forth all of the rights and duties of the parties with respect to the subject matter hereof, and replaces any and all previous agreements or understandings, whether written or oral, relating thereto. This Agreement may be amended only as provided for herein.

§404. Breach

If any party fails to perform, in whole or in part, any promise, covenant, or agreement set forth herein, or should any representation made by it be untrue, any aggrieved party may avail itself of all rights and remedies, at law or equity, in the courts of law. Said rights and remedies are cumulative of those provided for herein except that in all events, no party may recover more than once, suffer a penalty or forfeiture, or be unjustly compensated.

§405. Prohibition Against Assignment or Delegation

Subrecipient may not do any of the following, unless it has first obtained the written permission of the County of Los Angeles:

- A. Assign or otherwise alienate any of its rights hereunder, including the right to payment; or
- B. Delegate, subcontract, or otherwise transfer any of its duties hereunder.

§406. Permits

Subrecipient and its officers, agents and employees must obtain and maintain all permits and licenses necessary for Subrecipient's performance hereunder and must pay any fees required therefor. Subrecipient further certifies that it will immediately notify the County of Los Angeles of any suspension, termination, lapse, non-renewal or restriction of licenses, certificates, or other documents.

§407. Nondiscrimination and Affirmative Action

Subrecipient must comply with the applicable nondiscrimination and affirmative action provisions of the laws of the United States of America, the State of California, and the County of Los Angeles. In performing this Agreement, Subrecipient must not discriminate in its employment practices against any employee or applicant for employment because of such person's race, religion, national origin, ancestry, sex, sexual orientation, age, physical handicap, mental disability, marital status, domestic partner status or medical condition. Subrecipient must comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).

If required, Subrecipient must submit an Equal Employment Opportunity Plan to the Department of Justice Office of Civil Rights in accordance with guidelines listed at <https://www.justice.gov/crt>.

Any subcontract entered into by the Subrecipient relating to this Agreement, to the extent allowed hereunder, will be subject to the provisions of this §407 of this Agreement.

§408. Indemnification

Each of the parties to this Agreement is a public entity. This indemnity provision is written in contemplation of the provisions of Section 895.2 of the Government Code of the State of California, which impose certain tort liability jointly upon public entities, solely by reason of such entities being parties to an agreement, and the parties agree that this indemnity provision will apply and will be enforceable regardless of whether Section 895 et seq. is deemed to apply to this Agreement. The parties hereto, as between themselves, consistent with the authorization contained in Government Code Sections 895.4 and 895.6 agree to each assume the full liability imposed upon it or upon any of its officers, agents, or employees by law, for injury caused by a negligent or wrongful act or omission occurring in the performance of this Agreement, to the same extent that such liability would be imposed in the absence of Government Code Section 895.2. To achieve the above-stated purpose, each party agrees to indemnify and hold harmless the other party for any liability arising out of its own negligent acts or omissions in the performance of this Agreement (i.e., the Subrecipient agrees to indemnify and hold harmless the County of Los Angeles for liability arising out of the Subrecipient's negligent or wrongful acts or omissions and the County of Los Angeles agrees to indemnify and hold harmless the Subrecipient for liability arising out of the County of Los Angeles' negligent or wrongful acts or omissions). Each party further agrees to indemnify and hold harmless the other party for liability that is imposed on the other party solely by virtue of Government Code Section 895.2. The provisions of Section 2778 of the California Civil Code are made a part hereof as if fully set forth herein. Subrecipient certifies that it has adequate self-insured retention of funds to meet any obligation arising from this Agreement.

§409. Conflict of Interest

- A. The Subrecipient covenants that none of its directors, officers, employees, or agents may participate in selecting, or administering, any subcontract supported (in whole or in part) by Federal funds where such person is a director, officer, employee or agent of the subcontractor; or where the selection of subcontractors is or has the appearance of being motivated by a desire for personal gain for themselves or others such as family business, etc.; or where such person knows or should have known that:

1. A member of such person's immediate family, or domestic partner or organization has a financial interest in the subcontract;
2. The subcontractor is someone with whom such person has or is negotiating any prospective employment; or
3. The participation of such person would be prohibited by the California Political Reform Act, California Government Code §87100 et seq. if such person were a public officer, because such person would have a "financial or other interest" in the subcontract.

B. Definitions:

1. The term "immediate family" means domestic partner and/or those persons related by blood or marriage, such as husband, wife, father, mother, brother, sister, son, daughter, father in law, mother in law, brother in law, sister in law, son in law, daughter in law.
2. The term "financial or other interest" means:
 - a. Any direct or indirect financial interest in the specific contract, including but not limited to, a commission or fee, a share of the proceeds, prospect of a promotion or of future employment, a profit, or any other form of financial reward.
 - b. Any of the following interests in the subcontractor ownership: partnership interest or other beneficial interest of five percent or more; ownership of five percent or more of the stock; employment in a managerial capacity; or membership on the board of directors or governing body.

- C. The Subrecipient further covenants that no officer, director, employee, or agent may solicit or accept gratuities, favors, or anything of monetary value from any actual or potential subcontractor, supplier, a party to a sub agreement, (or persons who are otherwise in a position to benefit from the actions of any officer, employee, or agent).
- D. The Subrecipient may not subcontract with a former director, officer, or employee within a one-year period following the termination of the relationship between said person and the Subrecipient.
- E. Prior to obtaining the County of Los Angeles' approval of any subcontract, the Subrecipient must disclose to the County of Los Angeles any relationship, financial or otherwise, direct or indirect, of the Subrecipient or any of its officers, directors or employees or their immediate family with the proposed subcontractor and its officers, directors or employees.

- F. For further clarification of the meaning of any of the terms used herein, the parties agree that references are made to the guidelines, rules, and laws of the County of Los Angeles, State of California, and Federal regulations regarding conflict of interest.
- G. The Subrecipient warrants that it has not paid or given and will not pay or give to any third person any money or other consideration for obtaining this Agreement.
- H. The Subrecipient covenants that no member, officer or employee of Subrecipient may have interest, direct or indirect, in any contract or subcontract or the proceeds thereof for work to be performed in connection with this project during his/her tenure as such employee, member or officer or for one year thereafter.
- I. The Subrecipient must incorporate the foregoing subsections of this Section into every agreement that it enters into in connection with this grant and must substitute the term "subcontractor" for the term "Subrecipient" and "sub subcontractor" for "Subcontractor".

§410. Restriction on Disclosures

Any reports, analyses, studies, drawings, information, or data generated as a result of this Agreement are to be governed by the California Public Records Act (California Government Code Sec. 6250 et seq.).

§411. Statutes and Regulations Applicable To All Grant Contracts

- A. Subrecipient must comply with all applicable requirements of State, Federal, and County of Los Angeles laws, executive orders, regulations, program and administrative requirements, policies and any other requirements governing this Agreement. Subrecipient must comply with applicable State and Federal laws and regulations pertaining to labor, wages, hours, and other conditions of employment. Subrecipient must comply with new, amended, or revised laws, regulations, and/or procedures that apply to the performance of this Agreement. These requirements include, but are not limited to:

- 1. CFR

Subrecipient must comply with Title 2 CFR Part 200.

- 2. Single Audit Act

Since Federal funds are used in the performance of this Agreement, Subrecipient must, as applicable, adhere to the rules and regulations of the Single Audit Act (31 USC Sec. 7501 et seq.), 2 CFR Part 200 and any administrative regulation or field memos implementing the Act.

3. Americans with Disabilities Act

Subrecipient hereby certifies that, as applicable, it will comply with the Americans with Disabilities Act 42, USC §§12101 et seq., and its implementing regulations. Subrecipient will provide reasonable accommodations to allow qualified individuals with disabilities to have access to and to participate in its programs, services and activities in accordance with the provisions of the Americans with Disabilities Act. Subrecipient will not discriminate against persons with disabilities nor against persons due to their relationship to or association with a person with a disability. Any subcontract entered into by Subrecipient, relating to this Agreement, to the extent allowed hereunder, will be subject to the provisions of this paragraph.

4. Political and Sectarian Activity Prohibited

None of the funds, materials, property or services provided directly or indirectly under this Agreement may be used for any partisan political activity, or to further the election or defeat of any candidate for public office. Neither may any funds provided under this Agreement be used for any purpose designed to support or defeat any pending legislation or administrative regulation. None of the funds provided pursuant to this Agreement may be used for any sectarian purpose or to support or benefit any sectarian activity.

Subrecipient must file a Disclosure Form at the end of each calendar quarter in which there occurs any event requiring disclosure or which materially affects the accuracy of any of the information contained in any Disclosure Form previously filed by Subrecipient. Subrecipient must require that the language of this Certification be included in the award documents for all sub-awards at all tiers and that all subcontractors certify and disclose accordingly.

5. Records Inspection

At any time during normal business hours and as often as either the County of Los Angeles, the U.S. Comptroller General or the Auditor General of the State of California may deem necessary, Subrecipient must make available for examination all of its records with respect to all matters covered by this Agreement. The County of Los Angeles, the U.S. Comptroller General and the Auditor General of the State of California have the authority to audit, examine and make excerpts or transcripts from records, including all Subrecipient's method of procurement, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.

Subrecipient agrees to provide any reports requested by the County of Los Angeles regarding performance of this Agreement.

6. Records Maintenance

Records, in their original form, must be maintained in accordance with requirements prescribed by the County of Los Angeles with respect to all matters specified in this Agreement. Original forms are to be maintained on file for all documents specified in this Agreement. Such records must be retained for a period five (5) years after termination of this Agreement and after final disposition of all pending matters. "Pending matters" include, but are not limited to, an audit, litigation or other actions involving records. The County of Los Angeles may, at its discretion, take possession of, retain and audit said records. Records, in their original form pertaining to matters covered by this Agreement, must at all times be retained within the County of Los Angeles unless authorization to remove them is granted in writing by the County of Los Angeles.

7. Subcontracts and Procurement

Subrecipient must, as applicable, comply with the Federal, State and County of Los Angeles standards in the award of any subcontracts. For purposes of this Agreement, subcontracts include but are not limited to purchase agreements, rental or lease agreements, third party agreements, consultant service contracts and construction subcontracts.

Subrecipient must, as applicable, ensure that the terms of this Agreement with the County of Los Angeles are incorporated into all Subcontractor agreements. The Subrecipient must submit all Subcontractor agreements to the County of Los Angeles for review prior to the release of any funds to the Subcontractor. The Subrecipient must withhold funds to any Subcontractor agency that fails to comply with the terms and conditions of this Agreement and their respective Subcontractor agreement.

8. Labor

Subrecipient must, as applicable, comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed requirements 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 Personnel Administration (5 CFR 900, Subpart F).

Subrecipient must, as applicable, comply 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); the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements; and the Hatch Act (5 USC §§1501-1508 and 7324-7328).

Subrecipient must, as applicable, comply with the Federal Fair Labor Standards Act (29 U.S.C. §201) regarding wages and hours of employment.

None of the funds may be used to promote or deter union/labor organizing activities. CA Gov't Code Sec. 16645 et seq.

9. Civil Rights

Subrecipient must, as applicable, 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 disabilities; (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 non-discrimination 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; (j) the requirements of any other nondiscrimination statute(s) that may apply to the application; and (k) P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

10. Environmental

Subrecipient must, as applicable, 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.

Subrecipient must, as applicable, comply with environmental standards which may be prescribed pursuant to the following: (a) institution of

environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93205); and (i) Flood Disaster Protection Act of 1973 §102(a) (P.L. 93-234).

Subrecipient must, as applicable, comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

Subrecipient must, as applicable, comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.), which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

Subrecipient must, as applicable, comply with the Federal Water Pollution Control Act (33 U.S.C. §1251 et seq.), which restores and maintains the chemical, physical and biological integrity of the Nation's waters.

Subrecipient must, as applicable, ensure that the facilities under its ownership, lease or supervision that are utilized in the accomplishment of this project are not listed in the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal Grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

By signing this Agreement, Subrecipient warrants and represents that it will, as applicable, comply with the California Environmental Quality Act (CEQA), Public Resources Code §21000 et seq.

Subrecipient must, as applicable, comply with the Energy Policy and Conservation Act (P.L. 94-163, 89 Stat. 871).

Subrecipient must, as applicable, comply with the provision of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 U.S.C. 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

11. Preservation

Subrecipient must, as applicable, comply with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

12. Suspension, Debarment, Ineligibility and Voluntary Exclusion

Subrecipient must, as applicable, comply with Title 2 CFR Part §3000, regarding Suspension and Debarment, and Subrecipient must submit a Certification Regarding Debarment, attached hereto as Exhibit B, required by Executive Order 12549 and any amendment thereto. Said Certification must be submitted to the County of Los Angeles concurrent with the execution of this Agreement and must certify that neither Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department head or agency. Subrecipient must require that the language of this Certification be included in the award documents for all sub-award at all tiers and that all subcontractors certify accordingly.

13. Drug-Free Workplace

Subrecipient must, as applicable, comply with the federal Drug-Free Workplace Act of 1988, 41 USC §701, Title 44 Code of Federal Regulations (CFR) Part §17; the California Drug-Free Workplace Act of 1990, CA Gov't Code §§8350-8357, and Subrecipient must complete the Certification Regarding Drug-Free Workplace Requirements, attached hereto as Exhibit C, and incorporated herein by reference. Subrecipient must require that the language of this Certification be included in the award documents for all sub-award at all tiers and that all subcontractors certify accordingly.

14. Lobbying Activities

Subrecipient must, as applicable, comply with 31 U.S.C.1352 and complete the Disclosure of Lobbying Activities, (OMB 0038-0046), attached hereto as Exhibit A, and incorporated herein by reference.

15. Miscellaneous

Subrecipient must, as applicable, comply with the Laboratory Animal Welfare Act of 1966, as amended (P.L. 89-544, 7 USC §§2131 et seq.).

B. Statutes and Regulations Applicable To This Particular Grant Agreement

Subrecipient must comply with all applicable requirements of State and Federal laws, executive orders, regulations, program and administrative requirements, policies and any other requirements governing this particular grant program. Subrecipient must, as applicable, comply with new, amended, or revised laws, regulations, and/or procedures that apply to the performance of this Agreement. These requirements include, but are not limited to:

Title 2 CFR Part 200; EO 12372; U.S. Department of Homeland Security, Office of State and Local Government Coordination and Preparedness, Office for Domestic Preparedness, ODP WMD Training Course Catalogue; and DOJ Office for Civil Rights.

Standardized Emergency Management System (SEMS) requirements as stated in the California Emergency Services Act, Government Code Chapter 7 of Division 1 of Title 2, §8607.1(e) and CCR Title 19, §§2445-2448.

Provisions of Title 2, 6, 28, 44 CFR applicable to grants and cooperative agreements, including Part 18, Administrative Review Procedures; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 35, Nondiscrimination on the Basis of Disability in State and Local Government Services; Part 38, Equal Treatment of Faith-based Organizations; Part 42, Nondiscrimination/Equal Employment Opportunities Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; Part 64, Floodplain Management and Wetland Protection Procedures; Federal laws or regulations applicable to Federal Assistance Programs; Part 69, New Restrictions on Lobbying; Part 70, Uniform Administrative Requirements for Grants and Cooperative Agreements (including sub-awards) with Institutions of Higher Learning, Hospitals and other Non-Profit Organizations; and Part 83, Government-Wide Requirements for a Drug Free Workplace (grants).

Nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1, and all other applicable Federal laws, orders, circulars, or regulations.

1. Travel Expenses

Subrecipient, as provided herein, will be compensated for Subrecipient's reasonable travel expenses incurred in the performance of this

Agreement, to include travel and per diem, unless otherwise expressed. Subrecipient's total travel for in-State and/or out-of-State and per diem costs must be included in the contract budget(s). All travel, including out-of-State travel, that is not included in the budget(s) will not be reimbursed without prior written authorization from the County of Los Angeles.

Subrecipient's administrative-related travel and per diem reimbursement costs will not be reimbursed. For programmatic-related travel costs, Subrecipient's reimbursement rates may not exceed the amounts established under the grant.

C. Compliance With Grant Requirements

To obtain the grant funds, the State required an authorized representative of the County of Los Angeles to sign certain promises regarding the way the grant funds would be spent. These requirements are included in Exhibit F and in the State's "Grant Assurances". By signing these Grant Assurances and accepting Exhibit F, the County of Los Angeles became liable to the State for any funds that are used in violation of the grant requirements. The State's Grant Assurances are incorporated into this Agreement through Exhibit D. Subrecipient will be liable to the Grantor for any funds the State determines the Subrecipient used in violation of these Grant Assurances.

Pursuant to this Agreement, Subrecipient shall execute the 2021 Certification of Grant Assurances in Exhibit D, accepting and agreeing to abide by all provisions, assurances, and requirements therein. Subrecipient agrees to indemnify and hold harmless the County of Los Angeles for any sums the State or Federal government determines Subrecipient used in violation of the Grant Assurances.

To the extent Exhibit D conflicts with language or provisions contained in this Agreement, or contains more restrictive requirements under Federal and State law, Exhibit D shall control.

D. Noncompliance With Grant Requirements

Subrecipient understands that failure to comply with any of the above assurances and requirements, including Exhibit D, may result in suspension, termination or reduction of grant funds, and repayment by the Subrecipient to the County of Los Angeles of any unauthorized expenditures.

§412. Federal, State and Local Taxes

Federal, State and local taxes are the responsibility of the Subrecipient as an independent party and not of the County of Los Angeles and must be paid prior to requesting reimbursement. However, these taxes are an allowable expense under the grant program.

§413. Inventions, Patents and Copyrights

A. Reporting Procedure for Inventions

If any project produces any invention or discovery ("Invention") patentable or otherwise under Title 35 of the U.S. Code, including, without limitation, processes and business methods made in the course of work under this Agreement, the Subrecipient must report the fact and disclose the Invention promptly and fully to the County of Los Angeles. The County of Los Angeles will report the fact and disclose the Invention to the State. Unless there is a prior agreement between the County of Los Angeles and the State, the State will determine whether to seek protection on the Invention. The State will determine how the rights in the Invention, including rights under any patent issued thereon, will be allocated and administered in order to protect the public interest consistent with the policy ("Policy") embodied in the Federal Acquisition Regulations System, which is based on Ch. 18 of Title 35 U.S.C. Sections 200 et seq. (Pub. L. 95-517, Pub. L. 98-620, Title 37 CFR Part 401); Presidential Memorandum on Government Patent Policy to the Heads of the Executive Departments and Agencies, dated 2/18/1983; and Executive Order 12591, 4/10/87, 52 FR 13414, Title 3 CFR, 1987 Comp., p. 220 (as amended by Executive Order 12618, 12/22/87, 52 FR 48661, Title 3 CFR, 1987 Comp., p. 262). Subrecipient hereby agrees to be bound by the Policy, and will contractually require its personnel to be bound by the Policy.

B. Rights to Use Inventions

As applicable, County of Los Angeles will have an unencumbered right, and a non-exclusive, irrevocable, royalty-free license to use, manufacture, improve upon, and allow others to do so for all government purposes, any Invention developed under this Agreement.

C. Copyright Policy

1. Unless otherwise provided by the State or the terms of this Agreement, when copyrightable material ("Material") is developed under this Agreement, the County of Los Angeles, at its discretion, may copyright the Material. If the County of Los Angeles declines to copyright the Material, the County of Los Angeles will have an unencumbered right, and a non-exclusive, irrevocable, royalty-free license, to use, manufacture, improve upon, and allow others to do so for all government purposes, any Material developed under this Agreement.
2. The State will have an unencumbered right, and a non-exclusive, irrevocable, royalty-free license, to use, manufacture, improve upon, and allow others to do so for all government purposes, any Material developed under this Agreement or any Copyright purchased under this Agreement.
3. Subrecipient must comply with Title 24 CFR 85.34.

D. Rights to Data

The State and the County of Los Angeles will have unlimited rights or copyright license to any data first produced or delivered under this Agreement. "Unlimited rights" means the right to use, disclose, reproduce, prepare derivative works, *distribute* copies to the public, and perform and display publicly, or permit others to do so; as required by Title 48 CFR 27.401. Where the data are not first produced under this Agreement or are published copyrighted data with the notice of 17 U.S.C. Section 401 or 402, the State acquires the data under a copyright license as set forth in Title 48 CFR 27.404(f)(2) instead of unlimited rights. (Title 48 CFR 27.404(a)).

E. Obligations Binding on Subcontractors

Subrecipient must require all subcontractors to comply with the obligations of this section by incorporating the terms of this section into all subcontracts.

§414. Child Support Assignment Orders

Under the terms of this Agreement, Subrecipient must, as applicable, comply with California Family Code Section 5230 et seq.

§415. Minority, Women, And Other Business Enterprise Outreach Program

It is the policy of the County of Los Angeles to provide Minority Business Enterprises, Women Business Enterprises and all other business enterprises an equal opportunity to participate in the performance of all Subrecipient's contracts, including procurement, construction and personal services. This policy applies to all of the Subrecipient's contractors and sub-contractors.

§416. Compliance with Fair Chance Employment Practices

Subrecipient shall comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History. Subrecipient's violation of this paragraph of the Agreement may constitute a material breach of the Agreement. In the event of such material breach, County of Los Angeles may, in its sole discretion, terminate the Agreement.

§417. Method of Payment and Required Information

The County of Los Angeles may, at its sole discretion, determine the most appropriate, efficient, secure, and timely form of payment provided under this Agreement. Subrecipient further agrees that the default form of payment shall be Electronic Funds Transfer (EFT) or Direct Deposit, unless an alternative method of payment is deemed appropriate by the A-C.

Subrecipient shall provide the A-C with electronic banking and related information for the Subrecipient and/or any other payee that the Subrecipient designates to receive payment pursuant to this Agreement at <https://directdeposit.lacounty.gov/>. Such electronic banking and related information includes, but is not limited to: bank account number and routing number, legal business name, valid taxpayer identification number or TIN, a working e-mail address capable of receiving remittance advices and other payment related correspondence, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.

Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or Direct Deposit shall supersede this requirement with respect to those payments. At any time during the duration of this Agreement, the Subrecipient may submit a written request for an exemption to this requirement and must be based on specific legal, business or operational needs and explain why the payment method designated by the A-C is not feasible and an alternative is necessary. The A-C, in consultation with CEO, shall decide whether to approve exemption requests.

SECTION V

DEFAULTS, SUSPENSION, TERMINATION, AND AMENDMENTS

§501. Defaults

Should either party fail for any reason to comply with the contractual obligations of this Agreement within the time specified by this Agreement, the non-breaching party reserves the right to terminate the Agreement, reserving all rights under State and Federal law.

§502. Termination

This Agreement may be terminated, in whole or in part, from time to time, when such action is deemed by the County of Los Angeles, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Subrecipient specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

§503. Amendments

Except as otherwise provided in this paragraph, any change in the terms of this Agreement, including changes in the services to be performed by Subrecipient,

that are agreed to by the Subrecipient and the County of Los Angeles must be incorporated into this Agreement by a written amendment properly signed by persons who are authorized to bind the parties. Notwithstanding the foregoing, any increase or decrease of the grant amount specified in §301.A., above, or any extension of the performance period specified in §201, above, does not require a written amendment, but may be effectuated by a written notification by the County of Los Angeles to the Subrecipient.

SECTION VI

ENTIRE AGREEMENT

§601. Complete Agreement

This Agreement contains the full and complete Agreement between the two parties. Neither verbal agreement nor conversation or other communication with any officer or employee of either party will affect or modify any of the terms and conditions of this Agreement.

§602. Number of Pages and Attachments

This Agreement may be executed utilizing wet, scanned digital, and electronic signatures, each of which is deemed to be an original. This Agreement includes (26) pages and (8) Exhibits which constitute the entire understanding and agreement of the parties.

[Remainder of this page intentionally left blank]

IN WITNESS WHEREOF, the Subrecipient and County of Los Angeles have caused this Agreement to be executed by their duly authorized representatives.

COUNTY OF LOS ANGELES

BY _____
FESIA A. DAVENPORT Date
Chief Executive Officer

BY _____
CELIA ZAVALA
Executive Officer, Board of Supervisors

BY _____
ARLENE BARRERA
Auditor-Controller

APPROVED AS TO FORM

DAWYN R, HARRISON
Acting County Counsel

BY _____
Deputy County Counsel

CITY OF EL SEGUNDO

BY _____
City Representative/Title (Signature) (Print Name) Date

APPROVED AS TO FORM

BY _____
City Attorney (Signature) (Print Name) Date

ATTEST

BY _____
City Clerk (Signature) (Print Name) Date

EXHIBITS

- Exhibit A Certification and Disclosure Regarding Lobbying
- Exhibit B Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
- Exhibit C Certification Regarding Drug-Free Workplace
- Exhibit D Certification of Grant Assurances
- Exhibit E Final Grant Award Letter and Project Worksheet
- Exhibit F 2021 Notice of Funding Opportunity
- Exhibit G Reimbursement Form and Instructions
- Exhibit H Monitoring Instrument

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to *Title 31 U.S.C. Section 1352*. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; sub-grant announcement number; the contract, subgrant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a.) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b.) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> B a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> B a. bid/offer/application b. initial award c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> A a. initial filing b. material change</p> <p>For Material Change Only: Year _____ Quarter _____ date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input checked="" type="checkbox"/> Subawardee</p> <p style="text-align: center;">Tier, <i>if known</i>: _____</p> <p>Congressional District, <i>if known</i>: _____</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>County of Los Angeles Chief Executive Office - HSGA 500 West Temple Street, Room B-79-2 Los Angeles, CA 90012</p> <p>Congressional District, <i>if known</i>: _____</p>
<p>6. Federal Department/Agency:</p> <p>Department of Homeland Security</p>	<p>7. Federal Program Name/Description:</p> <p>Homeland Security Grant Program</p> <p>CFDA Number, if applicable: 97.067</p>	
<p>8. Federal Action Number, if known: _____</p>	<p>9. Award Amount, if known: _____</p>	
<p>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): (attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>	<p>b. Individuals Performing Services (last name, first name, MI - include address if different from 10a)</p>	
<p>11. Amount of Payment (check all that apply) :</p> <p>_____ <input type="checkbox"/> Actual <input type="checkbox"/> Planned</p>	<p>13. Type of Payment (check all that apply):</p> <p><input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____</p>	
<p>12. Form of Payment (check all that apply):</p> <p><input type="checkbox"/> a. cash</p> <p><input type="checkbox"/> b. in-kind; specify: _____</p> <p style="text-align: center;">nature _____ value _____</p>		
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in item 11: (attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>		
<p>15. Continuation Sheet(s) SF-LLL-A attached: <input type="radio"/> Yes <input checked="" type="radio"/> No</p>		
<p>16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>		<p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Telephone: _____ (area code)</p> <p>Date: _____</p>
<p>Federal Use Only:</p>		<p>Authorized for Local Reproduction Standard Form – LLL</p>

**DISCLOSURE OF LOBBYING ACTIVITIES
CONCONTINUATION SHEET**

Continuation of 10 a-b: additional sheets may be added if necessary

Reporting Entity:

_____ Last Name	_____ First Name	_____ MI
_____ Address	_____ City	_____ Zip
_____ Last Name	_____ First Name	_____ MI
_____ Address	_____ City	_____ Zip
_____ Last Name	_____ First Name	_____ MI
_____ Address	_____ City	_____ Zip
_____ Last Name	_____ First Name	_____ MI
_____ Address	_____ City	_____ Zip

Continuation of 14: (additional sheets may be added if necessary)

Brief Description of Services and Payments indicated in item 11:

Authorized for Local Reproduction
Standard Form – LLL-A

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this document, the prospective recipient of Federal assistance is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this agreement is entered, if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous, when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation on this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Non Procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

STATE OF CALIFORNIA

DRUG-FREE WORKPLACE CERTIFICATION

STD. 21

COMPANY/ORGANIZATION NAME:

The contractor or grant recipient named above hereby certifies compliance with *Government Code Section 8355* in matters relating to providing a drug-free workplace. The above-named contractor or recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by *Government Code Section 8355(a)*.
2. Establish a Drug-Free Awareness Program as required by *Government Code Section 8355(b)*, to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy of maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by *Government Code Section 8355(c)*, that every employee who works on the proposed contract or subgrant:
 - (a) Will receive a copy of the company's drug-free policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or subgrant.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or Recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

OFFICIAL'S NAME_____
DATE EXECUTED_____
EXECUTED IN THE COUNTY OF_____
CONTRACTOR or RECEIPEINT SIGNATURE_____
TITLE_____
FEDERAL I.D. NUMBER



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

As the duly authorized representative of the Applicant, I hereby certify that the Applicant has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay any non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application, within prescribed timelines.

I further acknowledge that the Applicant is responsible for reviewing and adhering to all requirements within the:

- (a) Applicable Federal Regulations (see below);
- (b) Federal Program Notice of Funding Opportunity (NOFO);
- (c) Federal Preparedness Grants Manual;
- (d) California Supplement to the NOFO; and
- (e) Federal and State Grant Program Guidelines.

Federal Regulations

Government cost principles, uniform administrative requirements, and audit requirements for federal grant programs are set forth in Title 2, Part 200 of the Code of Federal Regulations (C.F.R.). Updates are issued by the [Office of Management and Budget \(OMB\)](http://www.whitehouse.gov/omb/) and can be found at <http://www.whitehouse.gov/omb/>.

State and federal grant award requirements are set forth below. The Applicant hereby agrees to comply with the following:

1. Proof of Authority

The Applicant will obtain proof of authority from the city council, governing board, or authorized body in support of this project. This written authorization must specify that the Applicant and the city council, governing board, or authorized body agree:

- (a) To provide all matching funds required for the grant project and that any cash match will be appropriated as required;
- (b) Any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board, or authorized body;
- (c) Grant funds shall not be used to supplant expenditures controlled by the city council, governing board, or authorized body;



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

- (d) Applicant is authorized by the city council, governing board, or authorized body to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project cost, if any) to ensure proper planning, management and completion of the project described in this application; and
- (e) Official executing this agreement is authorized by the Applicant.

This Proof of Authority must be maintained on file and readily available upon request.

2. Period of Performance

The period of performance is specified in the Award. The Applicant is only authorized to perform allowable activities approved under the award, within the period of performance.

3. Lobbying and Political Activities

As required by Section 1352, Title 31 of the United States Code (U.S.C.), for persons entering into a contract, grant, loan, or cooperative agreement from an agency or requests or receives from an agency a commitment providing for the United States to insure or guarantee a loan, the Applicant certifies that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

The Applicant will also comply with provisions of the Hatch Act (5 U.S.C. §§ 1501- 1508 and §§ 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

Finally, the Applicant agrees that federal funds will not be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation or policy without the express written approval from the California Governor's Office of Emergency Services (Cal OES) or the federal awarding agency.

4. Debarment and Suspension

As required by Executive Orders 12549 and 12689, and 2 C.F.R. § 200.213 and codified in 2 C.F.R. Part 180, Debarment and Suspension, the Applicant will provide protection against waste, fraud, and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the federal government. The Applicant certifies that it and its principals, recipients, or subrecipients:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause or default.

Where the Applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

5. Non-Discrimination and Equal Employment Opportunity

The Applicant will comply with all state and federal statutes relating to non-discrimination, including:



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

- (a) Title VI of the Civil Rights Act of 1964 (Public Law (P.L.) 88-352 and 42 U.S.C. § 2000d et. seq.) which prohibits discrimination on the basis of race, color, or national origin and requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services;
- (b) Title IX of the Education Amendments of 1972, (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex in any federally funded educational program or activity;
- (c) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794), which prohibits discrimination against those with disabilities or access and functional needs;
- (d) Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101- 12213), which prohibits discrimination on the basis of disability and requires buildings and structures be accessible to those with disabilities and access and functional needs;
- (e) Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (f) Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd—2), relating to confidentiality of patient records regarding substance abuse treatment;
- (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), relating to nondiscrimination in the sale, rental or financing of housing as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)— be designed and constructed with certain accessible features (See 24 C.F.R. § 100.201);
- (h) Executive Order 11246, which prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identification or national origin;
- (i) Executive Order 11375, which bans discrimination on the basis of race, color, religion, sex, sexual orientation, gender identification, or national origin in hiring and employment in both the United States federal workforce and on the part of government contractors;
- (j) California Public Contract Code § 10295.3, which prohibits discrimination based on domestic partnerships and those in same sex marriages;



Standard Assurances

For Cal OES Federal Non-Disaster Grant Programs

- (k) DHS policy to ensure the equal treatment of faith-based organizations, under which all applicants and recipients must comply with equal treatment policies and requirements contained in 6 C.F.R. Part 19;
- (l) The Applicant will comply with California's Fair Employment and Housing Act (FEHA) (California Government Code §§ 12940, 12945, 12945.2), as applicable. FEHA prohibits harassment and discrimination in employment because of ancestry, familial status, race, color, religious creed (including religious dress and grooming practices), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, genetic information, medical condition, age, pregnancy, denial of medical and family care leave, or pregnancy disability leave, military and veteran status, and/or retaliation for protesting illegal discrimination related to one of these categories, or for reporting patient abuse in tax supported institutions;
- (m) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
- (n) The requirements of any other nondiscrimination statute(s) that may apply to this application.

6. Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), the Applicant certifies that it will maintain a drug-free workplace and a drug-free awareness program as outlined in the Act.

7. Environmental Standards

The Applicant will comply with state and federal environmental standards, including:

- (a) California Environmental Quality Act (CEQA) (California Public Resources Code §§ 21000- 21177), to include coordination with the city or county planning agency;
- (b) CEQA Guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, §§ 15000- 15387);
- (c) Federal Clean Water Act (CWA) (33 U.S.C. § 1251 et seq.), which establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters;
- (d) Federal Clean Air Act of 1955 (42 U.S.C. § 7401) which regulates air emissions from stationary and mobile sources;



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

- (e) Institution of environmental quality control measures under the National Environmental Policy Act (NEPA) of 1969 (P.L. 91-190); the Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA; and Executive Order 12898 which focuses on the environmental and human health effects of federal actions on minority and low-income populations with the goal of achieving environmental protection for all communities;
- (f) Evaluation of flood hazards in floodplains in accordance with Executive Order 11988;
- (g) Executive Order 11514 which sets forth national environmental standards;
- (h) Executive Order 11738 instituted to assure that each federal agency empowered to enter into contracts for the procurement of goods, materials, or services and each federal agency empowered to extend federal assistance by way of grant, loan, or contract shall undertake such procurement and assistance activities in a manner that will result in effective enforcement of the Clean Air Act and the Federal Water Pollution Control Act Executive Order 11990 which requires preservation of wetlands;
- (i) The Safe Drinking Water Act of 1974, (P.L. 93-523);
- (j) The Endangered Species Act of 1973, (P.L. 93-205);
- (k) Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.);
- (l) Conformity of Federal Actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.);
- (m) Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The Applicant shall not be: 1) in violation of any order or resolution promulgated by the State Air Resources Board or an air pollution district; 2) subject to a cease and desist order pursuant to § 13301 of the California Water Code for violation of waste discharge requirements or discharge prohibitions; or 3) determined to be in violation of federal law relating to air or water pollution.



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

8. Audits

For subrecipients expending \$750,000 or more in federal grant funds annually, the Applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and Title 2 of the Code of Federal Regulations, Part 200, Subpart F Audit Requirements.

9. Access to Records

In accordance with 2 C.F.R. § 200.336, the Applicant will give the awarding agency, the Comptroller General of the United States and, if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award. The Applicant will require any subrecipients, contractors, successors, transferees and assignees to acknowledge and agree to comply with this provision.

10. Conflict of Interest

The Applicant will establish safeguards to prohibit the Applicant's employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

11. Financial Management

False Claims for Payment - The Applicant will comply with 31 U.S.C §§ 3729-3733 which sets forth that no subrecipient, recipient, or subrecipient shall submit a false claim for payment, reimbursement or advance.

12. Reporting - Accountability

The Applicant agrees to comply with applicable provisions of the Federal Funding Accountability and Transparency Act (FFATA) (P.L. 109-282), specifically (a) the reporting of subawards obligating \$25,000 or more in federal funds and (b) executive compensation data for first-tier subawards. This includes the provisions of FFATA, which includes requirements for executive compensation, and also requirements implementing the Act for the non-federal entity at 2 C.F.R. Part 25 Financial Assistance Use of Universal Identifier and Central Contractor Registration and 2 C.F.R. Part 170 Reporting Subaward and Executive Compensation Information.

13. Whistleblower Protections

The Applicant also must comply with statutory requirements for whistleblower protections at 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. § 4304 and § 4310.



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

14. Human Trafficking

The Applicant will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from: (1) engaging in trafficking in persons during the period of time that the award is in effect; (2) procuring a commercial sex act during the period of time that the award is in effect; (3) using forced labor in the performance of the award or subawards under the award.

15. Labor Standards

The Applicant will comply with the following federal labor standards:

- (a) The Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), as applicable, and the Copeland Act (40 U.S.C. § 3145 and 18 U.S.C. § 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally-assisted construction contracts or subcontracts, and
- (b) The Federal Fair Labor Standards Act (29 U.S.C. § 201 et al.) as they apply to employees of institutes of higher learning (IHE), hospitals and other non-profit organizations.

16. Worker's Compensation

The Applicant must comply with provisions which require every employer to be insured to protect workers who may be injured on the job at all times during the performance of the work of this Agreement, as per the workers compensation laws set forth in California Labor Code §§ 3700 et seq.

17. Property-Related

If applicable to the type of project funded by this federal award, the Applicant will:

- (a) Comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchase;
- (b) Comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires subrecipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more;



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

- (c) Assist the awarding agency in assuring compliance with Section 106 of the
- (d) National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), Executive Order 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469a-1 et seq.); and
- (e) Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4831 and 24 CFR Part 35) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

18. Certifications Applicable Only to Federally-Funded Construction Projects

For all construction projects, the Applicant will:

- (a) Not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project;
- (b) Comply with the requirements of the awarding agency with regard to the drafting, review and approval of construction plans and specifications; and
- (c) Provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

19. Use of Cellular Device While Driving is Prohibited

Applicants are required to comply with California Vehicle Code sections 23123 and 23123.5. These laws prohibit driving motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication. Drivers are also prohibited from the use of a wireless telephone without hands-free listening and talking, unless to make an emergency call to 911, law enforcement, or similar services.



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

20. California Public Records Act and Freedom of Information Act

The Applicant acknowledges that all information submitted in the course of applying for funding under this program, or provided in the course of an entity's grant management activities that are under Federal control, is subject to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the California Public Records Act, California Government Code section 6250 et seq. The Applicant should consider these laws and consult its own State and local laws and regulations regarding the release of information when reporting sensitive matters in the grant application, needs assessment, and strategic planning process.

EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) – PROGRAM SPECIFIC ASSURANCES / CERTIFICATIONS

21. Acknowledgment of Federal Funding from DHS

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

22. Activities Conducted Abroad

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

23. Best Practices for Collection and Use of Personally Identifiable Information (PII)

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template a useful resource respectively.

24. Copyright

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



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

25. Duplication of Benefits

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

26. Energy Policy and Conservation Act

All recipients must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

27. Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

28. Fly America Act of 1974

All recipients must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

29. Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, all Applicants must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. § 2225a.



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

30. Non-supplanting Requirement

All recipients who receive federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

31. Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

32. SAFECOM

All recipients who receive federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

33. Terrorist Financing

All recipients must comply with Executive Order 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

34. Reporting of Matters Related to Recipient Integrity and Performance

If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

35. USA Patriot Act of 2001

All recipients must comply with requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.

36. Use of DHS Seal, Logo, and Flags

All recipients must obtain permission from their DHS Financial Assistance Office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.



Standard Assurances For Cal OES Federal Non-Disaster Grant Programs

IMPORTANT

The purpose of the assurance is to obtain federal and state financial assistance, including any and all federal and state grants, loans, reimbursement, contracts, etc. The Applicant recognizes and agrees that state financial assistance will be extended based on the representations made in this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, etc. Failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

All appropriate documentation, as outlined above, must be maintained on file by the Applicant and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the subrecipient may be ineligible for award of any future grants if the Cal OES determines that any of the following has occurred: (1) the recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

All of the language contained within this document must be included in the award documents for all subawards at all tiers. All recipients are bound by the [Department of Homeland Security Standard Terms and Conditions 2020, Version 10.1](https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions), hereby incorporated by reference, which can be found at:
<https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

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

Subrecipient: _____

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: _____

Title: _____ Date: _____

GAVIN NEWSOM
GOVERNOR

MARK S. GHILARDUCCI
DIRECTOR



October 23, 2020

Fesia A. Davenport
Acting Chief Executive Officer
Los Angeles County
500 West Temple Street, Room 713
Los Angeles, CA 90012-0000

SUBJECT: NOTIFICATION OF SUBRECIPIENT SUBAWARD APPROVAL

Fiscal Year (FY) 2020 Homeland Security Grant Program (HSGP)
Subaward #2020-0095, Cal OES ID#037-00000
Subaward Period of Performance: 09/01/2020-05/31/2023

Dear Ms. Davenport:

We are pleased to announce the approval of your FY 2020 HSGP subaward in the amount of \$10,593,612. Once the completed application is received and approved, reimbursement of eligible subaward expenditures may be requested using the California Governor's Office of Emergency Services (Cal OES) Financial Management Forms Workbook. Failure to provide documentation in a timely manner could result in a hold on funding, pursuant to Title 2, Code of Federal Regulations (CFR), Sections 200.338(a) and 200.207(b)(1)-(2).

This subaward is subject to requirements in 2 CFR, Part 200, including the Notice of Funding Opportunity (NOFO), the Preparedness Grants Manual, the California Supplement to the NOFO, and all applicable federal, state, and local requirements. All activities funded with this subaward must be completed within the subaward period of performance.

Subrecipients must obtain additional written approval **prior** to incurring costs for activities such as aviation, watercraft, allowability request logs, noncompetitive procurement, and projects requiring Environmental Planning and Historic Preservation review. Additionally, all projects falling under the National Priority Investment Justifications must be reviewed and approved for effectiveness by the



3650 SCHRIEVER AVENUE, MATHER, CA 95655
www.CalOES.ca.gov

Fesia A. Davenport
October 23, 2020
Page 2 of 2

Federal Emergency Management Agency (FEMA), prior to the obligation, and expenditure of funds for those projects.

Your organization will be required to prepare and submit the Biannual Strategy Implementation Report (BSIR) to Cal OES via the FEMA Grants Reporting Tool (GRT) semi-annually for the duration of the subaward period of performance or until all activities are completed and the subaward is formally closed. Failure to submit required reports could result in subaward reduction, suspension, or termination. Throughout the subaward cycle, milestones set in the GRT will be used as indicators of project feasibility, performance, and grant management capacity. This information may also be used in assessing proposals in future grant opportunities.

A Conditional Hold has been placed on your subaward; five percent of the subaward must be allocated to each of the four National Priority Investment Justifications for a total of twenty percent of the award. To release this hold, additional information is required for the investments identified which must be submitted in the December 2020 BSIR in a manner consistent with Grants Program Directorate Information Bulletin No. 447.

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

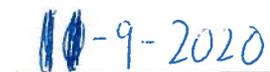
Sincerely,



MARK S. GHILARDUCCI
Director



Fesia A. Davenport
Los Angeles County



Date

Project Ledger

El Segundo
FY 2021 State Home Security Program (SHSP) Projects

Grant Subaward: 2021-0081

Cal OES ID: 037-00000

Ledger Type	Initial Application
Date	4/25/2021

POP Start Date	9/1/2021
POP End Date	5/31/2024

Project No.	Project Title	Funding Source	Discipline	Solution Area	Total Budgeted
001	NPA: Emergency Management Software	HSGP-SHSP	EMS	Equipment	\$ 350,000
061	FS USAR/CBRNE Equipment 2	HSGP-SHSP	FS	Equipment	\$ 100,000

Total \$ 450,000

Planning

El Segundo
FY 2021 State Home Security Program (SHSP) Projects
 Grant Subaward: 2021-0081
 Cal OES ID: 037-00000

Ledger Type	Initial Application
Date	4/25/2021

POP Start Date	9/1/2021
POP End Date	5/31/2024

Project No.	Planning Activity	Funding Source	Discipline	Solution Area Sub-Category	Expenditure Category	Final Product	Noncompetitive Procurement over \$250K	Budgeted Cost
								\$ -

Organization

El Segundo
FY 2021 State Home Security Program (SHSP) Projects
 Grant Subaward: 2021-0081
 Cal OES ID: 037-00000

Ledger Type	Initial Application
Date	4/25/2021

POP Start Date	9/1/2021
POP End Date	5/31/2024

Project No.	Organization	Funding Source	Discipline	Solution Area Sub-Category	Expenditure Category	Detail	Certification on File	Budgeted Cost
								\$ -

Training

El Segundo
FY 2021 State Home Security Program (SHSP) Projects
 Grant Subaward: 2021-0081
 Cal OES ID: 037-00000

Ledger Type	Initial Application
Date	4/25/2021

POP Start Date	9/1/2021
POP End Date	5/31/2024

Project No.	Course Name	Funding Source	Discipline	Solution Area Sub Category	Expenditure Category	Feedback Number	Training Activity	Total # Trainee(s)	Identified Host	Noncompetitive Procurement	EHP Hold	EHP Approval Date	Budgeted Cost
													\$ -

Exercise

El Segundo
FY 2021 State Home Security Program (SHSP) Projects
 Grant Subaward: 2021-0081
 Cal OES ID: 037-00000

Ledger Type	Initial Application
Date	4/25/2021

POP Start Date	9/1/2021
POP End Date	5/31/2024

Project No.	Exercise Title	Funding Source	Discipline	Solution Area Sub-Category	Expenditure Category	Date of Exercise	Exercise Type	Identified Host	Date of AAR entered into HSEEP	Noncompetitive Procurement over \$250K	EHP Hold	Budgeted Cost
												\$ -

**The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year 2021 Homeland Security Grant Program**

NOTE: If you are going to apply for this funding opportunity and have not obtained an Employer Identification Number (EIN), a Data Universal Numbering System (DUNS) number, are not currently registered in the System for Award Management (SAM), or your SAM registration is not active, please take immediate action to obtain an EIN and DUNS Number, if applicable, and then register immediately in SAM or, if applicable, renew your SAM registration. It may take four weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at:

<http://www.grants.gov/web/grants/register.html>. Detailed information regarding DUNS, EIN, and SAM is also provided in Section D of this NOFO under the subsection titled “How to Register to Apply.” Detailed information regarding the time required for each registration is also provided in Section D of this NOFO under the subsection titled “Other Key Dates.”

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A. Program Description**1. Issued By**

U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/Grant Programs Directorate (GPD)

2. Assistance Listings Number

97.067

3. Assistance Listings Title

Homeland Security Grant Program

4. Funding Opportunity Title

Fiscal Year 2021 Homeland Security Grant Program (HSGP)

- State Homeland Security Program (SHSP)
- Urban Area Security Initiative (UASI)
- Operation Stonegarden (OPSG)

5. Funding Opportunity Number

DHS-21-[GPD]-[067]-[00]-[02]

6. Authorizing Authority for Program

Section 2002 of the *Homeland Security Act of 2002* (Pub. L. No. 107-296, as amended) (6 U.S.C. § 603)

7. Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2021 (Pub. L. No. 116-260)

8. Announcement Type

Initial

9. Program Category

Preparedness: Community Security

10. Program Overview, Objectives, and Priorities**a. *Overview***

The Fiscal Year (FY) 2021 Homeland Security Grant Program (HSGP) is one of three grant programs that constitute the DHS/FEMA focus on enhancing the ability of state, local, tribal, and territorial governments, as well as nonprofits, to prevent, protect against, respond to, and recover from terrorist attacks. These grant programs are part of a comprehensive set of measures authorized by Congress and implemented by DHS to help strengthen the Nation's communities against potential terrorist attacks. Among the five basic homeland security missions noted in the DHS Strategic Plan, HSGP supports the goal to Strengthen National Preparedness and Resilience.

In FY 2021, there are three components of HSGP:

- 1) ***State Homeland Security Program (SHSP)***: SHSP assists state, local, tribal, and territorial efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism.
- 2) ***Urban Area Security Initiative (UASI)***: UASI assists high-threat, high-density Urban Area efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism.
- 3) ***Operation Stonegarden (OPSG)***: OPSG supports enhanced cooperation and coordination among Customs and Border Protection (CBP), United States Border Patrol (USBP), and federal, state, local, tribal, and territorial law enforcement agencies to improve overall border security. OPSG provides funding to support joint efforts to secure the United States' borders along routes of ingress/egress to and from international borders, to include travel corridors in states bordering Mexico and Canada, as well as states and territories with international water borders. State, local, tribal, and territorial (SLTT) law enforcement agencies utilize their inherent law enforcement authorities to support the border security mission and do not receive any additional authority as a result of participation in OPSG.

The [2018-2022 FEMA Strategic Plan](#) creates a shared vision for reducing the risks posed by terrorism and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. HSGP supports the goals of Building a Culture of Preparedness and Readyng the Nation for Catastrophic Disasters. We invite our stakeholders and partners to also adopt these priorities and join us in building a more prepared and resilient Nation, as preparedness is a shared responsibility and funding should support priorities that are most impactful and demonstrate the greatest return on investment.

For FY 2021, DHS is focused on the criticality of information sharing and collaboration to building a national culture of preparedness and protecting against terrorism and other emerging threats to our national security. DHS and its homeland security mission were born from the “failures among federal agencies and between the federal agencies and state and local authorities to share critical information related to the threat of terrorism” prior to the September 11, 2001, attacks.¹ The threat profile has changed in the past two decades – we now face continuous cyber threats by sophisticated actors, threats to soft targets and crowded places, threats from domestic violent extremists, and threats from new and emerging technologies. But information sharing and cooperation among state, local, and tribal authorities and federal agencies, including all DHS officials, is just as vital, and perhaps even more vital, today. Therefore, for FY 2021, we have identified five priority areas, tied to some of the most serious threats that DHS would like to see addressed by state and local

¹ Homeland Security Act of 2002: Report Together with Minority and Dissenting Views 222, Select Committee on Homeland Security: 107th Congress, U.S. House of Representatives (2002) (H. Rpt. 107-609).

governments, that recipients will need to address with their HSGP funds. Perhaps most importantly, we will be focused on forging partnerships to strengthen information sharing and collaboration in each of these priority areas and looking for recipients to remove barriers to communication and cooperation with DHS and other federal agencies.

b. *Objective*

The objective of the FY 2021 HSGP is to fund state, local, tribal, and territorial efforts to prevent terrorism and prepare the Nation for threats and hazards that pose the greatest risk to the security of the United States.

c. *Priorities*

Given the evolving threat landscape, it is incumbent upon DHS/FEMA to continuously evaluate the national risk profile and set priorities that help ensure appropriate allocation of scarce security dollars. In assessing the national risk profile for FY 2021, five priority areas attract the most concern. Due to the unique threats that the nation faces in 2021, DHS/FEMA has determined that these five priorities should be addressed by allocating specific percentages of SHSP and UASI funds to each of these five areas, for a total of 30 percent per award. The following are the five priority areas for FY 2021, along with the corresponding percentage of SHSP and UASI funds that each recipient will be required to designate to each priority area in order to obtain a full allocation of SHSP and UASI funds:

- 1) Enhancing cybersecurity – 7.5 percent
- 2) Enhancing the protection of soft targets/crowded places – 5 percent
- 3) Enhancing information and intelligence sharing and analysis, and cooperation with federal agencies, including DHS – 5 percent
- 4) Combating domestic violent extremism – 7.5 percent
- 5) Addressing emergent threats (e.g., transnational criminal organizations, unmanned aircraft systems [UASs], weapons of mass destruction [WMD], etc.) – 5 percent

Failure by a recipient to propose investments and projects that align with the five priority areas and spending requirements will result in a recipient having a portion of their SHSP and UASI funds (up to 30 percent) placed on hold until they provide projects that sufficiently align to the National Priority Areas, and total at least the minimum percentage identified above of total SHSP and UASI funds per National Priority Area.

A state or high-risk urban area must allocate the remaining 70 percent of their funding to gaps identified through their Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) process.

Likewise, there are several enduring security needs that crosscut the homeland security enterprise to which recipients should consider allocating funding across core capability gaps and national priorities. The following are enduring needs that help recipients implement a comprehensive approach to securing communities:

- 1) Effective planning;
- 2) Training and awareness campaigns;

- 3) Equipment and capital projects; and
- 4) Exercises.

SHSP and UASI Funding Priorities

The table below provides a breakdown of the FY 2021 SHSP and UASI priorities (the focus of OPSG remains unique to border security), showing the core capabilities enhanced and lifelines supported, as well as examples of eligible project types for each area. A detailed description of allowable investments for each project type is included in the [Preparedness Grants Manual](#). DHS/FEMA anticipates that in future years, national priorities will continue to be included and will be updated as the threats evolve and as capability gaps are closed. Applicants are strongly encouraged to begin planning to sustain existing capabilities through funding mechanisms other than DHS preparedness grants.

FY 2021 SHSP & UASI Funding Priorities

Priority Areas	Core Capabilities	Lifelines	Example Project Types
National Priorities			
Enhancing Cybersecurity	<ul style="list-style-type: none"> • Cybersecurity • Intelligence and information sharing • Planning • Public information and warning • Operational coordination • Screening, search, and detection • Access control and identity verification • Supply chain integrity and security • Risk management for protection programs and activities • Long-term vulnerability reduction • Situational assessment • Infrastructure systems • Operational communications 	<ul style="list-style-type: none"> • Safety and Security 	<ul style="list-style-type: none"> • Cybersecurity risk assessments • Migrating online services to the “.gov” internet domain • Projects that address vulnerabilities identified in cybersecurity risk assessments <ul style="list-style-type: none"> ○ Improving cybersecurity of critical infrastructure to meet minimum levels identified by the Cybersecurity and Infrastructure Security Agency (CISA) ○ Cybersecurity training and planning
Enhancing the Protection of Soft Targets/ Crowded Places	<ul style="list-style-type: none"> • Operational coordination • Public information and warning • Intelligence and information sharing • Interdiction and disruption • Screening, search, and detection • Access control and identity verification • Physical protective measures • Risk management for protection programs and activities 	<ul style="list-style-type: none"> • Safety and Security 	<ul style="list-style-type: none"> • Operational overtime • Physical security enhancements <ul style="list-style-type: none"> ○ Closed-circuit television (CCTV) security cameras ○ Security screening equipment for people and baggage ○ Lighting ○ Access controls ○ Fencing, gates, barriers, etc.

Priority Areas	Core Capabilities	Lifelines	Example Project Types
Enhancing information and intelligence sharing and analysis, and cooperation with federal agencies, including DHS	<ul style="list-style-type: none"> • Intelligence and information sharing • Interdiction and disruption • Planning • Public information and warning • Operational coordination • Risk management for protection programs and activities 	<ul style="list-style-type: none"> • Safety and Security 	<ul style="list-style-type: none"> • Fusion center operations (Fusion Center project will be required under this investment, no longer as a stand-alone investment) • Information sharing with all DHS components; fusion centers; other operational, investigative, and analytic entities; and other federal law enforcement and intelligence entities • Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition, assessment, analysis, and mitigation • Identification, assessment, and reporting of threats of violence • Joint intelligence analysis training and planning with DHS officials and other entities designated by DHS
Combating Domestic Violent Extremism	<ul style="list-style-type: none"> • Interdiction and disruption • Screening, search and detection • Physical protective measures • Intelligence and information sharing • Planning • Public information and warning • Operational coordination • Risk management for protection programs and activities 	<ul style="list-style-type: none"> • Safety and Security 	<ul style="list-style-type: none"> • Open source analysis of misinformation campaigns, targeted violence and threats to life, including tips/leads, and online/social media-based threats • Sharing and leveraging intelligence and information, including open source analysis • Execution and management of threat assessment programs to identify, evaluate, and analyze indicators and behaviors indicative of domestic violent extremists • Training and awareness programs (e.g., through social media, suspicious activity reporting [SAR] indicators and behaviors) to help prevent radicalization • Training and awareness programs (e.g., through social media, SAR indicators and behaviors) to educate the public on misinformation campaigns and resources to help them identify and report potential instances of domestic violent extremism
Addressing Emergent Threats, such as the activities of Transnational Criminal Organizations, open source threats, and threats from UAS and WMD	<ul style="list-style-type: none"> • Interdiction & disruption • Screening, search and detection • Physical protective measures • Intelligence and information sharing • Planning • Public Information and Warning • Operational Coordination 	<ul style="list-style-type: none"> • Safety and Security 	<ul style="list-style-type: none"> • Sharing and leveraging intelligence and information • UAS detection technologies • Enhancing WMD and/or improvised explosive device (IED) prevention, detection, response and recovery capabilities <ul style="list-style-type: none"> ○ Chemical/Biological/Radiological/Nuclear/Explosive (CBRNE) detection, prevention, response, and recovery equipment
Enduring Needs			
Planning	<ul style="list-style-type: none"> • Planning 	<ul style="list-style-type: none"> • Safety and Security 	<ul style="list-style-type: none"> • Development of: <ul style="list-style-type: none"> ○ Security Risk Management Plans

Priority Areas	Core Capabilities	Lifelines	Example Project Types
	<ul style="list-style-type: none"> • Risk management for protection programs and activities • Risk and disaster resilience assessment • Threats and hazards identification • Operational coordination • Community resilience 		<ul style="list-style-type: none"> ○ Threat Mitigation Plans ○ Continuity of Operations Plans ○ Response Plans • Efforts to strengthen governance integration between/among regional partners • Joint training and planning with DHS officials and other entities designated by DHS • <u>Cybersecurity training and planning</u>
Training & Awareness	<ul style="list-style-type: none"> • Long-term vulnerability reduction • Public information and warning • Operational coordination • Situational assessment • Community resilience 	<ul style="list-style-type: none"> • Safety and Security 	<ul style="list-style-type: none"> • Active shooter training • Intelligence analyst training • SAR and terrorism indicators/behaviors training • Security training for employees • Public awareness/preparedness campaigns • Joint training and planning with DHS officials and other entities designated by DHS • <u>Cybersecurity training and planning</u>
Equipment & Capital Projects	<ul style="list-style-type: none"> • Long-term vulnerability reduction • Infrastructure systems • Operational communications • Interdiction and disruption • Screening, search and detection • Access control and identity verification • Physical protective measures 	<ul style="list-style-type: none"> • Safety and Security 	<ul style="list-style-type: none"> • Protection of high-risk, high-consequence areas or systems that have been identified through risk assessments • Physical security enhancements <ul style="list-style-type: none"> ○ Security cameras (CCTV) ○ Security screening equipment for people and baggage ○ Lighting ○ Access Controls <ul style="list-style-type: none"> ▪ Fencing, gates, barriers, etc.
Exercises	<ul style="list-style-type: none"> • Long-term vulnerability reduction • Operational coordination • Operational communications • Community resilience 	<ul style="list-style-type: none"> • Safety and Security 	<ul style="list-style-type: none"> • Response exercises

For FY 2021, each SHSP and UASI recipient is required to submit an Investment Justification (IJ) for *each* of the five National Priority Areas identified above. Each of these five investments must also account for at least the relevant minimum percentage of the applicant's SHSP and UASI allocation. The fusion center project must be included under the Information and Intelligence Sharing IJ. State Administrative Agencies (SAAs) may submit complete project-level information at the time of application, including the five National Priority Area IJs, but are not required to do so. As a reminder, all SHSP- and UASI-funded projects must have a demonstrated nexus to preventing, preparing for, protecting against, and responding to acts of terrorism. However, such projects may simultaneously support enhanced preparedness for disasters unrelated to acts of terrorism.

DHS/FEMA also requires SHSP and UASI recipients (states, territories, and high-risk urban areas) to complete a THIRA/SPR and prioritize grant funding to support closing capability gaps or sustaining capabilities that address national priorities and/or support enduring needs.

Additional information on the THIRA/SPR process, including other National Preparedness System (NPS) tools and resources, can be found at <https://www.fema.gov/national-preparedness-system>. Detailed information on THIRA/SPR timelines and deadlines can be found in the [Preparedness Grants Manual](#).

OPSG Funding Priorities

The table below provides a breakdown of the FY 2021 OPSG funding priorities, which remain focused on and unique to border security.

FY 2021 OPSG Funding Priorities

Priority Areas	Core Capabilities	Lifelines	Example Project Types
National Priorities			
Enhancing information and intelligence sharing and analysis, and cooperation with federal agencies, including DHS	<ul style="list-style-type: none"> Intelligence and information sharing 	<ul style="list-style-type: none"> Safety and Security 	<ul style="list-style-type: none"> Participation in the DHS/ICE 287(g) training program Information sharing with all DHS components; fusion centers; other operational, investigative, and analytic entities; and other federal law enforcement and intelligence entities Cooperation with DHS officials and other entities designated by DHS in intelligence, threat recognition, assessment, analysis, and mitigation Identification, assessment, and reporting of threats of violence Joint intelligence analysis training and planning with DHS officials and other entities designated by DHS
Addressing Emergent Threats, such as the activities of Transnational Criminal Organizations	<ul style="list-style-type: none"> Interdiction & disruption Screening, search and detection Physical protective measures Intelligence and information sharing 	<ul style="list-style-type: none"> Safety and Security 	<ul style="list-style-type: none"> Operational overtime for border security operations as directed by the applicable, USBP-approved operations order Sharing and leveraging intelligence and information

For FY 2021, each OPSG applicant is required to clearly articulate and identify how the Concept of Operations addresses *each* of the two national priorities identified above.

11. Performance Metrics

Performance metrics for this program:

SHSP and UASI:

- Percentage of funding allocated by the recipient to core capabilities to build or sustain national priorities identified in the section above

OPSG:

- Number of contacts that occurred as a result of OPSG deployments
 - Number of arrests that resulted from OPSG contacts
 - Value of drug seizures that resulted from OPSG contacts

B. Federal Award Information

1. Available Funding for the NOFO: **\$1,120,000,000.00**

HSGP Programs	FY 2021 Allocation
SHSP	\$415,000,000
UASI	\$615,000,000
OPSG	\$90,000,000
Total	\$1,120,000,000

SHSP Allocations

For FY 2021, DHS/FEMA will award SHSP funds based on DHS/FEMA's relative risk methodology and statutory minimums pursuant to the *Homeland Security Act of 2002*, as amended. THIRA/SPR results do not impact grant allocation or award.

Each state and territory will receive a minimum allocation under the SHSP using thresholds established in the *Homeland Security Act of 2002*, as amended. All 50 States, the District of Columbia, and the Commonwealth of Puerto Rico will receive 0.35 percent of the total funds allocated for grants under Section 2003 and Section 2004 of the *Homeland Security Act of 2002*, as amended. Each of the four territories (American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands) will receive a minimum allocation of 0.08 percent of the total funds allocated for grants under Section 2003 and 2004 of the *Homeland Security Act of 2002*, as amended.

Each state must include a separate IJ for each of the five National Priority Areas identified in the Priorities section, above. **All projects related to the National Priority Area must be included in the IJ.** The funding level in each National Priority Area investment **must equal or exceed** the percentage for that respective National Priority Area, calculated as a percentage of the state's SHSP allocation in the table below.

FY 2021 SHSP ALLOCATIONS

State/Territory	FY 2021 Allocation	State/Territory	FY 2021 Allocation
Alabama	\$4,602,500	Montana	\$4,602,500
Alaska	\$4,602,500	Nebraska	\$4,602,500
American Samoa	\$1,052,000	Nevada	\$4,602,500
Arizona	\$4,602,500	New Hampshire	\$4,602,500
Arkansas	\$4,602,500	New Jersey	\$7,345,897
California	\$59,220,807	New Mexico	\$4,602,500
Colorado	\$4,602,500	New York	\$70,639,800

State/Territory	FY 2021 Allocation	State/Territory	FY 2021 Allocation
Connecticut	\$4,602,500	North Carolina	\$5,280,222
Delaware	\$4,602,500	North Dakota	\$4,602,500
District of Columbia	\$5,280,222	Northern Mariana Islands	\$1,052,000
Florida	\$9,701,894	Ohio	\$6,428,138
Georgia	\$5,491,278	Oklahoma	\$4,602,500
Guam	\$1,052,000	Oregon	\$4,602,500
Hawaii	\$4,602,500	Pennsylvania	\$8,447,973
Idaho	\$4,602,500	Puerto Rico	\$4,602,500
Illinois	\$14,427,260	Rhode Island	\$4,602,500
Indiana	\$4,602,500	South Carolina	\$4,602,500
Iowa	\$4,602,500	South Dakota	\$4,602,500
Kansas	\$4,602,500	Tennessee	\$4,602,500
Kentucky	\$4,602,500	Texas	\$18,908,141
Louisiana	\$4,602,500	U.S. Virgin Islands	\$1,052,000
Maine	\$4,602,500	Utah	\$4,602,500
Maryland	\$7,345,897	Vermont	\$4,602,500
Massachusetts	\$6,428,138	Virginia	\$8,447,973
Michigan	\$5,280,222	Washington	\$6,428,138
Minnesota	\$4,602,500	West Virginia	\$4,602,500
Mississippi	\$4,602,500	Wisconsin	\$4,602,500
Missouri	\$4,602,500	Wyoming	\$4,602,500
Total			\$415,000,000

UASI Allocations

Eligible candidates for the FY 2021 UASI program are identified in the table below. Eligibility has been determined through an analysis of relative risk of terrorism faced by the 100 most populous Metropolitan Statistical Areas (MSAs) in the United States, in accordance with the *Homeland Security Act of 2002*, as amended. Detailed information on MSAs is publicly available from the United States Census Bureau at <https://www.census.gov/programs-surveys/metro-micro.html>. THIRA/SPR results do not impact grant allocation or award.

The following table identifies the UASI allocations for each high-risk urban area based on DHS/FEMA's relative risk methodology pursuant to the *Homeland Security Act of 2002*, as amended.

In its application, each high-risk urban area, through the state, must include a separate IJ for each of the five National Priority Areas identified in the Priorities section, above. **All projects related to the National Priority Area must be included in the IJ.** The funding level in each National Priority Area investment **must equal or exceed** the percentage for that respective National Priority Area, calculated as a percentage of the urban area's UASI allocation in the table below.

2021 UASI ALLOCATIONS

State/Territory	Urban Area	FY 2021 UASI Allocation
Arizona	Phoenix Area	\$5,250,000
California	Anaheim/Santa Ana Area	\$5,250,000
	Bay Area	\$37,500,000
	Los Angeles/Long Beach Area	\$68,000,000
	Riverside Area	\$3,900,000
	Sacramento Area	\$3,800,000
	San Diego Area	\$16,900,000
Colorado	Denver Area	\$3,900,000
District of Columbia	National Capital Region	\$51,750,000
Florida	Miami/Fort Lauderdale Area	\$14,750,000
	Orlando Area	\$3,800,000
	Tampa Area	\$3,800,000
Georgia	Atlanta Area	\$6,250,000
Hawaii	Honolulu Area	\$3,800,000
Illinois	Chicago Area	\$68,000,000
Maryland	Baltimore Area	\$4,250,000
Massachusetts	Boston Area	\$16,900,000
Michigan	Detroit Area	\$5,250,000
Minnesota	Twin Cities Area	\$5,250,000
Missouri	St. Louis Area	\$3,800,000
Nevada	Las Vegas Area	\$5,250,000
New Jersey	Jersey City/Newark Area	\$19,050,000
New York	New York City Area	\$178,750,000
North Carolina	Charlotte Area	\$3,800,000
Oregon	Portland Area	\$3,800,000
Pennsylvania	Philadelphia Area	\$16,900,000
Texas	Dallas/Fort Worth/Arlington Area	\$16,900,000
	Houston Area	\$24,600,000
	San Antonio Area	\$3,800,000
Virginia	Hampton Roads Area	\$3,800,000
Washington	Seattle Area	\$6,250,000
Total		\$615,000,000

OPSG Allocations

For FY 2021, DHS/FEMA will award OPSG funds based on risk and the anticipated effectiveness of the proposed use of grant funds upon completion of the application review process. The FY 2021 OPSG risk assessment is designed to identify the risk to border security and to assist with the distribution of funds for the grant program. Funding under OPSG is distributed based on the risk to the security of the border and the effectiveness of the proposed projects. Entities eligible for funding are the state, local, and tribal law

enforcement agencies that are located along the border of the United States. DHS/FEMA will make final award determinations based upon a review of the anticipated effectiveness of the state's application as described in Section D, below. The THIRA/SPR process is not required for OPSG.

For the purposes of OPSG, the risk is defined as the potential for an adverse outcome assessed as a function of threats, vulnerabilities, and consequences associated with an incident, event, or occurrence.

Based upon ongoing intelligence analysis and extensive security reviews, DHS/CBP continues to focus the bulk of OPSG funds based upon risk analyses. The risk model used to allocate OPSG funds considers the potential risk that certain threats pose to border security and estimates the relative risk faced by a given area. In evaluating risk, DHS/CBP considers intelligence, situational awareness, criminal trends, and statistical data specific to each of the border sectors, and the potential impacts that these threats pose to the security of the border area. For vulnerability and consequence, DHS/CBP considers the expected impact and consequences of successful border events occurring in specific areas.

Threat and vulnerability are evaluated based on specific operational data from DHS/CBP. Threat components present in each of the sectors are used to determine the overall threat score. These components are terrorism, criminal aliens, drug trafficking organizations, and alien smuggling organizations.

Effectiveness of the proposed investments will be evaluated based on the recipient's investment strategy, budget, collaboration, and past performance.

2. Projected Number of Awards: **56**
3. Period of Performance: **36 months**

Extensions to the period of performance are allowed. For additional information on period of performance extensions, please refer to Section H of this NOFO and the [Preparedness Grants Manual](#).

FEMA awards under this program only include one budget period, so it will be same as the period of performance. *See* 2 C.F.R. § 200.1 for definitions of "budget period" and "period of performance."

4. Projected Period of Performance Start Date(s): **10/01/2021**
5. Projected Period of Performance End Date(s): **09/30/2024**
6. Funding Instrument Type: **Grant**

C. Eligibility Information

1. Eligible Applicants

The SAA is the only entity eligible to submit HSGP applications to DHS/FEMA, including

those applications submitted on behalf of UASI and OPSG applicants. All 56 states and territories, including any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands, are eligible to apply for SHSP funds. Tribal governments may not apply directly for HSGP funding; however, funding may be available to tribes under the SHSP and OPSG through the SAA.

2. Applicant Eligibility Criteria

Eligible high-risk urban areas for the FY 2021 UASI program have been determined through an analysis of relative risk of terrorism faced by the 100 most populous MSAs in the United States. Subawards will be made by the SAAs to the designated high-risk urban areas.

In FY 2021, OPSG eligible subrecipients are local units of government at the county level or equivalent level of government and federally recognized tribal governments in states bordering Canada or Mexico and states and territories with international water borders. All applicants must have active ongoing USBP operations coordinated through a CBP sector office to be eligible for OPSG funding.

In FY 2021, OPSG subrecipients eligible to apply for and receive a subaward directly from the SAAs are divided into three Tiers. Tier 1 entities are local units of government at the county level or equivalent and federally recognized tribal governments that are on a physical border in states bordering Canada, states bordering Mexico, and states and territories with international water borders. Tier 2 eligible subrecipients are those not located on the physical border or international water but are contiguous to a Tier 1 county. Tier 3 eligible subrecipients are those not located on the physical border or international water but are contiguous to a Tier 2 eligible subrecipient. The tier structure is only applicable with regard to eligibility. OPSG funding allocations are based on the assessed border security risks as determined by the USBP.

An application submitted by an otherwise eligible non-federal entity (i.e., the applicant) may be deemed ineligible when the person that submitted the application is not: 1) a ***current employee, personnel, official, staff, or leadership*** of the non-federal entity; and 2) ***duly authorized to apply*** for an award on behalf of the non-federal entity at the time of application.

Further, the Authorized Organization Representative (AOR) must be a duly authorized current employee, personnel, official, staff, or leadership of the recipient and ***provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. Consultants or contractors of the recipient are not permitted to be the AOR of the recipient.***

3. Other Eligibility Criteria

a. ***National Incident Management System (NIMS) Implementation***

Prior to allocation of any federal preparedness awards, recipients must ensure and maintain adoption and implementation of NIMS. The list of objectives used for progress and

achievement reporting is on FEMA's website at <https://www.fema.gov/emergency-managers/nims/implementation-training>.

Please see the [Preparedness Grants Manual](#) for more information on NIMS.

b. *Emergency Management Assistance Compact (EMAC) Membership*

In support of the National Preparedness Goal (the Goal), SHSP recipients must belong to, be in, or act as a temporary member of EMAC, except for American Samoa and the Commonwealth of the Northern Mariana Islands, which are not required to belong to EMAC at this time. All assets supported in part or entirely with FY 2021 HSGP funding must be readily deployable and NIMS-typed when possible to support emergency or disaster operations per existing EMAC agreements. In addition, funding may be used for the sustainment of core capabilities that, while they may not be physically deployable, support national response capabilities, such as Geographic/Geospatial Information Systems (GIS), interoperable communications systems, capabilities as defined under the Mitigation Mission Area of the Goal, and fusion centers.

c. *Law Enforcement Terrorism Prevention Activities (LETPA)*

Per section 2006 of the *Homeland Security Act of 2002*, as amended (6 U.S.C. § 607), DHS/FEMA is required to ensure that at least 25 percent of grant funding appropriated for grants awarded under HSGP's authorizing statute are used for LETPAs. DHS/FEMA meets this requirement, in part, by requiring all recipients allocate at least 25 percent of the combined HSGP funds allocated under SHSP and UASI towards LETPAs, as defined in 6 U.S.C. § 607. The LETPA allocation can be from SHSP, UASI, or both. The 25 percent LETPA allocation may be met by funding projects in any combination of the five National Priority Areas identified above and any other investments. The 25 percent LETPA allocation requirement is in addition to the 80 percent pass-through requirement to local units of government and tribes, referenced below.

The [National Prevention Framework](#) describes those activities that should be executed upon the discovery of intelligence or information regarding an imminent threat to the homeland, to thwart an initial or follow-on terrorist attack and provides guidance to ensure the Nation is prepared to identify, prevent, avoid, or stop a threatened or actual act of terrorism. Activities outlined in the National Prevention Framework are eligible for use as LETPA-focused funds. Also, where capabilities are shared with the protection mission area, the National Protection Framework activities are also eligible. All other terrorism prevention activities proposed for funding under LETPA must be approved by the FEMA Administrator.

4. Cost Share or Match

There is no cost share or match requirement for the FY 2021 HSGP.

D. Application and Submission Information

1. Key Dates and Times

a. *Application Start Date:* 02/25/2021

b. *Application Submission Deadline:* 05/14/2021 at 05 PM ET

All applications **must** be received by the established deadline.

The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of their submission. For additional information on how an applicant will be notified of application receipt, see the subsection titled “Timely Receipt Requirements and Proof of Timely Submission” in Section D of this NOFO.

FEMA will not review applications that are received after the deadline or consider these late applications for funding. FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant’s control that prevent submission of the application by the deadline, other exigent or emergency circumstances, or statutory requirements for FEMA to make an award.

Applicants experiencing technical problems outside of their control must notify FEMA as soon as possible and before the application deadline. Failure to timely notify FEMA of the issue that prevented the timely filing of the application may preclude consideration of the award. “Timely notification” of FEMA means: prior to the application deadline and within 48 hours after the applicant became aware of the issue.

A list of FEMA contacts can be found in Section G of this NOFO, “DHS Awarding Agency Contact Information.” For additional assistance using the ND Grants System, please contact the ND Grants Service Desk at (800) 865-4076 or NDGrants@fema.dhs.gov. The ND Grants Service Desk is available Monday through Friday, 9:00 AM – 6:00 PM Eastern Time (ET). For programmatic or grants management questions, please contact your Program Analyst or Grants Specialist. If applicants do not know who to contact or if there are programmatic questions or concerns, please contact the Centralized Scheduling and Information Desk (CSID) by phone at (800) 368-6498 or by e-mail at askcsid@fema.dhs.gov, Monday through Friday, 9 AM – 5 PM ET.

c. *Anticipated Funding Selection Date:* No later than 07/16/2021

d. *Anticipated Award Date:* No later than 09/30/2021

e. *Other Key Dates:*

Event	Suggested Deadline for Completion
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Creating an account with login.gov	Four weeks before actual submission deadline
Registering in SAM or Updating SAM registration	Four weeks before actual submission deadline
Registering in Grants.gov	Four weeks before actual submission deadline

Starting application in Grants.gov	One week before actual submission deadline
Submitting the final application in ND Grants	By the submission deadline

2. Agreeing to Terms and Conditions of the Award

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

3. Address to Request Application Package

See the [Preparedness Grants Manual](#) for requesting and submitting an application.

Initial applications are processed through the [Grants.gov](#) portal. Final applications are completed and submitted through FEMA's ND Grants System. Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>.

Hard copies of the NOFO can be downloaded at [Grants.gov](#) or obtained via email from the Awarding Office points of contact listed in Section G of this NOFO, "DHS Awarding Agency Contact Information" or by TTY (800) 462-7585.

4. Steps Required to Obtain a Unique Entity Identifier, Register in the System for Award Management (SAM), and Submit an Application

Applying for an award under this program is a multi-step process and requires time to complete. Applicants are encouraged to register early as the registration process can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

Please review the table above for estimated deadlines to complete each of the steps listed. Failure of an applicant to comply with any of the required steps before the deadline for submitting an application may disqualify that application from funding.

To apply for an award under this program, all applicants must:

- a. Apply for, update, or verify their Data Universal Numbering System (DUNS) number from Dun & Bradstreet and Employer Identification Number (EIN) from the Internal Revenue Service;
- b. In the application, provide a valid DUNS number, which is currently the unique entity identifier;
- c. Have an account with [login.gov](#);
- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- e. Create a Grants.gov account;
- f. Add a profile to a Grants.gov account;
- g. Establish an AOR in Grants.gov;
- h. Register in ND Grants
- i. Submit an initial application in Grants.gov;

- j. Submit the final application in ND Grants, including electronically signing applicable forms; and**
- k. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Specific instructions on how to apply for, update, or verify a DUNS number or SAM registration or establish an AOR are included below in the steps for applying through Grants.gov.

Applicants are advised that FEMA may not make a federal award until the applicant has complied with all applicable DUNS and SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when FEMA is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, FEMA may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Per 2 C.F.R. § 25.110(c)(2)(ii), if an applicant is experiencing exigent circumstances that prevents it from receiving a DUNS number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible by contacting askcsid@fema.dhs.gov and providing the details of the circumstances that prevent completion of these requirements. If FEMA determines that there are exigent circumstances and FEMA has decided to make an award, the applicant will be required to obtain a DUNS number and complete SAM registration within 30 days of the federal award date.

5. Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity.

For this funding opportunity, FEMA requires applicants to submit initial applications through Grants.gov and a final application through ND Grants.

6. How to Register to Apply through Grants.gov

For information on how to register to apply through Grants.gov, please see the [Preparedness Grants Manual](#).

7. How to Submit an Initial Application to FEMA via Grants.gov

Standard Form 424 (SF-424) is the initial application for this NOFO.

Grants.gov applicants can apply online using a workspace. A workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each Notice of Funding Opportunity, you can create individual instances of a workspace. Applicants are encouraged to submit their initial applications in Grants.gov at least seven days before the application deadline.

In Grants.gov, applicants need to submit the following forms:

- SF-424, Application for Federal Assistance
- Grants.gov Lobbying Form, Certification Regarding Lobbying

For further information on how to submit an initial application via Grants.gov, please see the [Preparedness Grants Manual](#).

8. Submitting the Final Application in ND Grants

After submitting the initial application in Grants.gov, eligible applicants will be notified by FEMA and asked to proceed with submitting their complete application package in ND Grants. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement or, at the latest, seven days before the application deadline. Early registration will allow applicants to have adequate time to start and complete their applications.

Applicants needing assistance registering for the ND Grants system should contact ndgrants@fema.dhs.gov or (800) 865-4076. For step-by-step directions on using the ND Grants system and other guides, please see <https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system>.

In ND Grants, applicants will be prompted to submit the standard application information and any program-specific information required as described in Section D.10 of this NOFO, “Content and Form of Application Submission.”. The Standard Forms (SF) are auto generated in ND Grants, but applicants may access these forms in advance through the Forms tab under the [SF-424 family on Grants.gov](#). Applicants should review these forms before applying to ensure they have all the information required.

For additional application submission requirements, including program-specific requirements, please refer to the subsection titled “Content and Form of Application Submission” under Section D of this NOFO.

9. Timely Receipt Requirements and Proof of Timely Submission

As application submission is a two-step process, the applicant with the AOR role who submitted the application in Grants.gov will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of its initial application. **This notification does not serve as proof of timely submission, as the application is not complete until it is submitted in ND Grants.** Applicants can also view the ND Grants Agency Tracking Number by accessing the Details tab in the submitted workspace section in Grants.gov, under the Agency Tracking Number column. Should the Agency Tracking Number not appear, the application has not yet migrated from Grants.gov

into the ND Grants System. Please allow 24 hours for your ND Grants application tracking number to migrate.

All applications must be received in ND Grants by **5 PM ET** on the application deadline. Proof of timely submission is automatically recorded by ND Grants. An electronic date/time stamp is generated within the system when the application is successfully received by ND Grants. Additionally, the applicant(s) listed as contacts on the application will receive a system-generated email to confirm receipt.

10. Content and Form of Application Submission

a. *Standard Required Application Forms and Information*

I. GRANTS.GOV

- **SF-424, Application for Federal Assistance**, initial application submitted through Grants.gov
- **Grants.gov Lobbying Form, Certification Regarding Lobbying**, submitted through Grants.gov

II. ND GRANTS

- **SF-424A, Budget Information (Non-Construction)**, submitted via the forms generated by ND Grants
 - **For construction under an award, submit SF-424C, Budget Information (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424A
- **SF-424B, Standard Assurances (Non-Construction)**, submitted via the forms generated by ND Grants
 - **For construction under an award, submit SF-424D, Standard Assurances (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424B
- **SF-LLL, Disclosure of Lobbying Activities**, submitted via the forms generated by ND Grants
- **Indirect Cost Agreement or Proposal**, submitted as an attachment in ND Grants if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. If the applicant does not have or is not required to have an indirect cost rate agreement or proposal, please see Section D.13 of this NOFO, “Funding Restrictions and Allowable Costs,” for further information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal might be available, or contact the relevant FEMA staff identified in Section G of this NOFO, “DHS Awarding Agency Contact Information” for further instructions.

Generally, applicants have to submit either the non-construction forms (i.e., SF-424A and SF-424B) or construction forms (i.e., SF-424C and SF-424D), meaning that applicants that only have construction work and do not have any non-construction work need only submit the construction forms (i.e., SF-424C and SF-424D) and not the non-construction forms (i.e., SF-424A and SF-424B), and vice versa. However, applicants who have both construction and non-construction work under this program need to submit both the construction and non-construction forms.

b. Program-Specific Required Forms and Information

i. IJ DEVELOPMENT: SHSP AND UASI

As part of the FY 2021 HSGP application process for SHSP and UASI funds, applicants must develop formal IJs that address the proposed investments. Failure to fulfill all of the terms contained in this section will be considered by DHS/FEMA in its evaluation of the effectiveness of the IJs submitted to meet the minimum percent spend requirement for each National Priority Area. Failure to sufficiently align projects to the National Priority Areas and meet the minimum percent spend requirement will result in funds being placed on hold until those issues are addressed.

FY 2021 SHSP and UASI applications must include one (1) IJ and at least one (1) respective project for each of the five National Priority Areas (Cybersecurity, Soft Targets/Crowded Places, Intelligence and Information Sharing, Countering Domestic Violent Extremism, and Emerging Threats) identified in this NOFO. Each of these five IJs must also meet or exceed the minimum percent spend requirement based on the applicant's SHSP and UASI allocation stated in this NOFO. **The SAA must submit one IJ per National Priority Area; all projects associated with a National Priority Area must be submitted in the same IJ and account for the relevant minimum spend requirement as a percentage of the SHSP or UASI allocation.** SAAs may submit complete project-level information at the time of application but are not required to do so at the time of application. However, any SHSP or UASI application that does not include an IJ for each National Priority Area that meets the minimum spend requirement will have that funding placed on hold (up to the National Priority Area, or up to 30 percent of the total award) until those IJs and project-level details that sufficiently address the National Priority Areas are received and approved by DHS/FEMA.

Each IJ must *demonstrate* how proposed investments:

- Support terrorism preparedness;
- Support closing capability gaps or sustaining capabilities identified in the community's THIRA/SPR process; and
- Support the overcoming of existing logistical, technological, legal, policy, and other impediments to collaborating, networking, sharing information, cooperating, and fostering a culture of national preparedness with federal, state, tribal, and local governments, as well as other regional, and nonprofit partners in efforts to prevent, prepare for, protect against, and respond to acts of terrorism, to meet its target capabilities, support the national security mission of DHS and other federal agencies, and to otherwise reduce the overall risk to the high-risk urban area, the state, or the Nation.

Each IJ must *explain* how the proposed investments will support the applicant's efforts to:

- Prevent a threatened or an actual act of terrorism;
- Prepare for all hazards and threats, while explaining the nexus to terrorism preparedness;
- Protect citizens, residents, visitors, and assets against the greatest threats and hazards, relating to acts of terrorism; and/or

- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of an act of terrorism or other catastrophic incidents.

If not included in the application, SHSP and UASI recipients must submit complete project-level information for each SHSP and UASI IJ as part of the Biannual Strategy Implementation Report (BSIR) due by January 30, 2022. This includes IJs for the five National Priority Areas.

DHS/FEMA will evaluate the effectiveness of the projects submitted in support of the National Priority Areas, either at the time of application or as part of the December 2021 BSIR. DHS/FEMA will not reduce FY 2021 HSGP awards based on the effectiveness review but will work with recipients to ensure compliance with the National Priority Area requirements based on the results of the effectiveness review. Recipients and subrecipients will not be permitted to expend funding under the National Priority Areas until the effectiveness of the proposed projects has been reviewed and confirmed by FEMA.

II. DEVELOPMENT OF INVESTMENTS AND PROJECTS: SHSP

- Applicants must propose at least five and may include up to ten investments.
- Within each investment, applicants must propose at least one project to describe the activities they plan to implement with SHSP funds. There is no limit to the number of projects that may be submitted.
- Required National Priority Area IJs must include the name of the priority in the investment name for easy identification.
- Of the proposed SHSP-funded investments, one single project, within the required Intelligence and Information Sharing National Priority Area IJ, must be in support of a designated fusion center. Recipients must coordinate with the fusion center when developing a fusion center project prior to submission. See additional information on how to develop the fusion center projects below and in the [Preparedness Grants Manual](#).
- All emergency communications investments must describe how such activities align with needs identified in their Statewide Communication Interoperability Plan (SCIP). Recipients must coordinate with their Statewide Interoperability Coordinator (SWIC) and/or Statewide Interoperability Governing Body (SIGB) when developing an emergency communications investment prior to submission to ensure the project supports the statewide strategy to improve emergency communications and is compatible and interoperable with surrounding systems. The investment name must include the words “emergency communications” to easily identify any emergency communications investments.
- All requested funding must be associated with specific projects. For each project, several pieces of information must be provided to submit the project for consideration in the application, including:
 - Project name;
 - Project description;
 - Subrecipient name, if applicable;
 - Recipient type (e.g., state or local);
 - Project location (zip code of the primary location of the project);
 - Primary core capability the project supports;

- Whether the project activities are shareable and deployable; and
- Which National Priority Area (if any) the project supports.
- Projects should describe how the proposed investment supports closing capability gaps or sustaining capabilities identified in the THIRA/SPR process.
- FEMA encourages states to use any DHS provided assessments, such as those performed by DHS's Protective Security Advisors and Cybersecurity Advisors, when developing their IJs.

III. NATIONAL PRIORITY AREA INVESTMENTS: SHSP

States are encouraged to review the [Strategic Framework for Countering Terrorism and Targeted Violence](#) when developing investments.

- **Cybersecurity IJ (7.5 percent)**

At least one investment must be in support of the state's cybersecurity efforts. The investment must meet or exceed the FY 2021 national priority percentage for cybersecurity and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. Cybersecurity investments must support the security and functioning of critical infrastructure and core capabilities as they relate to preventing, preparing for, protecting against, or responding to acts of terrorism. Recipients and subrecipients of FY 2021 HSGP grant awards will be required to complete the 2021 [Nationwide Cybersecurity Review](#) (NCSR), enabling agencies to benchmark and measure progress of improving their cybersecurity posture. The Chief Information Officer (CIO), Chief Information Security Officer (CISO) or equivalent for each recipient should complete the NCSR. If there is no CIO or CISO, the most senior cybersecurity professional should complete the assessment. The NCSR is available at no cost to the user and takes approximately 2-3 hours to complete. The 2021 NCSR is estimated to be open from October – December 2021.

The NCSR is an annual requirement for recipients and subrecipients of HSGP funds. Additionally, FEMA recognizes that some subawards will not be issued until after the NCSR has closed. In such cases, such subrecipients will be required to complete the first available NCSR offered after the subaward has been issued by the pass-through entity. Although not required by SLTTs that did not receive HSGP funds, all SLTT agencies with preparedness responsibilities are highly encouraged to participate and complete the NCSR to evaluate their cybersecurity posture. For detailed information and background on the NCSR, please see [IB 439](#).

- **Soft Targets/Crowded Places IJ (5 percent)**

Soft targets and crowded places are increasingly appealing to terrorists and other extremist actors because of their relative accessibility and the large number of potential targets. This challenge is complicated by the prevalent use of simple tactics and less sophisticated attacks. Segments of our society are inherently open to the general public, and by nature of their purpose do not incorporate strict security measures. Given the increased emphasis by terrorists and other extremist actors to leverage less sophisticated methods to inflict harm in public areas, it is vital that the public and private sectors

collaborate to enhance security of locations such as transportation centers, parks, restaurants, shopping centers, special event venues, and similar facilities.

Given the increased risk to soft targets and crowded places, at least one investment must be in support of the state's efforts to protect soft targets/crowded places. Additionally, the proposed investment must meet or exceed the FY 2021 national priority percentage for soft targets/crowded places and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. Additional resources and information regarding securing soft targets and crowded places are available through the [Cybersecurity and Infrastructure Security Agency](#). States are encouraged to engage DHS' Protective Security Advisors' security assessments of soft targets to ensure that recommendations from those assessments are taken into consideration when allocating grant funding.

- **Information and Intelligence Sharing and Cooperation IJ (5 percent)**

Effective homeland security operations rely on access to, analysis of, and the timely sharing of open source, unclassified, and classified information, suspicious activity reports, tips/leads, and actionable intelligence on indicators and behaviors to accurately identify, assess, and mitigate a wide array of threats against the United States, including terrorism, threats to life, targeted violence, and other threats within the DHS mission space. Accordingly, DHS works diligently to enhance intelligence collection, integration, analysis, and information sharing capabilities to ensure partners, stakeholders, and senior leaders receive actionable intelligence and information necessary to inform their decisions and operations. A critical and statutorily charged mission of DHS is to deliver intelligence and information to federal, state, local, and tribal governments and private sector partners. Cooperation and information sharing among state, federal, and local partners across all areas of the homeland security enterprise, including counterterrorism – including both international and domestic terrorism, cybersecurity, border security, transnational organized crime, immigration enforcement, economic security, and other areas is critical to homeland security operations and the prevention of, preparation for, protection against, and responding to acts of terrorism, and other threats to life and criminal acts of targeted violence.

Given the importance of information sharing and collaboration to effective homeland security solutions, at least one investment must be in support of the state's efforts to enhance information sharing and cooperation with DHS and other federal agencies. As noted above, this requirement must include at least one dedicated fusion center project. Additional instructions on development of the fusion center project can be found below. Applicants must justify persuasively how they will contribute to the information sharing and collaboration purposes of the investment and a culture of national preparedness. Additionally, the proposed investment must meet or exceed the FY 2021 national priority percentage for information sharing and cooperation with DHS and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. Additional resources and information regarding collaboration and information sharing are available through the Department's [Office of Intelligence and Analysis](#).

- **Domestic Violent Extremism IJ (7.5 percent)**

As stated in the October 2020 DHS Homeland Threat Assessment, domestic violent extremists, including ideologically motivated lone offenders and small groups, present the most persistent and lethal terrorist threat to the Homeland. These violent extremists capitalize on social and political tensions, which have resulted in an elevated threat environment. They utilize social media platforms and other technologies to spread violent extremist ideologies that encourage violence and influence action within the United States. The COVID-19 pandemic has further created an environment that may lead to accelerated mobilization to targeted violence and/or radicalization to domestic terrorism, including driving lawful protests to incite violence, intimidate targets, and promote their violent extremist ideologies.

Given the rise of domestic violent extremism in recent years, at least one investment must be in support of the state's efforts to combat the rise, influence, and spread of domestic violent extremism. Additionally, the proposed investment must meet or exceed the FY 2021 national priority percentage for domestic violent extremism and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments.

Please note that there currently is not a "Domestic Violent Extremism" Investment Type option in the Grant Reporting Tool (GRT). Instead applicants should select the "Standard" Investment Type and clearly name the IJ as "Domestic Violent Extremism Priority Area" to ensure it is appropriately accounted for during FEMA's administrative and effectiveness reviews.

- **Emerging Threats IJ (5 percent)**

The spread of rapidly evolving and innovative technology, equipment, techniques, and knowledge presents new and emerging dangers for homeland security in the years ahead. Terrorists, criminal actors, and foreign adversaries continue to utilize open source and other technologies to spread misinformation and sow discord in the United States. These actors also remain intent on acquiring WMD capabilities, and rogue nations and non-state actors are aggressively working to develop, acquire, and modernize WMDs that they could use against the Homeland. Meanwhile, biological and chemical materials and technologies with dual use capabilities are more accessible throughout the global market. Due to the proliferation of such information and technologies, rogue nations and non-state actors have more opportunities to develop, acquire, and use WMDs than ever before. Similarly, the proliferation of UASs, artificial intelligence, and biotechnology increase opportunities of threat actors to acquire and use these capabilities against the United States and its interests.

Given the increased risk of these emerging threats, at least one investment must be in support of the state's efforts to address emerging threats. Additionally, the proposed investment must meet or exceed the FY 2021 national priority percentage for emerging threats and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. Additional resources and information regarding emerging threats are available through the [Countering Weapons of Mass Destruction Office](#) and the [Cybersecurity and Infrastructure Security Agency](#).

IV. DEVELOPMENT OF INVESTMENTS AND PROJECTS: UASI

- Applicants must propose at least five and may include up to ten investments.
- Within each investment, urban areas must propose at least one project to describe the activities they are planning to implement with UASI funds. There is no limit to the number of projects that may be submitted.
- Required National Priority Area IJs must include the name of the priority in the investment name for easy identification.
- Of the proposed projects, urban areas are required to propose one single project, as part of the required intelligence and information sharing IJ, in support of a designated fusion center within the urban area, if applicable. Recipients must coordinate with the fusion center when developing a fusion center project prior to submission. See additional information on how to develop fusion center investments below and in the [Preparedness Grants Manual](#).
- All emergency communications investments must describe how such activities align with the needs identified in their SCIP. Recipients must coordinate with their SWIC and/or SIGB when developing an emergency communications investment prior to submission to ensure the project supports the statewide strategy to improve emergency communications and is compatible and interoperable with surrounding systems. The investment name must include the words “emergency communications” to easily identify any emergency communications investments.
- All requested funding must be associated with specific projects. For each project, several pieces of information must be provided to submit the project for consideration in the application, including:
 - Project name;
 - Project description
 - Subrecipient name, if applicable;
 - Recipient type (e.g., state or local);
 - Project location (zip code of the primary location of the project);
 - Primary core capability the project supports;
 - Whether the project activities are shareable and deployable; and
 - Which National Priority Area (if any) the project supports.
- Projects should describe how the proposed investment supports closing capability gaps or sustaining capabilities identified in the THIRA/SPR process.
- FEMA encourages states to use any DHS provided assessments, such as those performed by DHS’s Protective Security Advisors and Cybersecurity Advisors, when developing their IJs.

V. PRIORITY INVESTMENTS: UASI

High-risk urban areas are encouraged to review the [Strategic Framework for Countering Terrorism and Targeted Violence](#) when developing investments.

- **Cybersecurity IJ (7.5 percent)**

At least one investment must be in support of the urban area’s cybersecurity efforts. The investment must meet or exceed the FY 2021 national priority percentage for cybersecurity and will also be subject to DHS/FEMA’s evaluation of the effectiveness of the proposed investments. Cybersecurity investments must support the security and

functioning of critical infrastructure and core capabilities as they relate to preventing, preparing for, protecting against, or responding to acts of terrorism. Recipients and subrecipients of FY 2021 HSGP awards will be required to complete the 2021 [Nationwide Cybersecurity Review](#), enabling agencies to benchmark and measure progress of improving their cybersecurity posture. The CIO, CISO or equivalent for each recipient should complete the NCSR. If there is no CIO or CISO, the most senior cybersecurity professional should complete the assessment. The NCSR is available at no cost to the user and takes approximately 2- 3 hours to complete. The 2021 NCSR is estimated to be open from October – December 2021.

The NCSR is an annual requirement for recipients and subrecipients of HSGP funds. Additionally, FEMA recognizes that some subawards will not be issued until after the NCSR has closed. In such cases, such subrecipients will be required to complete the first available NCSR offered after the subaward has been issued by the pass-through entity. Although not required by SLTTs that did not receive HSGP funds, all SLTT agencies with preparedness responsibilities are highly encouraged to participate and complete the NCSR to evaluate their cybersecurity posture. For detailed information and background on the NCSR, please see [IB 439](#).

- **Soft Targets/Crowded Places IJ (5 percent)**

Soft targets and crowded places are increasingly appealing to terrorists and other extremist actors because of their relative accessibility and the large number of potential targets. This challenge is complicated by the prevalent use of simple tactics and less sophisticated attacks. Segments of our society are inherently open to the general public, and by nature of their purpose do not incorporate strict security measures. Given the increased emphasis by terrorists and other extremist actors to leverage less sophisticated methods to inflict harm in public areas, it is vital that the public and private sectors collaborate to enhance security of locations such as transportation centers, parks, restaurants, shopping centers, special event venues, and similar facilities.

Given the increased risk to soft targets and crowded places, at least one investment must be in support of the urban area's efforts to protect soft targets/crowded places. Additionally, the proposed investment must meet or exceed the FY 2021 national priority percentage for soft targets/crowded places and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. Additional resources and information regarding securing soft targets and crowded places are available through the [Cybersecurity and Infrastructure Security Agency](#).

- **Information and Intelligence Sharing and Cooperation IJ (5 percent)**

Effective homeland security operations rely on access to, analysis of, and timely sharing of open source, unclassified, and classified information, suspicious activity reports, tips/leads, and actionable intelligence on indicators and behaviors to accurately identify, assess, and mitigate a wide array of threats against the United States, including terrorism, threats to life, targeted violence, and other threats within the DHS mission space. Accordingly, DHS works diligently to enhance intelligence collection, integration, analysis, and information sharing capabilities to ensure partners, stakeholders, and senior

leaders receive actionable intelligence and information necessary to inform their decisions and operations. A critical and statutorily charged mission of DHS is to deliver intelligence and information to federal, state, local, and tribal governments and private sector partners. Cooperation and information sharing among state, federal, and local partners across all areas of the homeland security enterprise, including counterterrorism, – including both international and domestic terrorism, cybersecurity, transnational organized crime, economic security, border security, immigration enforcement, and other areas is critical to homeland security operations and the prevention of, preparation for, protection against, and responding to acts of terrorism, and other threats to life and criminal acts of targeted violence.

Given the importance of information sharing and collaboration to effective homeland security solutions, at least one investment must be in support of the urban area's efforts to enhance information sharing and cooperation with DHS and other federal agencies. As noted above, this requirement must include at least one dedicated fusion center project. Additional instructions on development of the fusion center project can be found below. Applicants must justify persuasively how they will contribute to the information sharing and collaboration purposes of the investment and a culture of national preparedness. Additionally, the proposed investment must meet or exceed the FY 2021 national priority percentage for information sharing and cooperation with DHS and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. Additional resources and information regarding collaboration and information sharing are available through the Department's [Office of Intelligence and Analysis](#).

- **Domestic Violent Extremism IJ (7.5 percent)**

As stated in the October 2020 DHS Homeland Threat Assessment, domestic violent extremists, including ideologically motivated lone offenders and small groups, present the most persistent and lethal terrorist threat to the Homeland. These violent extremists capitalize on social and political tensions, which have resulted in an elevated threat environment. They utilize social media platforms and other technologies to spread violent extremist ideologies that encourage violence and influence action within the United States. The COVID-19 pandemic has further created an environment that may lead to accelerated mobilization to targeted violence and/or radicalization to domestic terrorism, including driving lawful protests to incite violence, intimidate targets, and promote their violent extremist ideologies.

Given the rise of domestic violent extremism in recent years, at least one investment must be in support of the urban area's efforts to combat the rise, influence, and spread of domestic violent extremism. Additionally, the proposed investment must meet or exceed the FY 2021 national priority percentage for domestic violent extremism and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments.

Please note that there currently is not a "Domestic Violent Extremism" Investment Type option in the GRT. Instead applicants should select the "Standard" Investment Type and clearly name the IJ as "Domestic Violent Extremism Priority Area" to ensure it is appropriately accounted for during FEMA's administrative and effectiveness reviews.

- **Emerging Threats IJ (5 percent)**

The spread of rapidly evolving and innovative technology, equipment, techniques, and knowledge presents new and emerging dangers for homeland security in the years ahead. Terrorists, criminal actors, and foreign adversaries continue to utilize open source and other technologies to spread misinformation and sow discord in the United States. These actors also remain intent on acquiring WMD capabilities, and rogue nations and non-state actors are aggressively working to develop, acquire, and modernize WMDs that they could use against the Homeland. Meanwhile, biological and chemical materials and technologies with dual use capabilities are more accessible throughout the global market. Due to the proliferation of such information and technologies, rogue nations and non-state actors have more opportunities to develop, acquire, and use WMDs than ever before. Similarly, the proliferation of UASs, artificial intelligence, and biotechnology increase opportunities of threat actors to acquire and use these capabilities against the United States and its interests.

Given the increased risk of these emerging threats, at least one investment must be in support of the urban area's efforts to address emerging threats. Additionally, the proposed investment must meet or exceed the FY 2021 national priority percentage for emerging threats and will also be subject to DHS/FEMA's evaluation of the effectiveness of the proposed investments. Additional resources and information regarding emerging threats are available through the [Countering Weapons of Mass Destruction Office](#) and the [Cybersecurity and Infrastructure Security Agency](#).

VI. DEVELOPMENT OF FUSION CENTER PROJECTS: SHSP AND UASI

If applicable, each applicant must identify a fusion center project that will:

- Indicate alignment to a designated Fusion Center;
- Provide both a brief narrative description and funding itemization for the proposed project activities that directly support the designated fusion center; and
- The descriptive narrative and the financial itemization should align improvement or sustainment requests with fusion center activities as they relate to the Fusion Center Performance Measures found in the [Preparedness Grants Manual](#).

Sample Fusion Center Funding Itemization

A sample project description and funding itemization are below. For the itemized projects, clearly identify the anticipated fusion center performance improvement or sustainment as a result of the proposed funding.

The X Fusion enhancement project will fund:

- *Salaries, benefits, and training for X number of Fusion Center intelligence analysts*
- *Travel costs associated with fusion center analyst training*
- *This project will directly sustain the Center's current capabilities and performance and directly aligns with performance measures 2021.XXX*
- *We anticipate seeing an improvement in the quality and quantity of analytic production and responses to requests for information as a direct result of the funding of this project*

The funding itemization for a fusion center project should include the amount and percent of each relevant solution area. As an example:

<i>Solution Area and Amount of Proposed Funding</i>	<i>Percent of Proposed Funding</i>
<i>Planning:</i> \$10,000	2%
<i>Organization:</i> \$200,000	48%
<i>Equipment:</i> \$200,000	48%
<i>Training:</i> \$10,000	2%
<i>Exercises:</i> \$0	0%
<i>Total:</i> \$420,000	100%

VII. COMPLETING IJS IN THE GRANT REPORTING TOOL (GRT): SHSP AND UASI

In the Related Documents section of the Grants.gov posting, applicants can find the IJ template and instructions for collecting the required information for investments and projects. Additionally, applicants should utilize the Project Worksheet located in Grants.gov posting to assemble the information required for each project, which will facilitate the input of that information into the GRT.

Applicants must ensure the appropriate National Priority Area “Investment Type” (*Overview Tab – Investment Information Section*) is selected for the corresponding National Priority Area (Cybersecurity, Soft Targets/Crowded Places, Information and Intelligence Sharing and Cooperation, and Emerging Threats). **Important note: there currently is not a “Domestic Violent Extremism” Investment Type option. Applicants should instead select the “Standard” Investment Type and clearly name the IJ as “Domestic Violent Extremism Priority Area” to ensure it is appropriately accounted for during FEMA’s administrative and effectiveness reviews.** All non-National Priority Area IJs should have the “Standard” Investment Type option selected.

VIII. DEVELOPMENT OF CONCEPT OF OPERATIONS FOR OPSG

As part of the FY 2021 OPSG application process, each eligible local unit of government at the county or federally recognized tribal government level must develop a strategic plan called a Concept of Operations (CONOP)/Application, which is a formal proposal of action to address a specific situation and forms the basis for Operations Orders, in coordination with state and federal law enforcement agencies, to include, but not limited to CBP/USBP. CONOPs that are developed at the county level should be inclusive of city, county, tribal, and other local law enforcement agencies that are eligible to participate in OPSG operational activities, and the CONOP/Application should describe participating agencies in the Executive Summary.

CONOP/Application details should include the names of the agencies, points of contact, and individual funding requests. All CONOPs/Applications must be developed in collaboration with the local USBP sector office, the SAA, and the local unit of government. Requests for funding in CONOPs/Applications must be based on risks and the operational enforcement support requirements of its corresponding USBP Sector, as well as the national priorities identified below. USBP Sector offices will forward the CONOPs to USBP Headquarters for

vetting and coordination. Applicants will forward corresponding OPSG Applications to the SAA for submission to FEMA. USBP Headquarters will reconcile all submitted CONOPs with the OPSG Applications. FEMA will review and evaluate all CONOPs and OPSG Applications and funding will be allocated based on the review and selection criteria identified in this NOFO.

OPSG Applicants will be required to clearly articulate and identify how the CONOPs will address the national priorities identified below.

- **Information and Intelligence Sharing and Cooperation**

Effective border security operations rely on access to, analysis of, and the timely sharing of open source, unclassified, and classified information, suspicious activity reports, tips/leads, and actionable intelligence on indicators and behaviors to accurately identify, assess, and mitigate a wide array of threats against the United States, including terrorism, threats to life, targeted violence, and other threats within the DHS mission space. Accordingly, DHS works diligently to enhance intelligence collection, integration, analysis, and information sharing capabilities to ensure partners, stakeholders, and senior leaders receive actionable intelligence and information necessary to inform their decisions and operations. One critical, statutorily required mission of DHS is to deliver intelligence and information to federal, state, local, and tribal governments and private sector partners. Cooperation and information sharing among state, federal, and local partners across all areas of the homeland security enterprise, including both international and domestic terrorism, cybersecurity, transnational organized crime, economic security, border security, immigration enforcement, and other areas is critical to homeland security operations and the prevention of, preparation for, protection against, and responding to acts of terrorism, and other threats to life and criminal acts of targeted violence.

Given the importance of information sharing and collaboration to effective homeland security solutions, the CONOP must support the recipient's efforts to enhance information sharing and cooperation with DHS and other federal agencies. Applicants must justify persuasively how they will contribute to the information sharing and collaboration purposes of the OPSG program and a culture of national preparedness. Additional resources and information regarding collaboration and information sharing are available through the Department's Office of Intelligence and Analysis.

- **Emerging Threats**

The spread of rapidly evolving and innovative technology, equipment, techniques, and knowledge presents new and emerging dangers for homeland security in the years ahead. Terrorists, criminal actors, and foreign adversaries continue to utilize open source and other technologies to spread misinformation and sow discord in the United States. These actors also remain intent on acquiring WMD capabilities, and rogue nations and non-state actors are aggressively working to develop, acquire, and modernize WMDs that they could use against the Homeland. Meanwhile, biological and chemical materials and technologies with dual use capabilities are more accessible throughout the global market. Due to the proliferation of such information and technologies, rogue nations and non-state actors have more opportunities to develop, acquire, and use WMDs

than ever before. Similarly, the proliferation of UASs, artificial intelligence, and biotechnology increase opportunities of threat actors to acquire and use these capabilities against the United States and its interests.

Given the increased risk of these emerging threats, the CONOP must be in support of the recipient's efforts to address emerging threats. Additional resources and information regarding emerging threats are available through the [Countering Weapons of Mass Destruction Office](#) and the [Cybersecurity and Infrastructure Security Agency](#).

IX. DETAILED Budget

Applicants must provide budget summary worksheets for all funds requested at the time of application. The budget summary worksheets must be complete, reasonable, and cost-effective in relation to the proposed project and should provide the basis of computation of all project-related costs (including management and administrative costs) and any appropriate narrative. FEMA must be able to thoroughly evaluate the projects being submitted based on the information provided. FEMA must be able to determine how much funding is being passed through to subrecipients for each sub-program (UASI, SHSP, OPSG). Consequently, applicants must provide an appropriate level of detail within the budget summary worksheets to clarify what will be purchased and spent. Sample budget summary worksheets are available on the grants.gov posting for the HSGP in the Related Documents tab and may be used as a guide to assist applicants in the preparation of budgets and budget narratives.

11. Other Submission Requirements

Emergency Communications Investments

If an entity uses HSGP funding to support emergency communications investments, the applicant must describe in the investment how proposed communications investments align to needs identified in their SCIP. Effective project alignment will require advance coordination with the SWIC and consultation with governing bodies such as the SIGB or Statewide Interoperability Executive Committee (SIEC), as they serve as the primary steering group for the statewide interoperability strategy. Additionally, recipients should consult subject matter experts serving on governance bodies, such as broadband experts, chief information officers, representatives from utilities, or legal and financial experts, when developing proposals.

12. Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372 (See <https://www.archives.gov/federal-register/codification/executive-order/12372.html>; <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>).

13. Funding Restrictions and Allowable Costs

All costs charged to awards covered by this NOFO must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in the NOFO, the terms and conditions of the award, or the Preparedness Grants Manual. This includes, among other requirements, that costs must be

incurred, and products and services must be delivered, within the period of performance of the award. *See* 2 C.F.R. § 200.403(h) (referring to budget periods, which for FEMA awards under this program is the same as the period of performance).

Federal funds made available through this award may be used for the purpose set forth in this NOFO, the [Preparedness Grants Manual](#), and the terms and conditions of the award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other federal awards, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal Government or any other government entity. See the [Preparedness Grants Manual](#) for more information on funding restrictions and allowable costs.

a. *Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services*

Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the [John S. McCain National Defense Authorization Act for Fiscal Year 2019 \(FY 2019 NDAA\)](#), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.326, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

Additional guidance is available in FEMA Policy #405-143-1 [Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services \(Interim\)](#).

Effective August 13, 2020, FEMA recipients and subrecipients **may not** use any FEMA funds under open or new awards to:

- (1) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- (2) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
- (3) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

I. REPLACEMENT EQUIPMENT AND SERVICES

FEMA grant funding may be permitted to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the NOFO and the [Preparedness Grants Manual](#).

II. DEFINITIONS

Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:

- i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
- ii. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or
- iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of “covered telecommunications equipment or services.” *See* 2 C.F.R. § 200.471.

b. *Pre-Award Costs*

Pre-award costs are allowable only with the prior written approval of DHS/FEMA and as included in the award agreement. To request pre-award costs, a written request must be included with the application, signed by the AOR of the entity. The letter must outline what the pre-award costs are for, including a detailed budget break-out of pre-award costs from the post-award costs, and a justification for approval.

c. *Management and Administration (M&A) Costs*

Management and administration (M&A) activities are those directly relating to the management and administration of HSGP funds, such as financial management and monitoring. A maximum of up to five percent of HSGP funds awarded may be retained by the state, and any funds retained are to be used solely for M&A purposes associated with the HSGP award. Subrecipients may also retain a maximum of up to five percent of the funding passed through by the state solely for M&A purposes associated with the HSGP award.

Recipients or subrecipients may apply or credit M&A funding toward the recipient's requirement to allocate funding toward the five National Priority Areas. For example, if a recipient spends \$5,000 to manage or administer its funding dedicated toward its enhancing cybersecurity investment, the recipient may credit that funding toward its requirement to allocate at least 7.5 percent of its award to the enhancing cybersecurity National Priority Area.

A state's HSGP funds for M&A calculation purposes includes the total of its SHSP, UASI, and OPSG awards. While the SAA may retain up to five percent of this total for M&A, the state must still ensure that all subrecipient award amounts meet the mandatory minimum pass-through requirements that are applicable to each HSGP program. To meet this requirement, the percentage of SHSP and UASI funds passed through to local or tribal jurisdictions must be based on the state's total HSGP award prior to withholding any M&A.

In retaining these funds, states may retain a maximum of 2.5 percent of the OPSG allocation, which must be withheld from the pass-through to each subrecipient county or tribe in an equal percentage. The SAA may also retain additional funding from its SHSP award to manage and administer the OPSG award, but that additional amount is also capped at an amount equal to 2.5 percent of the OPSG award. Examples applying this principle:

SAA 1:

SHSP: \$1,000,000 OPSG: \$2,500,000 UASI: \$2,500,000

M&A Maximum: \$300,000 (5 percent of \$6,000,000)

Maximum M&A for SHSP = \$50,000

Maximum M&A for OPSG = \$125,000. Of that amount, \$62,500 (2.5 percent) may be retained from the OPSG allocation, and the other \$62,500 would come from the SHSP allocation. Any amount used to manage and administer OPSG that is charged to SHSP may be above and beyond the \$50,000 available to manage the SHSP allocation.

Maximum M&A for UASI = \$125,000

SAA 2:

SHSP: \$3,500,000 OPSG: \$1,000,000

M&A Maximum: \$225,000 (5 percent of \$4,500,000)

Maximum M&A for SHSP = \$175,000

Maximum M&A for OPSG = \$50,000. Of that amount, \$25,000 (2.5 percent) may be retained from the OPSG allocation, and the other \$25,000 would come from the SHSP allocation. Any amount used to manage and administer OPSG that is charged to SHSP may be above and beyond the \$175,000 available to manage the SHSP allocation.

HSGP recipients are also reminded that any M&A charged to a recipient's or subrecipient's UASI funding must be directly allocable to administration of the UASI grant program and cannot be used to cover M&A costs that are directly allocable to SHSP or OPSG funding. Similarly, any M&A charged to a recipient's or subrecipient's SHSP or OPSG funding cannot be used to cover M&A costs directly allocable to UASI funding.

Additionally, if a state/territory receives Nonprofit Security Grant Program (NSGP) funding, it may use SHSP M&A funding to cover M&A costs related to the management of NSGP-State awards, and UASI M&A funding to cover M&A costs related to the management of NSGP-Urban Area awards.

Please note, [IB 365: Management and Administration Costs in the Homeland Security Grant Program](#) and DHS/FEMA [Policy 207-087-1](#) **do not apply to awards made in FY 2021 under this NOFO**. Please also reference [IB 416](#) for additional clarification on OPSG M&A,

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but to the extent that there is any conflict between IB 416 and this NOFO, the requirements of this NOFO will apply to FY 2021 awards made under this NOFO.

d. *Indirect Facilities & Administrative (F&A) Costs*

Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Not all applicants are required to have a current negotiated indirect cost rate agreement. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to the FEMA Grants Management Specialist for further instructions. Applicants who wish to use a cost allocation plan in lieu of an indirect cost rate must also reach out to the FEMA Grants Management Specialist for further instructions. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above or based upon on the de minimis rate or cost allocation plan, as applicable.

f. *Funds Transfer Restriction*

The recipient is prohibited from transferring funds between programs (includes SHSP, UASI, and OPSG). Recipients can submit an investment/project where funds come from multiple funding sources (e.g., SHSP and UASI), however, recipients are not allowed to divert funding from one program to another due to the risk-based funding allocations, which were made at the discretion of DHS/FEMA.

e. *Other Direct Costs*

I. PLANNING

Planning costs are allowed under this program. Please see the [Preparedness Grants Manual](#) for more information.

II. ORGANIZATION

Organization costs are allowed under this program. Please see the [Preparedness Grants Manual](#) for more information.

III. EQUIPMENT

Equipment costs are allowed under this program. Please see the [Preparedness Grants Manual](#) for more information.

• General Purpose Equipment

HSGP allows expenditures on general purpose equipment if it aligns to and supports one or more core capabilities identified in the Goal and has a nexus to terrorism preparedness. General purpose equipment, like all equipment funded under the HSGP, must be sharable

through the EMAC² and allowable under 6 U.S.C. § 609, and any other applicable provision of the *Homeland Security Act of 2002*, as amended. Examples of such general-purpose equipment may include:

- Law enforcement vehicles;
 - Emergency medical services (EMS) equipment and vehicles;
 - Fire service equipment and vehicles, to include hose, pump accessories, and foam concentrate for specialized CBRNE response;
 - Interoperability of data systems, such as computer aided dispatch (CAD) and record management systems (RMS); and
 - Office equipment for staff³ engaged in homeland security program activity.
- **Controlled Equipment**

For decades, the federal government has provided equipment to state, local, and tribal law enforcement agencies (LEAs) through federal grants. Some federal grant programs have assisted LEAs as they carry out their critical missions to keep the American people safe. The equipment acquired by LEAs through these programs includes administrative equipment, such as office furniture and computers. Some federal grant programs also may include military and military-styled equipment, firearms, and tactical vehicles provided by the federal government, including property covered under 22 C.F.R. Part 121 and 15 C.F.R. Part 774 (collectively, "controlled equipment").

However, not all equipment that is considered controlled equipment is allowable under the HSGP. As discussed further below, there are certain "prohibited equipment" that are not allowable under HSGP. And for the procurement of certain controlled equipment that is allowable under the HSGP, there are additional submission requirements and reviews that must be met before DHS/FEMA will permit funding to be used for this purpose.

DHS/FEMA will continue to collaborate with federal agency partners to ensure that there is a consistent and reasonable approach to the restrictions placed on controlled equipment expenditures while continuing to support these investments when there is a justifiable need. Further, DHS/FEMA will continue to maintain an awareness of the evolving policy developments related to controlled equipment expenditures and keep grant recipients up to date on future developments.

Grant funds under this program may not be used for the purchase of equipment not approved by DHS/FEMA. The purchase of weapons and weapons accessories, including ammunition, is not allowed with HSGP funds. Grant funds under this program must also comply with [IB 426](#) and may not be used for the purchase of the following equipment: 1) firearms; 2)

² Except for American Samoa and the Commonwealth of the Northern Mariana Islands, which are not required to belong to EMAC at this time.

³ This applies to all homeland security personnel and is not limited to M&A staff, and costs are to be captured outside the cap on M&A costs

ammunition; 3) grenade launchers; 4) bayonets; or 5) weaponized aircraft, vessels, or vehicles of any kind with weapons installed.

IV. TRAINING

Training costs are allowed under this program. Please see the [Preparedness Grants Manual](#) for more information.

V. EXERCISES

Exercise costs are allowed under this program. Please see the [Preparedness Grants Manual](#) for more information.

VI. PERSONNEL

Personnel hiring, overtime, and backfill expenses are permitted under this grant to perform allowable HSGP planning, organization, training, exercise, and equipment activities. Under OPSG, overtime costs are allowable only in so far as they meet the intent of the program. All recipients and subrecipients of HSGP funds, including SHSP, UASI, and OPSG allocations, may not use more than 50 percent of their awards to pay for personnel activities unless a waiver is approved by FEMA. For more information on the 50 percent personnel cap, please see FEMA [IB 421b](#), Clarification on the *Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008* (Public Law 110-412) – the PRICE Act. Please see the [Preparedness Grants Manual](#) for more information.

VII. OPERATIONAL OVERTIME

Operational overtime costs are allowed under this program. Prior to use of funds for operational overtime, recipients must receive approval from DHS/FEMA. Operational overtime costs are also subject to the 50 percent personnel cap. Please see the [Preparedness Grants Manual](#) for more information.

VIII. TRAVEL

Domestic travel costs are allowed under this program, as provided for in this NOFO and in the [Preparedness Grants Manual](#). International travel is not an allowable cost under this program unless approved in advance by DHS/FEMA.

IX. CONSTRUCTION AND RENOVATION

Construction and renovation costs to achieve capability targets related to preventing, preparing for, protecting against, or responding to acts of terrorism are allowed under this program. For construction and renovation costs to be allowed, they must be specifically approved by DHS/FEMA in writing prior to the use of any program funds. Applicants must use the Environmental Planning and Historical Preservation (EHP) approval process. Limits on the total amount of grant funding that may be used for construction or renovation may apply. Additionally, recipients are required to submit [SF-424C and SF-424D](#). Please see the [Preparedness Grants Manual](#) for more information.

X. MAINTENANCE AND SUSTAINMENT

Maintenance- and sustainment-related costs, such as maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees, are allowable. Please see the

[Preparedness Grants Manual](#) for more information.

XI. CRITICAL EMERGENCY SUPPLIES

Critical emergency supplies are allowed under this program. Please see the [Preparedness Grants Manual](#) for more information.

XII. SECURE IDENTIFICATION

Secure Identification costs are allowed under this program. Please see the [Preparedness Grants Manual](#) for more information.

Allowable Cost Matrix

The following matrix provides allowable cost activities that fall under each of the cost categories noted above. Recipients and subrecipients must follow all applicable requirements in 2 C.F.R. Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. HSGP funds may be used to cover the costs for evaluating the impact of these grants on the state or urban area's core capabilities and capability gaps. This list is not exhaustive, therefore, if there are any questions regarding allowable costs, please contact the appropriate HQ FEMA Preparedness Officer. For additional information on allowable costs, see the [Preparedness Grants Manual](#).

Allowable Program Activities	SHSP	UASI	OPSG
Allowable Planning Costs			
Developing hazard/threat-specific annexes	Y	Y	N
Developing and implementing homeland security support programs and adopting ongoing DHS/FEMA national initiatives	Y	Y	N
Developing related terrorism and other catastrophic event prevention activities	Y	Y	N
Developing and enhancing plans and protocols	Y	Y	N
Developing or conducting assessments	Y	Y	N
Hiring of full- or part-time staff or contract/consultants to assist with planning activities	Y	Y	N
Materials required to conduct planning activities	Y	Y	N
Travel/per diem related to planning activities	Y	Y	Y
Overtime and backfill costs (in accordance with operational Cost Guidance)	Y	Y	Y
Issuance of Western Hemisphere Travel Initiative-compliant Tribal identification cards	Y	N	N
Activities to achieve planning inclusive of people with disabilities and others with access and functional needs and limited English proficiency.	Y	Y	N
Coordination with Citizen Corps Councils for public information/education and development of volunteer programs	Y	Y	N
Update governance structures and processes and plans for emergency communications	Y	Y	N
Development, and review and revision of continuity of operations plans	Y	Y	N
Development, and review and revision of the THIRA/SPR continuity of operations plans	Y	Y	N
Allowable Organizational Activities			
Note: Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant.			
Program management	Y	Y	N
Development of whole community partnerships	Y	Y	N
Structures and mechanisms for information sharing between the public and private sector	Y	Y	N

Allowable Program Activities	SHSP	UASI	OPSG
Implementing models, programs, and workforce enhancement initiatives	Y	Y	N
Tools, resources, and activities that facilitate shared situational awareness between the public and private sectors	Y	Y	N
Operational support	Y	Y	N
Utilization of standardized resource management concepts	Y	Y	N
Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event	Y	Y	N
Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred (up to 50 percent of the allocation)	Y	Y	Y
Overtime for information, investigative, and intelligence sharing activities (up to 50 percent of the allocation)	Y	Y	Y
Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (up to 50 percent of the allocation).	Y	Y	Y
Cost of migrating online services to the “.gov” domain	Y	Y	N
Allowable Equipment Categories			
Personal Protective Equipment	Y	Y	Y
Allowable Equipment Categories			
Explosive Device Mitigation and Remediation Equipment	Y	Y	N
CBRNE Operational Search and Rescue Equipment	Y	Y	N
Information Technology	Y	Y	Y
Cybersecurity Enhancement Equipment	Y	Y	N
Interoperable Communications Equipment	Y	Y	Y
Detection	Y	Y	Y
Decontamination	Y	Y	N
Medical countermeasures	Y	Y	Y
Power (e.g., generators, batteries, power cells)	Y	Y	Y
CBRNE Reference Materials	Y	Y	N
CBRNE Incident Response Vehicles	Y	Y	N
Terrorism Incident Prevention Equipment	Y	Y	Y
Physical Security Enhancement Equipment	Y	Y	Y
Inspection and Screening Systems	Y	Y	Y
Animal Care and Foreign Animal Disease	Y	Y	N
CBRNE Prevention and Response Watercraft	Y	Y	N
CBRNE Prevention and Response Unmanned Aircraft	Y	Y	N
CBRNE Aviation Equipment	Y	Y	N
CBRNE Logistical Support Equipment	Y	Y	N
Intervention Equipment (e.g., tactical entry, crime scene processing)	Y	Y	Y
Critical emergency supplies	Y	Y	N
Vehicle acquisition, lease, and rental	N	N	Y
Other Authorized Equipment	Y	Y	Y
Allowable Training Costs			
Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes	Y	Y	N
Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training	Y	Y	N
Training workshops and conferences	Y	Y	Y
Activities to achieve training inclusive of people with disabilities and others with access and functional needs and limited English proficiency	Y	Y	N
Full- or part-time staff or contractors/consultants	Y	Y	Y
Travel	Y	Y	Y

Allowable Program Activities	SHSP	UASI	OPSG
Supplies	Y	Y	N
Instructor certification/re-certification	Y	Y	N
Coordination with Citizen Corps Councils in conducting training exercises	Y	Y	N
Interoperable communications training	Y	Y	N
Activities to achieve planning inclusive of people with limited English proficiency	Y	Y	N
Immigration enforcement training	Y	Y	Y
Allowable Exercise Related Costs			
Design, Develop, Conduct, and Evaluate an Exercise	Y	Y	N
Full- or part-time staff or contractors/consultants	Y	Y	N
Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA exercises	Y	Y	N
Implementation of HSEEP	Y	Y	N
Activities to achieve exercises inclusive of people with disabilities and others with access and functional needs	Y	Y	N
Travel	Y	Y	N
Supplies	Y	Y	N
Interoperable communications exercises	Y	Y	N
Allowable Exercise Related Costs			
Activities to achieve planning inclusive of people with limited English proficiency	Y	Y	N
Allowable M&A Costs			
Hiring of full- or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, and compliance with reporting and data collection requirements	Y	Y	Y
Development of operating plans for information collection and processing necessary to respond to DHS/FEMA data calls	Y	Y	Y
Overtime and backfill costs	Y	Y	Y
Travel	Y	Y	Y
Meeting related expenses	Y	Y	Y
Authorized office equipment	Y	Y	Y
Recurring expenses such as those associated with cell phones and faxes during the period of performance of the grant program	Y	Y	N
Leasing or renting of space for newly hired personnel during the period of performance of the grant program	Y	Y	N
LETPA Costs			
Integration and interoperability of systems and data, such as CAD and RMS, to facilitate the collection,	Y	Y	N
Maturation, enhancement, and sustainment of designated state and major Urban Area fusion centers	Y	Y	N
Coordination between fusion centers and other operational analytic, and investigative efforts	Y	Y	N
Implementation, maintenance, and sustainment of the Nationwide Suspicious Activity Reporting Initiative	Y	Y	N
Implementation of the "If You See Something, Say Something®" campaign	Y	Y	N
Increase physical security, through law enforcement personnel and other protective measures, by implementing preventive and protective measures at critical	Y	Y	N
Building and sustaining preventive radiological and nuclear detection capabilities	Y	Y	N

E. Application Review Information

1. Application Evaluation Criteria

a. Programmatic Criteria

I. RISK METHODOLOGY

The risk methodology determines the relative risk of terrorism faced by a given area considering the potential risk of terrorism to people, critical infrastructure, and economic security. The analysis includes, but is not limited to, threats from violent domestic extremists, international terrorist groups, and individuals inspired by terrorists abroad. See the [Preparedness Grants Manual](#) for additional information on the risk methodology.

NOTE: The THIRA/SPR process is separate from the risk methodology and its results do not affect grant allocations.

The Risk Methodology is used to inform allocations under HSGP. For more information on the SHSP, UASI, and OPSG allocation processes, please see Section B.1 of this NOFO, “Available Funding for the NOFO.”

II. APPLICATION EVALUATION CRITERIA

FEMA will evaluate the FY 2021 HSGP applications for completeness, adherence to programmatic guidelines, and anticipated effectiveness of the proposed investments. FEMA’s review will include verification that each IJ and project:

- Aligns with at least one core capability identified in the Goal;
- Demonstrates how investments support closing capability gaps or sustaining capabilities identified in the THIRA/SPR process; and
- Supports a NIMS-typed resource and whether those assets are deployable/shareable to support emergency or disaster operations per existing EMAC agreements.

In addition to the above, FEMA will evaluate whether proposed projects are: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed within the three-year period of performance. FEMA will use the information provided in the application and after the submission of the first BSIR to determine the feasibility and effectiveness of a grant project. To that end, IJs should include:

- An explanation of how the proposed project(s) will achieve objectives as identified in the SPR, including expected long-term impact where applicable, and which core capability gap(s) it helps to close and how;
- A summary of the status of planning and design efforts accomplished to date (e.g., included in a capital improvement plan); and
- A project schedule with clear milestones.

Recipients are expected to conform, as applicable, with accepted engineering practices, established codes, standards, modeling techniques, and best practices, and participate in the development of case studies demonstrating the effective use of grant funds, as requested.

FEMA will also review any submitted National Priority Area-aligned IJs and projects to ensure they meet the minimum spend requirement. Further information on how the National Priority Area IJs and projects will be reviewed for effectiveness is included in the Review and Selection Process section below.

b. *Financial Integrity Criteria*

Prior to making a federal award, FEMA is required by 31 U.S.C. § 3354, as amended by the Payment Integrity Information Act of 2019, Pub. L. No. 116-117 (2020); 41 U.S.C. § 2313; and 2 C.F.R. § 200.206 to review information available through any Office of Management and Budget (OMB)-designated repositories of governmentwide eligibility qualification or financial integrity information, including whether the applicant is suspended or debarred. FEMA may also pose additional questions to the applicant to aid in conducting the pre-award risk review. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

- i. Financial stability.
- ii. Quality of management systems and ability to meet management standards.
- iii. History of performance in managing federal award.
- iv. Reports and findings from audits.
- v. Ability to effectively implement statutory, regulatory, or other requirements.

c. *Supplemental Financial Integrity Criteria and Review*

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently \$250,000:

- i. FEMA is required to review and consider any information about the applicant, including information on the applicant's immediate and highest-level owner, subsidiaries, and predecessors, if applicable, that is in the designated integrity and performance system accessible through the System for Award Management (SAM), which is currently the [Federal Awardee Performance and Integrity Information System](#) (FAPIIS).
- ii. An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
- iii. FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.206.

2. *Review and Selection Process***a. *SHSP and UASI***

All proposed investments will undergo a federal review by DHS/FEMA to verify compliance with all administrative and eligibility criteria identified in the NOFO. The federal review will be conducted by FEMA HQ Preparedness Officers. FEMA HQ Preparedness Officers will use a checklist to verify compliance with all administrative and eligibility criteria identified in the NOFO. Recipients must be able to demonstrate how investments support closing capability gaps or sustaining capabilities identified in the THIRA/SPR process. IJs will be reviewed at both the investment and project level.

Emergency communications investments will be jointly reviewed by FEMA and the DHS Office of Emergency Communications (OEC) to verify compliance with SAFECOM guidance. FEMA and OEC will coordinate directly with the recipient on any compliance concerns and will provide technical assistance as necessary to help ensure full compliance.

Additional Effectiveness Evaluation Criteria for the National Priority Areas

FEMA will evaluate the FY 2021 HSGP IJs and projects submitted in support of the National Priority Areas for anticipated effectiveness. FEMA's review will include verification that each IJ or project meets the National Priority Area required spend percentages.

Cybersecurity investments will be reviewed by DHS/FEMA, CISA, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria set forth in this NOFO.

Soft Targets/Crowded Places investments will be reviewed by DHS/FEMA, CISA, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria set forth in this NOFO.

Information Sharing and Cooperation Investments will be reviewed by DHS/FEMA, DHS Office of Intelligence and Analysis, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria set forth in this NOFO.

For additional information on Fusion Center requirements, please see the [Preparedness Grants Manual](#).

Domestic violent extremism investments will be reviewed by DHS/FEMA, DHS Office of Intelligence and Analysis, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the scoring criteria set forth in this NOFO.

Emerging threats investments will be reviewed by DHS/FEMA, DHS Countering Weapons of Mass Destruction Office, and other DHS components as appropriate, for compliance with purposes and requirements of the priority investment area. Proposed investments will be reviewed for effectiveness using the criteria set forth in this NOFO.

FEMA will determine whether the proposed approach is clear, logical, and reasonable to address the priority areas of interest and contribute to a culture of national preparedness. This part considers factors such as the objectives and strategies proposed to address the priority area, how the objectives and strategies overcome legal, political, or practical obstacles to reduce overall risk, the process and criteria to select additional relevant projects, and the approach to monitor awards to satisfy the funding percentage allocations.

For applicants that elect to submit IJs and project-level details for the National Priority Areas at the time of application, effectiveness will be evaluated prior to award. If the projects are found to not sufficiently align with the National Priority Area(s), applicants may have funds placed on hold (up to 30 percent) until the projects are revised to satisfactorily address the National Priority Areas.

For applicants that elect to submit IJs and project-level details for the National Priority Areas as part of the December 2021 BSIR, they will have funds placed on hold in the amount of 30 percent (the sum of all National Priority Area). The hold will be released only after their December 2021 BSIR submission has been reviewed, and projects related to the National Priority Areas deemed in alignment by DHS/FEMA.

SAAs are still required to meet pass-through requirements even if funds are on hold related to the National Priority Areas.

To that end, IJs should include:

- How the proposed investment addresses the National Priority Area;
- An explanation of how the proposed projects were selected and will achieve objectives and strategies to build or sustain the core capability gaps identified in the SPR, including expected long-term impact where applicable;
- A summary of laws, policies and practices that can be enhanced, eliminated, or otherwise changed in order to achieve the goals of the project and foster a culture of national preparedness; and
- A summary of the collaboration efforts to prevent, prepare for, protect against, and respond to acts of terrorism as well as anticipated outcomes of the project.

For FY 2021 SHSP and UASI investments and projects related to the National Priority Areas, effectiveness will be evaluated based on the following five factors:

- Investment Strategy (30%): Proposals will be evaluated based on the quality and extent to which applicants describe an effective strategy that demonstrates that proposed projects support the program objective of preventing, preparing for, protecting against, and responding to acts of terrorism, to meet its target capabilities, and otherwise reduce the overall risk to the high-risk urban area, the state, or the Nation.
- Budget (10%): Proposals will be evaluated based on the extent to which applicants describe a budget plan for each investment demonstrating how the applicant will maximize cost effectiveness of grant expenditures.
- Impact/Outcomes (30%): Proposals will be evaluated on how this investment helps the jurisdiction close capability gaps identified in its SPR and addresses the relevant National Priority Area outlined in this NOFO. Further, proposals will be evaluated on their identification and estimated improvement of core capability(ies), the associated standardized target(s) that align with their proposed investment, and the ways in which the applicant will measure and/or evaluate improvement.

- Collaboration (30%): Proposals will be evaluated based on the degree to which the proposal adequately details how the recipient will use investments and other means to overcome existing logistical, technological, legal, policy, and other impediments to collaborating, networking, sharing information, cooperating, and fostering a culture of national preparedness with federal, state, tribal, and local governments, as well as other regional and nonprofit partners. Collaboration should improve efforts to prevent, prepare for, protect against, and respond to acts of terrorism, to meet target capabilities, support the national security mission of DHS and other federal agencies, and to otherwise reduce the overall risk to the high-risk urban area, the state, or the Nation. In evaluating applicants under this factor FEMA will consider the information provided by the applicant and may also consider relevant information from other sources.
- Past Performance (additional consideration): Proposals will be evaluated based on the applicants demonstrated capability to execute the proposed investments. In evaluating applicants under this factor FEMA will consider the information provided by the applicant and may also consider relevant information from other sources.

b. OPSG

Applications will be reviewed by the SAA and USBP Sector Headquarters for completeness and adherence to programmatic guidelines and evaluated for anticipated feasibility, need, and impact of the Operations Orders. For more information on Operations Orders and other requirements of OPSG, see the [Preparedness Grants Manual](#).

DHS/FEMA will verify compliance with all administrative and eligibility criteria identified in the NOFO and required submission of Operations Orders and Inventory of Operations Orders by the established due dates. DHS/FEMA and USBP will use the results of both the risk analysis and the federal review by DHS/FEMA to make recommendations for funding to the Secretary of Homeland Security.

FY 2021 OPSG funds will be allocated competitively based on risk-based prioritization using the OPSG Risk Assessment described above. Final funding allocations are determined by the Secretary of Homeland Security, who may consider information and input from various law enforcement offices or subject-matter experts within the Department. Factors considered include, but are not limited to threat, vulnerability, miles of the border, and other border-specific law enforcement intelligence, as well as the feasibility of FY 2021 Operations Orders to designated localities within border states and territories.

F. Federal Award Administration Information

1. Notice of Award

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. **Recipients must accept all conditions in this NOFO and the [Preparedness Grants Manual](#) as well as any specific terms and conditions in the Notice of Award to receive an award under this program.**

See the [Preparedness Grants Manual](#) for information on Notice of Award.

2. Pass-Through Requirements

Awards made to the SAA for HSGP carry additional pass-through requirements. Pass-through is defined as an obligation on the part of the SAA to make funds available to local units of government, combinations of local units, tribal governments, or other specific groups or organizations. Four requirements must be met to pass-through grant funds:

- The SAA must make a firm written commitment to passing through grant funds to subrecipients;
- The SAA's commitment must be unconditional (i.e., no contingencies for the availability of SAA funds);
- There must be documentary evidence (i.e., award document, terms, and conditions) of the commitment; and
- The award terms must be communicated to the subrecipient.

Timing and Amount

The SAA must pass-through at least 80 percent of the funds awarded under the SHSP and UASI to local or tribal units of government within 45 calendar days of receipt of the funds. "Receipt of the funds" occurs either when the SAA accepts the award or 15 calendar days after the SAA receives notice of the award, whichever is earlier.

SAA's are sent notification of HSGP awards via the GPD's ND Grants system. If an SAA accepts its award within 15 calendar days of receiving notice of the award in the ND Grants system, the 45-calendar days pass-through period will start on the date the SAA accepted the award. Should an SAA not accept the HSGP award within 15 calendar days of receiving notice of the award in the ND Grants system, the 45-calendar days pass-through period will begin 15 calendar days after the award notification is sent to the SAA via the ND Grants system.

It is important to note that the period of performance start date does not directly affect the start of the 45-calendar days pass-through period. For example, an SAA may receive notice of the HSGP award on September 20, 2021, while the period of performance dates for that award are October 1, 2021, through September 30, 2024. In this example, the 45-day pass-through period will begin on the date the SAA accepts the HSGP award or October 5, 2021 (15 calendar days after the SAA was notified of the award), whichever date occurs first. The period of performance start date of October 1, 2021 would not affect the timing of meeting the 45-calendar day pass-through requirement.

Other SHSP and UASI Pass-Through Requirements

The signatory authority of the SAA must certify in writing to DHS/FEMA that pass-through requirements have been met. A letter of intent (or equivalent) to distribute funds is not considered sufficient. The pass-through requirement does not apply to SHSP awards made to the District of Columbia, Guam, American Samoa, the U.S. Virgin Islands, or the Commonwealth of the Northern Mariana Islands. The Commonwealth of Puerto Rico is required to comply with the pass-through requirement, and its SAA must also obligate at least 80 percent of the funds to local units of government within 45 calendar days of receipt of the funds.

Under SHSP, the SAA may retain more than 20 percent of funding for expenditures made by the state on behalf of the local unit(s) of government. This may occur only with the written consent of the local unit of government, specifying the amount of funds to be retained and the intended use of funds. States shall review their written consent agreements yearly and ensure that they are still valid. If a written consent agreement is already in place from previous fiscal years, DHS/FEMA will continue to recognize it for FY 2021, unless the written consent review indicates the local government is no longer in agreement. If modifications to the existing agreement are necessary, the SAA should contact their assigned FEMA HQ Preparedness Officer.

Additional OPSG Requirements

The recipient is prohibited from obligating or expending funds provided through this award until each unique and specific county-level or equivalent Operational Order/Fragmentary Operations Order budget has been reviewed and approved through an official electronic mail notice issued by DHS/FEMA removing this special programmatic condition.

3. Administrative and National Policy Requirements

In addition to the requirements of in this section and in this NOFO, FEMA may place specific terms and conditions on individual awards in accordance with 2 C.F.R. Part 200.

In addition to the information regarding DHS Standard Terms and Conditions and Ensuring the Protection of Civil Rights, see the [Preparedness Grants Manual](#) for additional information on administrative and national policy requirements, including the following:

- EHP Compliance
- FirstNet
- NIMS Implementation
- SAFECOM

a. *DHS Standard Terms and Conditions*

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at [DHS Standard Terms and Conditions](#).

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

b. *Ensuring the Protection of Civil Rights*

As the Nation works towards achieving the [National Preparedness Goal](#), it is important to continue to protect the civil rights of individuals. Recipients and subrecipients must carry out their programs and activities, including those related to the building, sustainment, and delivery of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

Federal civil rights statutes, such as Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964, along with FEMA regulations, prohibit discrimination on the basis of race, color, national origin, sex, religion, age, disability, limited English proficiency, or economic status in connection with programs and activities receiving [federal financial assistance](#) from FEMA.

The DHS Standard Terms and Conditions include a fuller list of the civil rights provisions that apply to recipients. These terms and conditions can be found in the [DHS Standard Terms and Conditions](#). Additional information on civil rights provisions is available at <https://www.fema.gov/about/offices/equal-rights>.

Monitoring and oversight requirements in connection with recipient compliance with federal civil rights laws are also authorized pursuant to 44 C.F.R. Part 7.

c. *EHP Compliance*

As a federal agency, FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by FEMA, including grant-funded projects, comply with federal EHP laws, Executive Orders, regulations, and policies, as applicable.

Recipients and subrecipients proposing projects that have the potential to impact the environment, including, but not limited to, the construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description along with any supporting documentation requested by FEMA in order to determine whether the proposed project has the potential to impact environmental resources or historic properties.

In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not in compliance with applicable EHP laws, Executive Orders, regulations, and policies.

DHS and FEMA EHP policy is found in directives and instructions available on the [FEMA.gov EHP page](#), the FEMA website page that includes documents regarding EHP responsibilities and program requirements, including implementation of the National Environmental Policy Act and other EHP regulations and Executive Orders.

The GPD EHP screening form is located at <https://www.fema.gov/media-library/assets/documents/90195>. Additionally, all recipients under this funding opportunity are required to comply with the FEMA GPD EHP Policy Guidance, FEMA Policy #108-023-1, available at <https://www.fema.gov/media-library/assets/documents/85376>.

d. *NIMS Implementation*

In expending funds under this program, recipients that are state, local, tribal, or territorial governments must ensure and maintain adoption and implementation of NIMS. The state, local, tribal, or territorial government must show adoption of NIMS during any point of the period of performance. The list of objectives used for progress and achievement reporting is at <https://www.fema.gov/emergency-managers/nims/implementation-training>.

Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment, and/or supplies) to meet incident needs. Using standardized resource management concepts such as typing, credentialing, and inventorying, promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management, NIMS resource typing definitions, job titles, and position qualifications is on FEMA's website at <https://www.fema.gov/emergency-managers/nims/components>.

FEMA developed the [National Incident Management System Guideline for the National Qualification System](#) to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes and identifies tools which Federal Emergency Response Officials and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

Although state, local, tribal, and private sector partners (including nongovernmental organizations) are not required to credential their personnel in accordance with these guidelines, FEMA strongly encourages them to do so to leverage the federal investment in the Federal Information Processing Standards 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction.

Additional information about NIMS in general is available at <https://www.fema.gov/emergency-managers/nims>.

e. *Emergency Communications Investments*

If an entity uses HSGP funding to support emergency communications investments, the following requirements shall apply to all such grant-funded communications investments in support of the emergency communications priorities and recognized best practices:

- The signatory authority for the SAA must certify in writing to DHS/FEMA their compliance with the *SAFECOM Guidance*. The certification letter should be coordinated with the SWIC for each state and must be uploaded to ND Grants at the time of the first Program Performance Report (PPR) submission.
- All states and territories must designate a full-time SWIC who has the authority and resources to actively improve interoperability with emergency management and response agencies across all levels of government, to include establishing statewide plans, policies, and procedures, and coordinating decisions on communications investments funded through federal grants. Note that the designated full-time SWIC may also be the state's or territory's cybersecurity point of contact. SWIC status

information will be maintained by CISA and will be verified by FEMA GPD through programmatic monitoring activities.

- By the period of performance end date, all states and territories must update the SCIP, with a focus on communications resilience/continuity, to include assessment and mitigation of all potential risks identified in the SCIP: natural disasters, accidental damage (human failures), intentional damage (sabotage, terrorism), cybersecurity, etc. Following the initial update, the SCIP should be updated on an annual basis. SCIP status information will be maintained by CISA and will be verified by FEMA GPD through programmatic monitoring activities.

All states and territories must test their emergency communications capabilities and procedures (as outlined in their operational communications plans) in conjunction with regularly planned exercises (separate/addition emergency communications exercises are not required) and must submit an After Action Report/Improvement Plan (AAR/IP) to the Homeland Security Exercise and Evaluation Program's (HSEEP) electronic message inbox at hseep@fema.gov within 90 days of exercise completion. Exercises should be used to both demonstrate and validate skills learned in training and to identify gaps in capabilities. Resilience and continuity of communications should be tested during training and exercises to the greatest extent possible. Further, exercises should include participants from multiple jurisdictions, disciplines, and levels of government and include emergency management, emergency medical services, law enforcement, interoperability coordinators, public health officials, hospital officials, officials from colleges and universities, and other disciplines and private sector entities, as appropriate. Findings from exercises should be used to update programs to address gaps in emergency communications as well as emerging technologies, policies, and partners. Recipients are encouraged to increase awareness and availability of emergency communications exercise opportunities across all levels of government.

States, territories, and other eligible grant recipients are advised that HSGP funding may be used to support communications planning (including the cost of hiring a SWIC, participation in governance bodies and requirements delineated above), training, exercises, and equipment costs. Costs for transitioning to the FirstNet network may also be eligible. More information regarding FirstNet can be found in the [Preparedness Grants Manual](#).

4. Reporting

Recipients are required to submit various financial and programmatic reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

See the [Preparedness Grants Manual](#) for information on reporting requirements, as well as the above section, "Emergency Communications Investments," specific reporting requirements for emergency communications investments.

5. Monitoring and Oversight

Per 2 C.F.R. § 200.337, FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems to review award progress and to provide

any required technical assistance. During site visits or desk reviews, FEMA will review recipients' files related to the award. As part of any monitoring and program evaluation activities, recipients must permit FEMA, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to FEMA requests for information relating to the award.

See the [Preparedness Grants Manual](#) for information on monitoring and oversight.

G. DHS Awarding Agency Contact Information

1. Contact and Resource Information

a. *Program Office Contact*

FEMA has assigned state-specific Preparedness Officers for the HSGP. If you do not know your Preparedness Officer, please contact CSID by phone at (800) 368-6498 or by email at askcsid@fema.dhs.gov, Monday through Friday, 9:00 AM – 5:00 PM ET.

b. *Centralized Scheduling and Information Desk (CSID)*

CSID is a non-emergency comprehensive management and information resource developed by FEMA for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. When necessary, recipients will be directed to a federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by e-mail at askcsid@fema.dhs.gov, Monday through Friday, 9 AM – 5 PM ET.

c. *GPD Award Administration Division*

GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the AAD's Help Desk via e-mail at ASK-GMD@fema.dhs.gov.

d. *Equal Rights*

The FEMA Office of Equal Rights (OER) is responsible for compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA and recipients of FEMA financial assistance. All inquiries and communications about federal civil rights compliance for FEMA grants under this NOFO should be sent to FEMA-CivilRightsOffice@fema.dhs.gov.

e. *Environmental Planning and Historic Preservation*

GPD's EHP Team provides guidance and information about the EHP review process to recipients and subrecipients. All inquiries and communications about GPD projects under this NOFO or the EHP review process, including the submittal of EHP review materials, should be sent to gpdehpinfo@fema.dhs.gov.

2. Systems Information

a. *Grants.gov*

For technical assistance with [Grants.gov](https://www.grants.gov), call the customer support hotline 24 hours per day, 7 days per week (except federal holidays) at (800) 518-4726 or e-mail at support@grants.gov.

b. *Non-Disaster (ND) Grants*

For technical assistance with the ND Grants system, please contact the ND Grants Helpdesk at ndgrants@fema.gov or (800) 865-4076, Monday through Friday, 9:00 AM – 6:00 PM ET. User resources are available at <https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system>

c. *Payment and Reporting System (PARS)*

FEMA uses the [Payment and Reporting System \(PARS\)](#) for financial reporting, invoicing, and tracking payments. FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, recipients must complete a Standard Form 1199A, Direct Deposit Form. If you have questions about the online system, please call the Customer Service Center at (866) 927-5646 or email ask-GMD@fema.dhs.gov.

d. *Supplemental Information: Reporting Systems*

In addition to ND Grants, the following information systems are used for the submission of required reports:

- **GRT:** Information on the GRT can be found in the [Preparedness Grants Manual](#).
- **Unified Reporting Tool (URT):** Information on the URT can be found in the [Preparedness Grants Manual](#).

H. Additional Information

GPD has developed the [Preparedness Grants Manual](#) to guide applicants and recipients of grant funding on how to manage their grants and other resources. Recipients seeking guidance on policies and procedures for managing preparedness grants should reference the Preparedness Grants Manual for further information. Examples of information contained in the [Preparedness Grants Manual](#) include:

- Actions to Address Noncompliance
- Audits
- Case Studies and Use of Grant-Funded Resources During Real-World Incident Operations
- Community Lifelines
- Conflicts of Interest in the Administration of Federal Awards and Subawards
- Disability Integration
- National Incident Management System
- Payment Information
- Period of Performance Extensions
- Procurement Integrity

- Record Retention
- Whole Community Preparedness
- Other Post-Award Requirements

1. Termination Provisions

FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at 2 C.F.R. §§ 200.344-200.345 even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards.

a. *Noncompliance*

If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. If the noncompliance can be corrected, FEMA may first attempt to direct the recipient to correct the noncompliance. This may take the form of a Compliance Notification. If the noncompliance cannot be corrected or the recipient is non-responsive, FEMA may proceed with a Remedy Notification, which could impose a remedy for noncompliance per 2 C.F.R. § 200.339, including termination. Any action to terminate based on noncompliance will follow the requirements of 2 C.F.R. §§ 200.341-200.342 as well as the requirement of 2 C.F.R. § 200.340(c) to report in FAPIIS the recipient's material failure to comply with the award terms and conditions. See also the section on Actions to Address Noncompliance in this NOFO or in the [Preparedness Grants Manual](#).

b. *With the Consent of the Recipient*

FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

c. *Notification by the Recipient*

The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of 2 C.F.R. §§ 200.341-200.342 in deciding to fully terminate the award.

2. Period of Performance Extensions

Extensions to the period of performance (POP) for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests to the recipient's FEMA Preparedness Officer and must contain specific and compelling justifications as to why an extension is required. Recipients are advised to coordinate with the FEMA Preparedness Officer as needed when preparing an extension request. Please see the [Preparedness Grants Manual](#) for more information.



LOS ANGELES COUNTY/DEPARTMENT OF AUDITOR-CONTROLLER

**SHARED SERVICES DIVISION
GRANT PAYMENT REQUEST**

SECTION A: SUBMITTING YOUR REQUEST

<p>Please submit Grant Payment Request Form along with legible supporting documents to: Grants@auditor.lacounty.gov</p> <p>In the event e-mail is not available, you can mail your Grant payment request to (please do not fax or send duplicates): Department of Auditor-Controller Shared Services Division / Attn: Grants Unit 3470 Wilshire Blvd., Suite 812 Los Angeles, CA 90010</p>	<p>1. Grant Name & Year:</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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SECTION B: SUB-RECIPIENT'S INFORMATION

1. Sub-recipient's Name: (reimbursement check will be made payable to a payee entered)	3. Taxpayer ID #:	4. Contact's Name:
2. Mailing Address (please let us know where you want your check delivered, including attention line if necessary):		4. Contact's phone:
		4. Contact's e-mail:

SECTION C: DETAIL PAYMENT REQUEST INFORMATION

1. SOLUTION AREA <small>(e.g. equipment, training, planning, exercise, organization)</small>	2. PROJECT # <small>(e.g. 011.22)</small>	4. EHP required? <small>(Environmental & Historic Preservation)</small>		5. VENDOR'S INVOICE # <small>(Maximum of 5 invoices)</small>	6. PURCHASE METHOD <small>(including Training)</small>			7. CLAIM AMOUNT <small>(indicate the amount per each line)</small>
		No	Yes <small>(attach State Approval)</small>		If Competitive, <small>indicate the # of bids.</small>	Non-Competitive Bid	Sole Source	
8. TOTAL								\$ -

SECTION D: SUB-RECIPIENT'S CERTIFICATION **SECTION E: FOR SSD USE ONLY**

<p>I certify that (please use the checkbox):</p> <p><input type="checkbox"/> 1. I am the duly authorized officer of the claimant herein and this claim is in all respect true and correct. All expenditures were made in accordance with applicable laws, rules, regulations and grant conditions and assurances.</p> <p><input type="checkbox"/> 2. All instructions for this form were followed and all the supporting documentation (per instructions) is included with this claim.</p> <p>3. _____ DATE</p> <p style="text-align: center; font-size: small;">AUTHORIZED SIGNATURE</p> <p>4. _____ AUTHORIZED TITLE</p> <p style="text-align: center; font-size: small;">AUTHORIZED PRINTED NAME</p> <p>5. AUTHORIZED CONTACT INFORMATION (If different from Section B):</p> <p>PHONE # _____</p> <p>E-MAIL: _____</p>	<p style="text-align: center; font-size: small;">STAMP WITH RECEIVED DATE HERE:</p> <p style="text-align: center; font-size: small;">ASSIGNED INVOICE NO.:</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>
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NOTE: This Form is intended for Internal SSD review purpose only.
 Revised on December 2019

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER / SHARED SERVICES DIVISION
INSTRUCTIONS TO COMPLETE THE GRANT PAYMENT REQUEST**

Purpose of these instructions:

To assist sub-recipients in completing the Grant Payment Request. We appreciate your participation in this program, for questions or suggestions please use our e-mail below to contact us. **Please do not send these instructions to us, they are to be used for your guidance only.**

SECTION A: GENERAL INSTRUCTIONS FOR SUBMISSION OF GRANT PAYMENT REQUEST

In numeral **1** of this section, please enter the name and year of the grant program that you are submitting for payment. In addition, please help us expedite the process of your Homeland Security claims by:

- Completing the Grant payment request correctly and according to these instructions.
- Submitting your Grant payment request using our e-mail --> **Grants@auditor.lacounty.gov** (please do **not** fax documents).
- Sending your Grant payment request only once (we do not require original documents and duplicates will slow down our process).
- Using the checkboxes to ensure all the required supporting documents and files accompany your Grant payment request. Supporting documents are flagged for your convenience with a checkbox within the corresponding areas.
- Ensuring that all documents attached to your Grant payment requests are legible.
- Submitting Grant payment request timely. We do **not** guarantee the process of Grant payment requests that are submitted late or too close to the final due date. Reimbursable expenditures need to be charged within the performance period of the grant and submitted to us as soon as they are incurred.

SECTION B: SUB-RECIPIENT'S INFORMATION

The following numerals provide the instructions to fill in the corresponding numeral in the form:

1. Please enter the name of the agency requesting for payment. The name of the agency should be typed according to its signed agreement and as you need it to appear in the payee line of the reimbursement check.
2. Please enter the complete address (street number and name, city, zip code) and attention line where you will need to receive the reimbursement check. Please note that this is not necessary for L.A. County departments.
3. Please enter the tax ID of the governmental entity requesting payment. Please leave blank for L.A. County departments.
4. Please enter the information of the person that can assist us with detail claim questions.

SECTION C: DETAIL PAYMENT REQUEST INFORMATION:

In order to expedite your Grant payment request, in this area's grid, include a **maximum of five (5) invoices or reimbursements charges (one charge or one invoice per line)**. The invoices or charges need to share the same solution area, project #.

The following numerals provide the instructions to fill in the corresponding numeral in the form:

1. Enter the solution area corresponding to the claim. This information is found in the latest budget of the grant. Examples of solution areas are: equipment, training, planning or exercise.
2. Enter the project # corresponding to the claim. This information is found in the latest budget of the grant. An example of Item # is 17.020.
4. Check with an X under either yes or no according to the claim's Environmental & Historical Preservation (EHP) requirements from the State. EHP approval needs to be obtained from the State **prior** to the start of the project on certain equipment items (see AEL description) or training/exercise projects. Please attach the following:
 - a) **State EHP Approval:** if required by the state for your claim.

SECTION C: (Continued)

5. If the expenditures that you are claiming were purchased thru a vendor or contractor, please enter the invoice # in the grid area. Please note that you are responsible for following acceptable purchasing policies and for documenting your procurement process. Additionally please include the following documentation with your claim:
- a) **Copy of the invoice:** Please attach an invoice that provides sufficient information to be used as a cross reference with the items described in your grant line item and AEL #. When the invoice includes items that are not being claimed or that belong to different claims or grants, please circle and designate on the invoice the items that you are requesting for reimbursement. Each item circled must have a project #, a funding source, and a total. Purchase orders and price quotes will not be accepted in the place of the invoice.
 - b) **Copy of the purchase order**
 - c) **Print out of the corresponding AEL # (Authorized Equipment List number).** The AEL listing can be found at: https://www.rkb.us/fema_grants.cfm
 - d) **Proof of payment of the invoice:** The proof of payment for L.A. County Departments is the printout from e-CAPS showing that the check cleared the bank. The proof of payment for **other** than L.A. County Department is the corresponding copy of the bank's cleared check .
 - e) **Calculations for use tax paid:** When use tax is paid, clearly show the calculations of the use tax in the invoice included in your claim.
 - f) **Proof of payment of the use tax:** Please provide official documents which authenticate the remittance of the use tax to the state, the amount and the reference to the invoice being claimed.
 - g) **Federal Debarment Listing:** Please provide a screen print out of the queried Federal Debarment Listing at <http://www.sam.gov/portal/public/SAM>. (you will need a username and a password; if you don't please create an account) . The listing needs to be queried **prior** to the selection of the vendor.
6. If you are claiming services, supplies, training related costs, or any other type of items purchased thru a vendor or contractor or government agency, please indicate with an X the method that you used to acquire the items (do **not** leave blank or mark more than one). Please note that competitive bid, non-competitive bid or sole source are the only valid purchasing methods.
- a) **Competitive Bid:** for projects that received more than one bid. Please indicate number of bids received (must be more than one).
 - b) **Non-Competitive Bid:** for single bid purchases of \$250,000 or more (effective June 21, 2018) to a single vendor or a single project, please attach the approval from the State. The approval needs to be requested from the State **prior** to the start of the project.
 - c) **Sole Source:** for non-bid purchases of \$250,000 or more effective (June 21, 2018) to a single vendor or a single project, please attach the approval from the State. The approval needs to be requested from the State **prior** to the start of the project.
7. Enter the amount of your claim after you verify that your budget is sufficient to cover your request. When the amount of the budget is not sufficient, please let your Program Coordinator know of the possible need for budget modification.
8. Enter the "Total Amount" by adding the subtotal claims included in each line.

SECTION D: SUB-RECIPIENT'S CERTIFICATION

The following numerals provide the instructions to fill in the corresponding numeral in the form:

1. Please read and check the box provided if you are an authorized signor.
2. Please read and check the box provided if you are an authorized signor.
3. Please sign the Grant payment request if you are an authorized signor of your agency.
- 4 & When the authorized person is the same as the contact person in Section B you do not need to enter the authorized contact information. If the
5. authorized person and the contact person in Section B are different, please enter all the fields in this area as requested.

ADDITIONAL ITEMS THAT YOU NEED TO ATTACH TO YOUR GRANT PAYMENT REQUEST:

For Equipment Claims:

- a) **Equipment Inventory Listing (Print out & Excel File):** Please include both the printout of the listing and the corresponding excel file with your claim. The excel file is used to submit your claim with the state and the printout as backup document for audits. If there is no serial # for your equipment please assign a valid ID tag, or write "Consumable" (if it applies) or write N/A. please do NOT leave the corresponding space blank. ^{*1}Please refer to the **Instructions to Equip Inty Tab for completion procedures of Equipment Inventory.**

Additionally, please enter the appropriate CBRNE Mission (Chemical, Biological, Radiological, Nuclear, or Explosive) in the column titled "Equipment Description & Quantity". This only applies to vehicles with AEL # 12VE-00-MISS (Vehicle Specialized Mission: CBRNE).

You need to inform us of any changes on the items above ^{*1}. This applies to each piece of equipment added in the Inventory Listing, including when the items are disposed and/or no longer useful. We will update the master inventory listing (per grant requirement) according to the information you give us. Please make sure that you include all the attachments that are necessary to provide us with the requested information.

For Training Claims:

- a) **State Sole Source Approval:** If you are claiming training related costs thru a Non-Competitive Bid or Sole Source training provider, regardless the purchased amount, please attach the State's approval (effective December 03, 2018). The approval needs to be requested from the State prior to the start of the project.
- b) **State-Sponsored Training Reporting Form (with the tracking request #):** Please add this form along with the Training Request Form Training Officer (POC), which you completed at the website, to the claim's backup documentation. All the backup documentation submitted for the training claim needs to agree with the training period and the detail description on the Training Reporting Form and the line item of the Grant. Training request #'s must be obtained from the State prior to the start of the project.
- c) **Receipts and paid invoices:** please include the complete copy of the receipts and paid invoices with your claim for itemized costs such as air plane tickets, hotel stays, instructor's fees, workshop cost, facilities fees, consulting services, etc. Additionally, you will need to include the documents requested in numeral 5 under Section C.

If you are including **personnel cost** with your training claim, please add the following:

- d) **Personnel List (Print out & Excel File):** Please include both the printout of the listing and the corresponding excel file with your claim. The excel file is used to submit your claim with the state and the printout as backup document for audits.
- e) **Documents that certify completion of the training:** please attach supporting documents that show the class name, dates of training, # of hours of the training class, printed name and signature of individual taking the class and approval signature from supervisor or trainer (attach the information for backfilled positions also). Examples of documents that certify completion of training are:
- Attendance sheets (signed by employee and instructor)
 - Sign in sheets (same as above)
 - Signed training certificates
- f) **Summary Listing of Charges:** Please use the **Training Summary Sheet** form provided in this claim packet that **clearly** shows the breakdown of the training charges per employee and that match the total claimed. This form includes the following: employee name, assignment, job title, date, salary, hours claimed, regular rate, overtime rate, employee benefits rate, claim amount per employee, clear calculations of amount claimed per employee and total (equal to the amount claimed).

Please ensure that the Training Summary Sheet is verified/approved by an authorized signatory, with printed name and title, and dated.

- g) **Backup for the Benefits Rate:** If you are adding benefits to your claim, please make sure that you include the official calculation for the rate used.
- h) **Timecards:** Include a printout of the corresponding timecards. Manual timecards need to indicate the # of hours charged per day to the grant, supervisor's signature, employee name and signature. Automatic system generated timecards need to be approved and include the name of the employee and hours charged per day to the grant.
- i) **Explanation of timekeeping codes:** When the supporting documentation (timesheet, payroll register, etc.) includes timekeeping codes please provide a printout with the explanation of the usage as detailed as possible.

- j) **Payroll register:** The payroll register needs to clearly support and explain the amount claimed per employee. It also needs to show the salary, hourly rate, employee benefits and overtime rate.
- k) **Roster of backfilled positions:** When you are claiming overtime for a backfilled position, please attach the backfilled roster to your claim. The roster needs to include the name of the backfilling employees, a short description of duties performed, the corresponding employee whose duties were covered and the dates accordingly. Please make sure that the roster is signed and that you include documentation corresponding to the employee covered by the backfilling position.

For Planning Claims:

- a) **Deliverable (or final product):** Please include with your claim the final product of the planning activity (deliverable) that was identified in the grant award.
- b) **Signed Certificate of Completion:** The certificate of completion can be an e-mail confirming that the planning activity was completed.
- c) **Invoices:** If your planning claim includes charges invoiced by vendors, please see requirements and documents you need to attach to your claim form under Section C (numeral 5 and numeral 6).
- d) **Supporting Documentation for Personnel Cost:** When your planning claim includes personnel cost, please see d) to i) under Training Claim (supporting documents needed) and add to the documentation.

For Exercise Claims:

- a) **Proof of State Approval of After Action Report (AAR):** In order for your AAR to be approved you have to submit it to the State using the ODP Portal (see link below), within 90 days after completion of the exercise. You need to notify the State when the AAR is uploaded so they can proceed with the approval process.

https://hseep.dhs.gov/DHS_SSO/

- b) **Invoices:** If your exercise claim includes charges invoiced by vendors please see requirements and documents you need to attach to your claim form under Section C (numeral 5 and numeral 6).
- c) **Supporting Documentation for Personnel Cost:** When your exercise claim includes personnel cost, please see d) to i) under Training Claim (supporting documents needed) and add to the documentation.

For Organization Claims: Please see above b) and c) under Exercise Claims

Equipment Inventory Listing Procedures for Completion

OBJECTIVE: To provide an equipment inventory listing that links the State Homeland Security Workbook, to the Equipment Ledger and to the Equipment Listing to simplify the tracking and accountability; and to eliminate duplication and confusion.

<u>Field</u>	<u>Date Element</u>	<u>Procedure</u>
(1)	Grant Name	SHSP or EMPG
(2)	Sub-Recipient	Name of your agency
(3)	Date of Report	Date report completed {1}
(4)	Grant Year	Grant Year of funds used to purchase equipment
(5)	Project #	Project Number (from Grant Workbook Project Sheets)
(7)	AEL No.	Authorized Equip Listing No (from Grant Workbook)
(8)	Description	Description of the equipment
(9)	Serial # or Other ID #	Serial # or Other identification # used
(10)	Safecom consult	Fill out either by Yes, No, or N/A
(11)	Source of Property	Funding source, i.e, SHSP, EMPG, etc.
(12)	Title Holder	Name of agency (City/Department)
(13)	Vendor Name	Name of the vendor
(14)	Invoice Number	Invoice number
(15)	Acquisition Date	Date equipment acquired
(16)	Acquisition Cost	Cost of the individual equipment item
(17)	% of Fed Part	Fed participation in the cost of equipment
(18)	Location	Location of equipment
(19)	Use & Condition	Use & condition {2}
(20)	Disposition data	Date of disposition
(21)	Sale Price	Sale price, If applicable, or N/A for not applicable

The Equipment Inventory Listing must be completed in its entirety to meet the objective of the form.

Note {1}: This date should be the date the physical inventory of equipment was taken and the results reconciled with the equipment records (at least once every two years).

{2} Indicate: N = New, D = Deployed, O = Out of Service, L = Lost & S = Stolen

Distribution

Copy maintained in sub-recipient file

Copy forwarded to Shared Services Division

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

PLANNING ROSTER											
Project	Planning Activity	Solution Area Sub-Category	Discipline	Funding Source	Total Cost	Total Claimed	Cash Request Number	Final Product			
					-	-					
GRAND TOTAL							\$				

Approved by:

Authorized Signature

Print Name and Title

Date

8. Notes on Personnel Cost:

In general, costs associated with:

- Work performed under contract for a specific deliverable DOES NOT count against the personnel cap, however,
- Work performed under contract for an undefined period, such as for personnel costs supporting operational activities, including general planning, training or exercise activities DO count against the personnel cap; and
- Work performed by all non-contractor personnel, including for full- or part-time staff and operational overtime DO count against the personnel cap.

The following examples would not count towards the personnel cap:

- Vendor installation of a radio tower;
- Vendor training on new equipment purchased;
- Contractor hired to create an Emergency Operations Plan;
- Contractor hired to provide deliveries of ICS 400; and
- Contractor hired to assist with planning, training, evaluating, and reporting the effectiveness of a specific exercise.

The following examples would count towards the personnel cap:

- Contractor hired to be the State's WMD training instructor with no specific deliverables under contract;
- Contractor hired to facilitate unidentified number of exercises throughout the performance period;
- Contractor hired to be the part-time auditor of Homeland Security Grants throughout the year; and
- Contractor hired to be an intelligence analyst.

Subrecipient Monitoring Instrument

Subrecipient Monitoring Instrument

PROJECT TITLE

Los Angeles County State Homeland Security Program
Monitoring Reports

A. FINANCIAL REPORTING REQUIREMENTS

Objective

To determine that the Subrecipient implemented corrective action to address findings noted in its Single Audit that is related to the Homeland Security Grant.

	<u>Verification</u>	<u>Yes</u>	<u>No</u>	<u>Comment</u>
1.	Was a Single Audit completed for Grant Year 2014-15 and 2015-16?			
2.	If yes, did the Subrecipient forward a copy to the Homeland Security Grant Administrator (HSGA) by March 30 th of the year following the audit?			
3.	Did the Single Audit(s) identify findings related to the Homeland Security Grant? If yes, please continue. If no, please mark N/A and continue to Section B.			
4.	Did the Subrecipient develop a corrective action plan that addresses the finding(s)?			
5.	Did the Subrecipient send a copy of a corrective action plan to the HSGA?			
6.	Did the Subrecipient implement the corrective action plan?			

B. TRAINING**Objective**

To determine that the Training expenditures were appropriately documented and that the activities aligned with the project's goals and objectives. If the Training activities involved employees, determine if the Subrecipient appropriately documented the Training expenditures using employee timecards, sign-in sheets, and certificates of training. If the Training activities involved using consultants or contractors, determine if the Subrecipient followed the appropriate procurement procedures to hire the consultants or contractors. Use Worksheets 1 and 3 (See Attachment E – Subrecipient Monitoring Worksheets).

	<u>Verification</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
1.	Did the Subrecipient receive funding for Training expenditures? If yes, then continue. If no, continue to next section.			
2.	Did the Subrecipient receive prior approval from the State either via email or other documentation and did it include the training course name and number?			
3.	If the Training expenditures relate to the use of employees, did the Subrecipient appropriately document the Training expenditures using employee timecards, sign-in sheets and certificates of training?			
4.	If Training expenditures relate to the use of consultants/contractors, did the Subrecipient follow proper procurement procedures to hire the consultants or contractors?			
5.	Did the Subrecipient accurately report the Training expenditures in their accounting records?			
6.	For Projects with overtime expenditures for Training:			
	a. Did the Subrecipient maintain employee timecards to appropriately document the overtime expenditures?			
	b. Did the Subrecipient accurately report the overtime expenditures in their accounting records?			

B. TRAINING (Continued)

<u>Verification</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
7. For Projects with backfill expenditures for Training:			
a. Does the Subrecipient have documentation that the backfill expenditures were approved by the State?			
b. Did the Subrecipient appropriately document the backfill expenditures using employee timecards and sign-in sheets?			
c. Did the Subrecipient accurately report the expenditures in their accounting records?			
8. Were employee timecards utilized in Training activities signed and dated by the employee and direct supervisor?			
9. Were the Training expenditures consistent with the State approved grant award and/or post award modification(s)?			
10. Ensure the Subrecipient corrected areas of noncompliance that remain outstanding and were reported as findings in prior Grant Year monitoring reports submitted by HSGA:			
a. If the Project prior Grant Year monitoring report finding was resolved, explain resolution, and indicate such in the current report as resolved.			
b. If the Project prior Grant Year report finding is not resolved, indicate why it has not been resolved and what the Subrecipient is doing to resolve the prior year finding and indicate such in the current report.			

C. PLANNING**Objective**

To determine that the Planning expenditures were appropriately documented and that the activities aligned with the project's goals and objectives. If the Planning activities involved employees, determine if the Subrecipient appropriately documented the Planning expenditures using employee timecards and sign-in sheets. If the Planning activities involved using consultants or contractors, determine if the Subrecipient followed the appropriate procurement policies. Use Worksheets 1 and 3 (See Attachment E – Subrecipient Monitoring Worksheets).

<u>Verification</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
1. Did the Subrecipient receive funding for Planning expenditures? If yes, continue. If no, continue to next section.			
2. Did the Subrecipient appropriately document the Planning expenditures providing copies of the support documentation that indicated the efforts made to produce the final product and a copy of the product produced?			
3. If Planning expenditures relate to the use of employees, did the Subrecipient use employee timecards and sign-in sheets?			
4. If Planning expenditures relate to the use of consultants/contractors, did the Subrecipient follow proper procurement procedures to hire the consultants or contractors?			
5. Did the Subrecipient accurately report the Planning expenditures in their accounting records?			
6. For Projects with overtime expenditures for Planning:			
a. Did the Subrecipient maintain employee timecards to appropriately document the overtime expenditures?			

C. PLANNING (Continued)

	<u>Verification</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
	b. Did the Subrecipient accurately report the overtime expenditures in their accounting records?			
7.	For Projects with backfill expenditures for Planning:			
	a. Does the Subrecipient have documentation that the backfill expenditures were approved by the State?			
	b. Did the Subrecipient appropriately document the backfill expenditures using employee timecards and sign-in sheets?			
	c. Did the Subrecipient accurately report the backfill expenditures in their accounting records?			
8.	Were the employee timecards utilized in Planning activities signed and dated by the employee and direct supervisor?			
9.	Were the Planning expenditures consistent with the State approved grant award and/or post award modification(s)?			
10.	Ensure the Subrecipient corrected area of noncompliance that remain outstanding and were reported as findings in prior Grant Year monitoring reports submitted to HSGA:			
	a. If the project prior Grant Year monitoring report finding was resolved, explain resolution, and indicate such in the current report as resolved.			
	b. If the project prior Grant Year monitoring report finding is not resolved, indicate why it has not been resolved and what the Subrecipient is doing to resolve the prior year finding and indicate such in the current report.			

D. EQUIPMENT**Objective**

To determine that the project Equipment expenditures are supported by invoices and that a listing of the Equipment/property is maintained by the Subrecipient. To determine that the purchases are aligned with the project's goals and objectives. Use Worksheets 2 and 3 (See Attachment E – Subrecipient Monitoring Worksheets).

	<u>Verification</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
1.	Did the Subrecipient receive funding for Equipment expenditures? If yes, continue. If no, continue to next section.			
2.	Did the Subrecipient maintain invoices to support the Equipment expenditures?			
3.	Did the Subrecipient follow proper procurement procedures to purchase the Equipment and were the items listed in the federal "Authorized Equipment List" and/or "Standardized Equipment List"?			
4.	Did the Subrecipient accurately report the Equipment expenditures in their accounting records?			
5.	Did the Subrecipient maintain an Equipment inventory that listed the following: <ol style="list-style-type: none"> a) Description of Equipment, b) Serial number or other identification number, c) AEL number, d) Fund/source/grant year, e) Title holder, f) 100 percent of federal participation. If no, then identify percentage, g) Acquisition date, h) Acquisition cost, i) Quantity, j) Equipment location, k) Use and condition of Equipment, l) Disposal date and sale price of the Equipment 			
6.	Did the Subrecipient conduct an inventory of Equipment purchased with Cal/OES grant funds at least once every two years?			

D. EQUIPMENT (Continued)

	<u>Verification</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
7.	Was the Equipment physically inspected to ensure:			
	a. The Equipment existed and agreed to inventory listing?			
	b. The Equipment worked and adequately trained staff are available to operate the Equipment?			
8.	Did the Subrecipient maintain Equipment in a secure location?			
9.	For property other than Equipment, i.e. supplies, did the Subrecipient have controls and accountability to safeguard and ensure that the items are used and solely for authorized purposes?			
10.	For Equipment disposal, if any:			
	a. Was the disposition consistent with federal regulations?			
	b. What is the status of the proceeds received from the disposal?			
11.	Did the Subrecipient have a policy for damaged, destroyed, lost or stolen Equipment including but not limited to informing the Cal/OES, steps to replace the Equipment and an investigative process?			
12.	Were the Equipment expenditures consistent with State approval grant award and/or post award modification(s)?			
13.	Ensure the Subrecipient corrected areas of noncompliance that remain outstanding and were reported as findings in prior Grant Year monitoring reports maintained by HSGA:			
	a. If the project prior Grant Year monitoring report finding was resolved, explain resolution, and indicate such in the current report as resolved.			
	b. If the project prior Grant Year monitoring report finding is not resolved, indicate why it has not been resolved and what the Subrecipient is doing to resolve the prior year finding and indicate such in the current report.			

E. EXERCISE**Objective**

To determine that the Exercise expenditures were appropriately documented and the activities align with project's goals and objectives. If the Exercise activities involved employees, determine if the Subrecipient appropriately documented the Exercise expenditures using timecards and sign-in sheets. If the Exercise activities involved using consultants or contractors, determine if the Subrecipient followed the appropriate procurement procedure. Use Worksheets 1 and 3 (See Attachment E – Subrecipient Monitoring Worksheets).

<u>Verification</u>	Yes	No	<u>Comments</u>
1. Did the Subrecipient receive funding for Exercise expenditures? If yes, continue. If no, continue to next section.			
2. Did the Subrecipient receive prior approval from the State either via email or other documentation and did it include the Exercise course name and number?			
3. If the Exercise expenditures relate to the use of employees, did the Subrecipient appropriately document the Exercise expenditures using employee timecards, sign-in sheets, and certificates for Exercise?			
4. If the Exercise expenditures relate to the use of consultants/contractors, did the Subrecipient follow proper procurement procedures to hire the consultants or contractors?			
5. Did the Subrecipient accurately report the Exercise expenditures in their accounting records?			
6. For Projects with overtime expenditures for Exercise:			
a. Did the Subrecipient maintain employee timecards to appropriately document the overtime expenditures?			
b. Did the Subrecipient accurately report the overtime expenditures in their accounting records?			
c. Did the Subrecipient accurately report the backfill expenditures in their accounting records?			
7. For Projects with backfill expenditures for Exercise:			
a. Does the Subrecipient have documentation that the backfill expenditures were approved by the State?			
b. Did the Subrecipient appropriately document the backfill expenditures using employee timecards and sign-in sheets?			

E. EXERCISE (Continued)

<u>Verification</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
8. Were the employee timecards utilized in the Exercise activities signed and dated by the employee and direct supervisor?			
9. Were the Exercise expenditures consistent with the State approved grant award and/or post award modifications?			
10. Ensure the Subrecipient corrected areas of noncompliance that remain outstanding and were reported as findings in prior Grant Year monitoring reports:			
a. If the Project prior Grant Year monitoring report finding was resolved, explain resolution and indicate such in the current report as resolved.			
b. If the Project prior Grant Year monitoring report finding is not resolved, indicate why it has not been resolved and what the Subrecipient is doing to resolve the prior year finding and indicate such in the current report.			

F. ORGANIZATION**Objective**

To determine that the Organization expenditures were appropriately documented and that the activities align with the project's goals and objectives. If the Organization activities involved employees, determine if the Subrecipient appropriately documented the Organization expenditures using employee timecards and sign-in sheets. If the Organization activities involved using consultants or contractors, determine if the Subrecipient followed the appropriate procurement policies. Use Worksheets 1 and 3 (See Attachment E – Subrecipient Monitoring Worksheets).

<u>Verification</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
1. Did the Subrecipient receive funding for Organization expenditures? If so, continue. If no, continue to next section.			
2. If the Organization expenditures relate to the use of employees, did the Subrecipient document the expenditures using employee timecards, sign-in sheets, or with other support documentation that substantiated the expense?			
3. If the Organization expenditures relate to the use of consultants or contractors, did the Subrecipient follow proper procurement procedures to hire the consultants or contractors?			
4. Did the Subrecipient accurately report the Organization expenditures in their accounting records?			
5. For Projects with overtime expenditures for Organization: <ul style="list-style-type: none"> <li data-bbox="334 1299 1019 1362">a. Did the Subrecipient maintain employee timecards to appropriately document the overtime expenditures? <li data-bbox="334 1415 1019 1476">b. Did the Subrecipient accurately report the overtime expenditures in their accounting records.? 			

F. ORGANIZATION (Continued)

<u>Verification</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
6. For Projects with backfill expenditures for Organization:			
b. Does the Subrecipient have documentation that the backfill expenditures were approved by the State?			
c. Did the Subrecipient appropriately document the backfill expenditures using employee timecards and other payroll documentation?			
7. Were employee timecards utilized in Organization activities signed and dated by the employee and direct supervisor?			
8. Were the Organization expenditures consistent with the State approved grant award and/or post award modification(s)?			
9. Ensure that the Subrecipient corrected areas of noncompliance that remain outstanding and were reported as findings in prior Grant Year monitoring reports maintained by HSGA:			
a. If the Project prior Grant Year monitoring report finding was resolved, explain resolution and indicate such in the current report as resolved.			
b. If the Project prior Grant Year monitoring report finding is not resolved, indicate why it has not been resolved and what the Subrecipient is doing to resolve the prior year finding and indicate such in the current report.			



City Council Agenda Statement

Meeting Date: December 6, 2022

Agenda Heading: Consent

Item Number: B.7

TITLE:

Additional Funding for the Purchase of Ten (10) Police Patrol Vehicles Due to a Price Increase

RECOMMENDATION:

1. Approve additional funding for the purchase of ten (10) 2023 Ford Explorer Police Interceptor vehicles using funds from Asset Forfeiture to cover the unexpected price increase above the previously approved purchase price.
2. Authorize the City Manager to execute agreements and other documentation to effectuate the purchase.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Amount Budgeted: \$116,070

Account Number: 109-400-3105-8105 (Asset Forfeiture Fund - Automotive)

Additional Appropriation: N/A

BACKGROUND:

On March 15, 2022, City Council approved the purchase of ten (10) 2022 Ford Explorer Interceptor vehicles and related emergency equipment. Since March 2022, the price of the vehicles has increased by \$11,607 per vehicle. As a result, an additional \$116,070 is needed to purchase the ten (10) vehicles, which will be the newer 2023 model. The additional funding will come from the Asset Forfeiture Funds.

DISCUSSION:

On October 14, 2022, National Auto Fleet Group ("NAFG") notified ESPD that Ford cancelled our order of ten (10) 2022 Ford Explorer patrol vehicles. Ford cited the global

2023 Police Vehicles

December 6, 2022

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microchip shortage, disruptions to the supply chain, unpredictable manufacturing plant downtime, the war in Eastern Europe, and the lingering impact of COVID-19 as some of the reasons for the cancellation. Fortunately, NAFG was able to place a new order for ten (10) 2023 Ford Explorer patrol vehicles and they are scheduled to be delivered on December 27, 2022.

The 2023 Ford Explorer costs were increased by \$11,607 per vehicle. This increased the total for all ten (10) vehicles by \$116,070. Ford cited inflation and the impact on raw material costs as the primary reasons for the increase. NAFG noted in the quote that all prices, specifications, and availability are subject to change without notice.

The price of the emergency lighting and in-service equipment remains unchanged, per South Bay Regional Public Communications Authority (SBRPCA).

Staff recommends the City Council authorize the additional funding required to move forward with the purchase of the ten (10) 2023 Ford Explorer vehicles.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Support Community Safety and Preparedness

Objective A: El Segundo is a safe and prepared community.

PREPARED BY:

Julissa Solano, Management Analyst

REVIEWED BY:

Jaime Bermudez, Police Chief

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

None



City Council Agenda Statement

Meeting Date: December 6, 2022

Agenda Heading: Consent

Item Number: B.8

TITLE:

Pension Obligation 115 Trust Funding Plan Administration and Portfolio Management

RECOMMENDATION:

1. Adopt a Resolution authorizing the City Manager to execute agreements to transfer administration and investment management services of the City's Pension Stabilization Trust assets to Shuster Advisory Group, LLC ("Shuster"), transfer Trust assets to Charles Schwab Trust Bank ("Schwab") and name Alta Trust Company ("Alta") as the Directed Trustee.
2. Authorize the trustee and discretionary advisory services to be assigned to Alta Trust Company and Shuster Advisory Group, respectively.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Included in Adopted FY 2022/23 Budget

Amount Budgeted: \$79,000

Additional Appropriation: N/A

Account Number(s): 001-400-2901-4209 (General Fund, non-Departmental, 115 Trust Expense)

Savings to the City by reduction in fees of approximately \$14,000 in the first year, an estimated \$218,000 in savings over 10-years, \$709,000 over 20-years, and \$1.7 million over 30-years. These results assume there are no fee changes, both programs earn an average 6% gross rate of return, and \$4,612,288 of pension stabilization assets as of August 31, 2022. Future contributions by the city will only increase the comparative savings.

BACKGROUND:

Section 115 Trusts

Pension Obligation 115 Trust Funding Plan Admin

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Assets in a 115 Trust are irrevocably committed for the government function specific in the applicable trust agreement. Additionally, monies held in such trusts can be invested in accordance with the rules governing those trusts, which are different than the investment rules for the City's pooled investments. Investment restrictions that apply to the general fund of a City (CA Government Code 53601) do not apply to the assets held in an Irrevocable Section 115 Trust, thus allowing for more flexibility in the investment strategy. Setting aside funds in a Section 115 Trust can potentially earn a higher rate of return than funds invested within 53601 guidelines.

In November 2017, the City approved opening a section 115 trust ("Pension Trust") with Public Agency Retirement Services ("PARS") to help fund the City's long-term pension liabilities with CalPERS. This was part of City Council's multi-faceted approach, which came out of the Council's Pension ad-hoc Committee, to strategically address rising pension costs. The City initially funded the Pension Trust with \$1 million in April 2018. The City funded an additional \$3,015,000 in contributions over the course of fiscal years 2018-19 through 2019-20, for total contributions of \$4,015,000. The balance in the Pension Trust as of August 31, 2022, was \$4,612,228.

In 2019, the City engaged Shuster as the retirement plan consultant and investment fiduciary for our 457(b) and 401(a) plans. Shuster issued a Request for Information (RFI) to our incumbent record-keepers and completed a comprehensive review of our plans, identifying that the fees for record-keeping and administration were high and not transparent, and the quality of the investment menu needed improvement. Based on the information obtained through the RFI, Shuster subsequently conducted a Request for Proposal (RFP) for administration and recordkeeping services for the Plans. The results of the RFP proved that by consolidating to a single recordkeeper, our administration and record-keeping fees could significantly be reduced, and the city could implement an open architecture investment menu and fee transparent platform benefiting participants. The city decided to consolidate assets with a single recordkeeper at a 93% negotiated reduction in record keeping costs. Also, Shuster negotiated a higher crediting rate for the safety of principal investment option, implemented an improved investment menu for plan participants and implemented a comprehensive fiduciary oversight process. Since the transition in January of 2020, employee participants in the Plan as a whole have saved approximately \$836,000 from the reduction in recordkeeping fees alone. This enhancement does not consider any financial gains from improved investments. At the time of conversion, the positive impact to participants due to the combination of the fee reduction and increased interest rate was estimated to be approximately \$242,000 over a one-year period, so the actual savings, (~\$1M) have exceeded the original estimate. The projected fee savings due to the reduction is estimated to be \$6.1 million over 10-years, \$13.2 million over 20-years, and \$26.0 million over 30-years.

Similar to that effort, staff has been evaluating a change regarding its current administration of our 115 Trust account for Pension Stabilization funds away from PARS/U.S. Bank. In short, the change is expected to result in a reduction in fees of approximately \$218,000 over 10-Years, \$709,000 over 20-Years, and \$1.7 million over

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December 6, 2022

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30-Years, assuming both programs earned an average 6% gross rate of return, a beginning value of \$4.6 million, and no change in fee structures. The costs associated with the PARS/U.S. Bank Pension Rate Stabilization Program are significantly higher than the solutions offered by Shuster Advisory Group, LLC, which provides an 50% reduction from the current PARS/U.S. Bank program. Additionally, Shuster Advisory Group will provide ten investment strategies that combine both active and passive (index) investment solutions to take advantage of the optimum mix of investments from both an investment return and cost perspective.

The City of El Segundo (City) has two Trust Accounts for the purpose of funding certain retiree obligations. The funds for retiree medical liability (other post-employment benefits {OPEB}) are currently administered by California Public Employees' Retirement System (CalPERS) and assets are held by State Street Bank (State Street). The funds for future Pension Liability (Pension) are currently administered by Public Agency Retirement Services (PARS), assets are held by U.S. Bank National Association (U.S. Bank) and managed by HighMark Capital Management, Inc. a subsidiary of U.S. Bank. In total the city has \$28,758,290 as of June 30, 2022, with CalPERS and \$4,612,228 as of August 31, 2022, with PARS/U.S. Bank (\$33,370,518 in total). After a review of the current fee structure and investment portfolios, it was determined that significant savings (a 50% reduction from the current PARS/U.S. Bank fees) in addition to improved investment flexibility, customization, transparency, and service could be achieved by transferring the Pension Stabilization Trust administration and portfolio management from PARS to a different provider. The provider recommended, Shuster Advisory Group, LLC, is the same firm that took over fiduciary responsibilities of the employees' 457(b) deferred compensation account in January of 2020 as well as the 401(a) plan. Through that change, employees, participants, and retirees have realized significant savings on the fees of those accounts. The OPEB Trust is recommended to remain with CalPERS for now due to the low investment fee of 0.10%. The OPEB Trust will be evaluated on an annual basis by staff and if the analysis supports moving the OPEB Trust into an alternative investment vehicle, this recommendation will be brought back to City Council.

DISCUSSION:

Finance Committee

On February 23, 2022, the Finance Committee and City staff heard a presentation from Shuster Advisory Group on alternative investment options for the OPEB and Pension Trusts. Present were Councilmember Giroux, Councilmember Pirsztuk, Treasurer Robinson, and City staff. Shuster explained the reduction in fees, improved fund lineup, and greater investment flexibility the City could have with exiting the PARS and CalPERS Trusts and transitioning to a more competitive free market competitor in the investment Trust space. The Finance Committee supported the idea of exiting the

Pension Obligation 115 Trust Funding Plan Admin

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PARS Trust. Staff is now recommending implementing the transition as described in the recommendation section.

Public Agency Retirement Services (PARS) and U.S. Bank

The PARS/U.S. Bank option for OPEB and Pension Stabilization is the Public Agencies Post-Employment Benefits Trust, a multiple employer trust arrangement which cities adopt the Trust to hold assets. It is important to note that although PARS provides services to public agencies, PARS is not a public agency or public retirement system. PARS provides trust administration for the PARS Post-Retirement Healthcare Plan and the PARS Pension Rate Stabilization Program, both held in the same Public Agencies Post-Employment Benefits Trust. The advisor to the PARS investment portfolios is U.S. Bank and HighMark Capital Management serves as the sub-advisor to U.S. Bank, managing the portfolios. U.S. Bank also serves as Trustee for the multiple employer trust. The fees for PARS administrative services and U.S. Bank trust and investment advisory services are separate fees, both a tiered structure based on assets. The PARS/U.S. Bank program generally provides five HighMark active investment strategies and another five portfolios of the same strategies, but as passive (index) strategies. PARS/U.S. Bank also offers the opportunity for custom investment portfolios for potentially an additional cost.

Shuster Advisory Group, LLC

Shuster Advisory Group, LLC (Shuster) is an independent investment advisory firm and fiduciary. They provide governmental and institutional retirement plan consulting services as well as private wealth management. Shuster is a SEC-Registered Investment Advisor with over \$5 billion in assets under management focusing on serving the unique needs of governmental agencies and special districts serving over 60 cities, agencies and public entities. Shuster serves as fiduciary to plan investments and provides investment selection, monitoring and management.

Shuster serves currently as the fiduciary investment advisor and plan consultant for our 457(b) Deferred Compensation Plan and 401(a) Defined Contribution Plan. Shuster entered the public retirement plan sector after analyzing the sector and realizing that cities and agencies were being underserved and over-charged for their retirement plans, directly impacting the supplemental retirement savings of city employees. Hiring Shuster Advisory Group for these services resulted in a 50% reduction in total plan costs for the 457(b) and 401(a) plans in addition to a significant improvement in the quality of the investments available in the retirement plan. In addition to the positive financial impact to the 457(b) and 401(a) plans and negotiation skills, Shuster Advisory Group continues to execute a service model that far exceeds the services the City is currently receiving from PARS/U.S. Bank and CalPERS. The services provided by Shuster Advisory Group are unique with a low-cost transparent structure, high-end

Pension Obligation 115 Trust Funding Plan Admin

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service, fiduciary services and investment management. Shuster Advisory Group has proven to be responsive, analytical, and a true partner to the city.

Shuster Advisory Group has conducted the same analysis of the Section 115 Trust programs available to cities and agencies and again determined that the cities were being over-charged and underserved, which has a direct result on the taxpayer-funded savings that a city is putting aside for their future obligations. Shuster also found that the programs available lacked investment flexibility, customization, transparency, and high-level customer service. As a result, Shuster created and offers a Section 115 Trust program that provides cities with the services they are lacking at a fraction of the cost currently being paid. With Shuster's ongoing oversight and exceptional service model, Staff expects similar results with the 115 Trust as experienced with the 457(b) and 401(a) plans.

Staff recommends that City Council authorize and direct the City Manager to terminate the contracts and agreements with PARS/U.S. Bank and enter into the attached agreements with Shuster Advisory Group LLC, Charles Schwab Trust Bank, and Alta Trust Company to provide the 115 Trust account(s).

CITY STRATEGIC PLAN COMPLIANCE:

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5B: El Segundo approaches its work in a financially strategic and responsible way.

PREPARED BY:

Joseph Lillio, Chief Financial Officer

REVIEWED BY:

Joseph Lillio, Chief Financial Officer

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Pension Trust Funding Resolution

RESOLUTION NO. _____

A RESOLUTION APPROVING THE ADOPTION OF THE MULTIPLE EMPLOYER OPEB/PENSION 115 TRUST.

The City of El Segundo does resolve as follows:

SECTION 1. *Findings.* The City Council finds and declares as follows:

- A. Shuster Advisory Group, LLC (“Shuster”) has made available Pension 115 Trust (“Trust”) for the purpose of pre-funding pension obligations.
- B. The City of El Segundo (“City”) is eligible to participate in a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code, as amended, and the Regulations issued there under, and is a tax-exempt trust under the state’s relevant statutory provisions.
- C. Alta Trust Company satisfies the Trustee requirements under IRS section 115.
- D. All qualified assets currently held in the City’s Public Agency Retirement Services (“PARS”) Public Agencies Post-Employment Benefit Trust are irrevocably dedicated to prefunding the City’s Pension obligations.
- E. The City’s adoption and operation of the Trust has no effect on any current or former employee’s entitlement to post-employment benefits.
- F. The terms and conditions of post-employment benefit entitlement, if any, are governed by contracts separate from and independent of the Trust.
- G. The City Council has prudently set aside funds for pre-funding of pension obligations.
- H. The City’s funding of the Trust does not, and is not intended to, create any new vested right to any benefit nor strengthen any existing vested right.
- I. The City reserves the right to make contributions, if any, to the Trust.

SECTION 2. *Approval; Authorization.*

- A. The City Council adopts the Shuster Multiple Employer OPEB/Pension 115 Trust, effective December 6, 2022.

- B. The City Council authorizes the termination of the City of El Segundo PARS Public Agencies Post-Employment Benefits Trust Program, all services, administration, and investment contracts with PARS and US Bank, N.A (“U.S. Bank”), including the services of U.S. Bank as Trustee.

- C. The City Council authorizes the appointment of Alta Trust Company as successor Trustee and Charles Schwab Trust Bank as custodian of the assets. The transfer of assets is contingent upon the acceptance of the successor Trustee and custodian.

- D. The City Council certifies that the successor trust satisfies the requirements of Section 115 of the Internal Revenue Code and that all assets held by that trust shall qualify as “plan assets” that are irrevocably dedicated to the prefunding of Pension obligations.

- E. The City Council authorizes the liquidation to effectuate the transfer of all assets to Charles Schwab Trust Bank, as soon as administratively practicable

- F. Upon the complete transfer of all assets on or around January 31, 2023, or earlier, PARS is removed as trust administrator and U.S. Bank is removed as Trustee.

- G. The City Council appoints the City Manager, or his/her successor or his/her designee as the City’s Administrator for the Trust.

- H. The City’s Administrator is hereby authorized to execute the legal and administrative documents on behalf of the City and to take whatever additional actions are necessary to maintain the City’s participation in the Trust and to maintain compliance with any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the City’s Trust.

SECTION 3. *Severability.* If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Resolution are severable.

SECTION 4. *Electronic Signatures.* This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 5. Signature Authority. The Mayor, or presiding officer, is hereby authorized to affix his signature to this Resolution signifying its adoption by the City Council of the City of El Segundo, and the City Clerk, or her duly appointed deputy, is directed to attest thereto.

SECTION 6. Effective Date. This Resolution will take effect immediately upon adoption and will remain effective unless repealed or superseded.

SECTION 7. City Clerk Direction. The City Clerk will certify to the passage and adoption of this Resolution, enter it in the City's book of original Resolutions, and make a record of this action in the meeting's minutes.

PASSED AND ADOPTED this 6th day of December 2022.

Drew Boyles,
Mayor

ATTEST:

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF EL SEGUNDO)

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. ____ was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the 6th day of December, 2022, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tracy Weaver, City Clerk

APPROVED AS TO FORM:
MARK D. HENSLEY, CITY ATTORNEY

Joaquin Vazquez, Assistant City Attorney



City Council Agenda Statement

Meeting Date: December 6, 2022

Agenda Heading: Consent

Item Number: B.9

TITLE:

Ordinance Extending the Short-Term Home Share Pilot Program to December 31, 2023

RECOMMENDATION:

1. Waive second reading and adopt Ordinance to extend the Short-Term Home Sharing Rental Pilot Program until December 31, 2023.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

Potential General Fund revenue of approximately \$40,000 received from permit fees, licensing fees and transit occupancy tax ("TOT"). The potential revenue will depend on the number of new and renewal permits and licenses.

BACKGROUND:

On November 15, 2022, City Council considered a recommendation from staff and the Planning Commission to allow and regulate short-term home sharing by converting the current pilot program into a permanent Short-Term Home Sharing Permit Program. Although the City Council expressed general support for allowing home shares, the City Council directed staff to further study and develop additional measures to reduce the number of unpermitted and illegal listings online, including increasing penalties and fines for violations of the Municipal Code. To allow time to review the various provisions of the Municipal Code, the Home Share Administrative Guidelines and devise methods to reduce the number of unpermitted and illegal online listings, the City Council voted to extend the pilot program through December 31, 2023. The City Attorney identified amendments to the proposed ordinance on the record in order to facilitate the Council's direction.

DISCUSSION:

Ordinance to Extend the Home Share Pilot Program

December 6, 2022

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City Council may waive second reading and adopt the ordinance to extend the pilot program through December 31, 2023. City Council continues to retain the ability to terminate the pilot program at any time. Staff will continue to accept, review and approve new permits and renewals and monitor for any impacts, and will report back to City Council and return with an updated ordinance in 2023 that addresses the direction provided by City Council.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 2: Support Community Safety and Preparedness

Objective: El Segundo is a safe and prepared city.

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5A: El Segundo promotes economic growth and vitality for business and the community.

PREPARED BY:

Eduardo Schonborn, AICP, Planning Manager

REVIEWED BY:

Michael Allen, AICP, Development Services Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Ordinance extending the Home Sharing Pilot Program

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY OF EL SEGUNDO AMENDING TITLE 4 CHAPTER 16 (HOME SHARING PERMIT) AND TITLE 15 (ZONING REGULATIONS) OF THE EL SEGUNDO MUNICIPAL CODE TO EXTEND THE SHORT-TERM HOME SHARING RENTAL PILOT PROGRAM IN THE CITY'S RESIDENTIAL ZONES.

The City Council of the City of El Segundo does ordain as follows:

SECTION 1: The City Council finds and declares as follows:

- A. Due to close proximity of El Segundo to Los Angeles International airport, beaches and Southern California tourist destinations, and being home to a significant number of Fortune 500 companies, the City of El Segundo is a popular location for alternative short-term lodging;
- B. The renting of rooms in private homes on a short-term basis to visitors provides a community benefit by expanding the number and type of lodging facilities available and assists owners of homes by providing revenue which may be used for maintenance and upgrades to these units;
- C. The renting of rooms in private homes by owners for temporary occupancy is also a community concern due to the potential for increased traffic, and noise in residential neighborhoods if these uses are not properly regulated;
- D. Problems with short-term lodgings are particularly acute in the residential zones where the peace, safety and general welfare of the long-term residents are potentially threatened;
- E. An effective way to minimize the problems associated with short-term rental units is to allow short-term home sharing through a permit process with restrictions and operational regulations;
- F. On October 27, 2022, the El Segundo Planning Commission held a noticed public hearing to receive public testimony and other evidence regarding the proposed ordinance, including information provided by city staff; and, adopted Resolution No. 2927 recommending that the City Council approve proposed amendments to permanently allow short-term rentals in the form of home sharing only, as a permitted use through issuance of a Home Share Permit;
- G. On November 15, 2022, the El Segundo City Council held a public hearing, considered the information provided by staff and public testimony regarding the ordinance recommended by the Planning Commission, and approved a temporary extension of the short-term rental program through December 31, 2022; and,
- H. This ordinance and its findings are made based upon the entire administrative record including testimony and evidence presented to City Council at its November 19, 2019, February 4, February 18, March 3 and June 16, 2020, and November

15, 2022 public hearings and the staff reports submitted by the Community Development Department.

SECTION 2: Environmental Assessment. Pursuant to the provisions of the California Environmental Quality Act, Public Resources Code Sections 21000 *et. seq.* ("CEQA"), the State's CEQA Guidelines, California Code of Regulation, Title 14, Section 15000 *et. seq.*, Staff found no evidence that EA-1180 and ZTA 22-01 would have a significant effect on the environment and, therefore, the proposed Zone Text Amendment has been found to be categorically exempt from the requirements of CEQA pursuant to 14 California Code of Regulations § 15306 (Class 6) since the amendment involves extending a temporary regulatory process for a use in the residential zoning districts. Consequently, no further environmental review is required.

SECTION 3: General Plan Findings. Considering all of its aspects, the El Segundo Municipal Code (ESMC) amendments proposed by this ordinance will further the goals, objectives and policies of the General Plan and not obstruct their attainment. More specifically:

- A. This amendment conforms to the Land Use Element Goals, Objectives and Policies. Specifically, the amendment is consistent with Goal LU1, Objective LU1-1, Goal LU3, in that the amendment ensures the preservation, protection and extension of existing residential uses; and promotes the health, safety, and wellbeing of the people of El Segundo by adopting standards for the proper balance, relationship, and distribution of the residential land uses at all times in accordance with applicable law.
- B. This text amendment of the Permitted Uses section in each of the City's residential zones conforms to the General Plan. The changes do not modify or increase the maximum density of dwelling units per acre currently allowed in the Residential Land Use designation. As a result, the Zone Text Amendment conforms to the Land Use Element of the General Plan.
- C. The text amendment complies with Objective LU 1-5.6 in that the changes to the existing language will allow short-term home sharing rentals for property owners through a home sharing permit requirement provided it is the property owner's primary residence.
- D. The text amendment is consistent with the Residential Land Use designation in that the changes do not modify or increase the maximum density of dwelling units per acre currently allowed by the Residential zoning designations.

SECTION 4: Zone Text Amendment Findings. In accordance with ESMC Section 15-26-4 the City Council finds as follows:

- A. This ordinance is consistent with the purpose of the ESMC, which is to serve the public health, safety, and general welfare and to provide the economic and social advantages resulting from an orderly planned use of land resources. The proposed Ordinance allows home sharing as a permitted use provided that a Home

Share Permit is approved, which contains operational regulations, permit conditions and restrictions that minimize impacts in residential neighborhoods.

- B. This ordinance is necessary to minimize the likelihood that this activity goes underground, at which point the City would not have an account of the number of short-term rentals, their locations, or a funding mechanism to offset any increase in demand for City services resulting from the short-term rental units.
- C. The Council has determined that it is necessary to continue the short-term home sharing pilot and temporary program for another twelve months for purposes of gathering additional information regarding the impacts of the program and to study the appropriate methods and penalties for individuals engaging in unlawful short term rental activities in the residential areas of the City.

SECTION 5: Section 4-16-4 (Application for Permit; Fee) of the ESMC is amended to read as follows:

“4-16-4: APPLICATION FOR PERMIT; FEE

An application for a Short-term Home Sharing Rental Permit must be made on a form approved by the Director and must contain the following information:

- A. The name, address and telephone number of the owner of the unit for which the permit is to be issued.
- B. Evidence that a City business license has been applied for or obtained for operating a short-term home sharing business.
- C. Evidence that a valid Transient Occupancy Registration Certificate has been issued by the City for the home sharing unit.
- D. Proof of general liability insurance in the amount of \$1,000,000 combined single limit and an executed agreement to indemnify, defend, and hold the City harmless from any and all claims and liabilities of any kind whatsoever resulting from or arising out of the short-term home sharing rental activity.
- E. An acknowledgment that the use of the property for home sharing is subject to a sunset provision, and that the owner will acquire no vested right to the continued use of any portion of the dwelling unit for short-term home sharing rental after the sunset period expires.
- F. An affidavit signed by the property owner attesting that the property to be used for short-term home sharing rental is the owner’s primary residence as defined in Section 4-16-2.
- G. Such other information as required by the Administrative Guidelines or as the Director deems reasonably necessary to administer this Chapter.

H. The Short-term Home Sharing Permit Application must be signed by the property owner and notarized.

I. An application for a Short-term Home Sharing Rental Permit must be accompanied by a fee established by resolution of the City Council.”

SECTION 6: Section 4-16-5 (Permit Expiration) of the ESMC is amended to read as follows:

“4-16-5: PERMIT EXPIRATION

A. The permits issued pursuant to 4-16-4 shall expire on December 31, 2023, unless they are terminated earlier pursuant to 4-16-11 or for any failure to comply with all applicable laws and regulations.

B. Upon a change of property ownership, the Short-term Home Sharing Rental Permit will automatically expire. For purposes of this Chapter, a change of ownership has the definition set forth in Revenue and Taxation Code section 60 *et seq.*”

SECTION 7: Section 4-16-13 of the El Segundo Municipal Code is amended to read as follows:

4-16-13: SUNSET PROVISION

This Chapter shall remain in effect until the earlier of this ordinance being rescinded, or December 31, 2023. The sunset or repeal of any provision of this Chapter does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before effective date of the sunset or repeal of the Chapter. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of the repeal.

SECTION 8: Subsection (B) of Section 4-16-17 of the El Segundo Municipal Code is amended to read as follows:

“B. Home sharing is permitted in the residential unit that is the primary residence of the property owner within the R-1, R-2, or R-3 Zones, pursuant to El Segundo Municipal Code §§ 15-4A-2, 15-4B-2, and 15-4C-2.”

SECTION 9: Subsection (C) of Section 4-16-17 of the El Segundo Municipal Code is amended to read as follows:

“[RESERVED]”

SECTION 10: Subsection (J) of Section 15-4A-2 of the El Segundo Municipal Code is amended as follows:

“J. On compliant parcels only, home sharing of a permitted single-family dwelling unit, or portion thereof, when conducted in accordance with a valid Short-

term Home Sharing Rental Permit issued pursuant to Title 4, Chapter 16 of this Code. This subsection will automatically sunset on December 31, 2023.

1. For purposes of this subsection, a compliant parcel is one that provides off-street parking on the parcel at a ratio of not less than one parking space per guest bedroom in the residence on the parcel. Parking spaces may include garage or driveway spaces. Tandem parking spaces are acceptable provided each tandem space measures at least 9 feet by 20 feet and does not extend into public right-of-way.
2. Home sharing is not a permitted use in the absence of a valid Short-term Home Sharing Rental Permit.
3. An accessory dwelling unit may not be used for home sharing or as a short-term rental.”

SECTION 11: Subsection (D) of Section 15-4B-2 of the El Segundo Municipal Code is amended as follows:

“D. On compliant parcels only, home sharing of a permitted single-family dwelling unit, two-family dwelling or duplex, or portion thereof, when conducted in accordance with a valid Short-term Home Sharing Rental Permit issued pursuant to Title 4, Chapter 16 of this Code. This subsection will automatically sunset on December 31, 2023.

1. For purposes of this subsection, a compliant parcel is one that provides off-street parking on the parcel at a ratio of not less than one parking space per guest bedroom in the residence on the parcel. Parking spaces may include garage or driveway spaces. Tandem parking spaces are acceptable provided each tandem space measures at least 9 feet by 20 feet and does not extend into public right-of-way.
2. Home sharing is not a permitted use in the absence of a valid Short-term Home Sharing Rental Permit.
3. An accessory dwelling unit may not be used for home sharing or as a short-term rental.”

SECTION 12: Subsection (H) of Section 15-4C-2 of the El Segundo Municipal Code is amended as follows:

“H. On compliant parcels only, home sharing of a permitted single-family dwelling unit, two-family dwelling duplex, multi-family or portion thereof, when conducted in accordance with a valid Short-term Home Sharing Rental Permit issued pursuant to Title 4, Chapter 16 of this Code. This subsection will automatically sunset on December 31, 2023.

1. For purposes of this subsection, a compliant parcel is one that provides off-street parking on the parcel at a ratio of not less than one parking

space per guest bedroom in the residence on the parcel. Parking spaces may include garage or driveway spaces. Tandem parking spaces are acceptable provided each tandem space measures at least 9 feet by 20 feet and does not extend into public right-of-way.

2. Home sharing is not a permitted use in the absence of a valid Short-term Home Sharing Rental Permit.
3. An accessory dwelling unit may not be used for home sharing or as a short-term rental.”

SECTION 13: Subsection (C) of Section 4-16-11 of the El Segundo Municipal Code is amended as follows:

“C. If the property upon which a short-term home sharing rental unit is located is the subject or the site of two violations of any of the provisions of this Chapter, or of Chapters 1, 2, or 13 of Title 7 of this code, the Short-term Home Sharing Rental Permit for the unit will be automatically revoked. In such a case, no new Short-term Home Sharing Rental Permit may be issued for the unit for the earlier of either three months from the effective date of revocation; or a change of the ownership of the unit to a new person.”

SECTION 14: Subsection (D) of Section 4-16-11 of the El Segundo Municipal Code is amended as follows:

“D. In addition to the penalties set forth herein, if the short-term home sharing rental property is the site of a loud or unruly gathering in violation of code Section 7-12-3 that results in the issuance of an administrative citation or criminal charge, the Short-term Home Sharing Rental Permit will be automatically revoked if and when the administrative citation hearing becomes final (i.e., the time for administrative or judicial review has passed or a final court judgment has been entered upholding the citation) or a criminal conviction is obtained. In such a case, no new Short-term Home Sharing Rental Permit may be issued for the unit for the earlier of either three months from the effective date of revocation; or a change of the ownership of the unit to a new person.”

SECTION 15: *CONSTRUCTION.* This ordinance must be broadly construed in order to achieve the purposes stated in this ordinance. It is the City Council’s intent that the provisions of this ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this ordinance.

SECTION 16: *ENFORCEABILITY.* Repeal of any provision of the ESMC does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before this ordinance’s effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this ordinance.

SECTION 17: *VALIDITY OF PREVIOUS CODE SECTIONS.* If this entire ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal or

amendment of the ESMC or other city ordinance by this ordinance will be rendered void and cause such previous ESMC provision or other the city ordinance to remain in full force and effect for all purposes.

SECTION 18: *SEVERABILITY*. If any part of this ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this ordinance are severable.

SECTION 19: The City Clerk is directed to certify the passage and adoption of this ordinance; cause it to be entered into the City of El Segundo's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within 15 days after the passage and adoption of this ordinance, cause it to be published or posted in accordance with California law.

SECTION 20: This ordinance will take effect 30 days after its passage and adoption.

PASSED AND ADOPTED this ___ day of _____, 2022.

Drew Boyles, Mayor

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney

ATTEST:

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF EL SEGUNDO)

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Ordinance No. _____ was duly introduced by said City Council at a regular meeting held on the ___ day of _____ 2022, and was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the ___ day of _____, 2022, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tracy Weaver, City Clerk



City Council Agenda Statement

Meeting Date: December 6, 2022

Agenda Heading: Staff Presentations

Item Number: D.10

TITLE:

Adoption of the Citywide Salary Schedule with Revisions through December 6, 2022

RECOMMENDATION:

1. Adopt a resolution amending the Citywide salary schedule with revisions through December 6, 2022.
2. Adopt a resolution establishing the basic salary range for the Lifeguard Trainee (part-time) and Communications Manager job classifications.
3. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

The attached resolutions and amended salary schedule reflect positions and salaries previously approved by City Council and the 2023 State of California mandated minimum wage increase. The adopted FY 2022-23 Citywide budget includes sufficient funding for the salary schedule revisions.

BACKGROUND:

The City of El Segundo contracts with the California Public Employees' Retirement System ("CalPERS") for retirement benefits. CalPERS requires that the governing bodies of their contracting agencies approve and post publicly available salary schedules for their employees. The City Council previously approved the positions, titles, and salaries reflected on the attached pay schedule through resolutions for Memorandum of Understanding ("MOU"), salaries, and conditions of employment for various unrepresented employee groups, and contract employees. The City posts these approved salary schedules, in conjunction with the MOUs, employment contracts, and resolutions on the City's website for public review.

Effective January 1, 2023, the State of California is mandating a minimum wage increase from \$15.00 to \$15.50 per hour. The Lifeguard Trainee (part-time)

Adoption of the Citywide Salary Schedule

December 6, 2022

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classification has a pay rate set at minimum wage which will require a salary adjustment.

Additionally, the Communications and Legislative Affairs Manager title was changed to Communications Manager at the May 17, 2022 City Council meeting. There was no change to the salary range for this position, but to effectuate the title change, a resolution with the new title and existing salary range needs to be adopted by City Council to comply with CalPERS regulations.

DISCUSSION:

On August 10, 2011, CalPERS implemented California Code of Regulations § 570.5 which requires that the City Council regularly adopt a Citywide Public Pay Schedule listing the pay rates/ranges for all City of El Segundo established positions, including the City Council, Elected Officials, and City Manager. The City Council has previously approved and adopted individual items with changes effective in calendar year 2022 which require an update to the Citywide salary schedule. These revisions include MOU salary increases for the positions included in the City Employees' Association and Police Managers' Association; creation of the new Lifeguard Trainee (part-time), Assistant City Clerk, Associate Planner, Senior Planner, and Fire Prevention Specialist II positions; salary range adjustments to the Chief Financial Officer and Director of Development Services classifications; title changes to the Communications and Legislative Affairs Manager (Communications Manager), Director of Community Services (Recreation, Parks and Library), Director of Development Services (Community Development) classifications; and change in Civil Service status to "at-will" for the Communications Manager, Finance Manager, and Information Technology Services Manager classifications.

CalPERS determines the amount of "compensation earnable" as defined under Government Code Sections §§ 20630, 20636, and 20636.1 as a pay rate limited to the amount listed on a pay schedule that meets the following requirements:

1. Has been duly approved and adopted by the employer's governing body in accordance with the requirements of applicable public meetings laws;
2. Identifies the position title for every employee position;
3. Shows the payrate as a single amount or multiple amounts within a range for each identified position;
4. Indicates the time base such as hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
5. Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's Internet website;
6. Indicates an effective date and date of any revisions;
7. Is retained by the employer and available for public inspection for not less than five years; and

Adoption of the Citywide Salary Schedule

December 6, 2022

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8. Does not reference another document in lieu of disclosing the pay rate.

The Lifeguard Trainee classification was established on May 17, 2022 with a pay rate set at minimum wage. To comply with the 2023 State of California minimum wage requirements, the pay rate for this classification will increase to \$15.50. There are currently no incumbents in this classification.

For classifications with a salary range that includes a salary step that is below minimum wage, incumbents will be placed at the next salary step that is at least minimum wage. These part-time classifications with a salary step that will be below the new \$15.50 hourly minimum wage include Administrative Intern, Lifeguard, Recreation Assistant, Recreation Leader, and Video Tech II/Media Assistant. Human Resources will conduct an internal and external compensation comparison for these positions and present salary range adjustment recommendations to City Council along with other part-time and seasonal positions in spring of 2023.

City Council previously approved the revised classification specification, exam plan, and conversion of the Communications & Legislative Affairs Manager position from Civil Service to at-will status. These revisions also included an updated job title of Communications Manager. While there was no change to the salary range, CalPERS requires a resolution with the existing salary range and the new position title of Communications Manager to be adopted by the governing body.

To confirm compliance with CalPERS regulations, staff recommends that the City Council adopt the attached resolution amending the Citywide Salary Schedule effective October 4, 2011 with revisions through December 6, 2022. Additionally, staff recommends the adoption of the resolution adjusting the pay rate of the Lifeguard Trainee (Part-time) to the State of California mandated minimum wage rate of \$15.50 per hour, and the updated Communications Manager job title with existing salary range.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 1: Enhance Customer Service, Diversity, Equity, Inclusion and Communication

Objective 1A: El Segundo provides unparalleled service to all customers.

Goal 3: Promote a Quality Workforce Through Teamwork and Organizational Efficiencies

Objective: El Segundo is an employer of choice and consistently hires for the future, with a workforce that is inspired, world-class, engaged and innovative.

Adoption of the Citywide Salary Schedule

December 6, 2022

Page 4 of 4

PREPARED BY:

Rebecca Redyk, Human Resources Director

REVIEWED BY:

Rebecca Redyk, Human Resources Director

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Resolution - Citywide Salary Schedule with Revisions
2. Exhibit 1 to Resolution Citywide Salary Schedule with Revisions
3. Resolution Establishing Basic Salary Ranges

RESOLUTION NO. Number
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL SEGUNDO, CALIFORNIA,
ADOPTING THE CITYWIDE SALARY SCHEDULE EFFECTIVE OCTOBER 4, 2011, WITH
REVISIONS THROUGH DECEMBER 6, 2022

- WHEREAS, (1) the City Council shall approve the salary pay rates and ranges for each classified position and may update them from time-to-time as deemed necessary pursuant to the Municipal Code; and
- WHEREAS, (2) the State of California minimum wage law will increase from \$15.00 per hour to \$15.50 per hour, effective January 1, 2023, requiring a revision to the hourly pay schedule for part-time/hourly/non-permanent/temporary and non-classified employees accordingly; and
- WHEREAS, (3) to comply with California Code of Regulations (“CCR”) 570.5, which was adopted by CalPERS April 13, 2011, with an effective date of August 10, 2011, the City’s salary schedule effective October 4, 2011 with revisions through December 6, 2022, must be adopted by the governing body (i.e. City Council); now, therefore be it
- RESOLVED, (a) The City Council does hereby approve and adopt the Citywide Salary Schedule effective October 4, 2011, with all revisions through December 6, 2022 bringing the City into compliance with CCR 570 and the State of California minimum wage increase, effective January 1, 2023 (Exhibit 1).
- RESOLVED, (b) With the exception of having been approved and adopted by the agency’s governing body in accordance with requirements of applicable public meeting laws, all required elements necessary to meet the definition for a publicly available pay schedule were met. This includes:
- Identifies the position title for every employee position;
 - Shows the pay rate for every identified position, which may be stated as a single amount or as multiple amounts within a range;
 - Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bimonthly, bi-weekly, or annually;
 - Is posted at the office of the employer or immediately accessible an available for public review from the employer during normal business hours or posted on the employer’s internet website;
 - Indicates an effective date and date of any revisions;
 - Is retained by the employer and available for public inspection for not less than five years; and
 - Does not reference another document in lieu of disclosing the pay rate.
- RESOLVED, (c) That the executive body appoint and direct, and it does hereby appoint and direct, the City Clerk to file with the Board a verified copy of this resolution, and to perform on behalf of **City of El Segundo** all functions required of it under the Act; and be it further

RESOLVED, (d) That coverage under the Act be effective on **December 6, 2022**.

Adopted at a regular meeting of the El Segundo City Council at El Segundo, CA, this 6th day of December, 2022.

Signed: _____
Drew Boyles, Mayor

Attest: _____
Tracy Weaver, City Clerk

Attachment: Exhibit 1- Citywide Salary Schedule effective October 4, 2011 and all Revisions through December 6, 2022.

**CITYWIDE PUBLIC PAY SCHEDULE, EFFECTIVE OCTOBER 4, 2011
REVISION DATE - DECEMBER 6, 2022**

ESCEA									
City of El Segundo City Employees Association Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
3/19/2019	10/1/2022	5683	Accounting Technician	ESCEA	22	Hourly	27.26	4725.81	56709.72
							28.63	4962.09	59545.08
							30.06	5210.20	62522.40
							31.56	5470.71	65648.52
							33.14	5744.25	68931.00
3/19/2019	10/1/2022	5683	Accounts Specialist I	ESCEA	12	Hourly	21.30	3691.77	44301.24
							22.36	3876.36	46516.32
							23.48	4070.18	48842.16
							24.66	4273.69	51284.28
							25.89	4487.38	53848.56
3/19/2019	10/1/2022	5683	Accounts Specialist II	ESCEA	18	Hourly	24.70	4281.36	51376.32
							25.94	4495.43	53945.16
							27.23	4720.19	56642.28
							28.59	4956.20	59474.40
							30.02	5204.00	62448.00
3/19/2019	10/1/2022	5683	Administrative Specialist	ESCEA	21	Hourly	26.60	4610.54	55326.48
							27.93	4841.07	58092.84
							29.33	5083.12	60997.44
							30.79	5337.27	64047.24
							32.33	5604.14	67249.68
3/19/2019	10/1/2022	5683	Administrative Technical Specialist	ESCEA	29	Hourly	32.41	5617.50	67410.00
							34.03	5898.38	70780.56
							35.73	6193.30	74319.60
							37.52	6502.96	78035.52
							39.39	6828.11	81937.32
3/19/2019	10/1/2022	5683	Assistant Planner	ESCEA	33	Hourly	35.77	6200.67	74408.04
							37.56	6510.70	78128.40
							39.44	6836.24	82034.88
							41.41	7178.05	86136.60
							43.48	7536.95	90443.40
3/19/2019	10/1/2022	5683	Building Inspector I	ESCEA	32	Hourly	34.90	6049.43	72593.16
							36.65	6351.90	76222.80
							38.48	6669.49	80033.88
							40.40	7002.97	84035.64
							42.42	7353.12	88237.44
3/19/2019	10/1/2022	5683	Building Inspector II	ESCEA	36	Hourly	38.52	6677.44	80129.28
							40.45	7011.31	84135.72
							42.47	7361.87	88342.44
							44.60	7729.97	92759.64
							46.83	8116.47	97397.64
3/19/2019	10/1/2022	5683	Civil Engineering Assistant	ESCEA	34	Hourly	36.67	6355.70	76268.40
							38.50	6673.48	80081.76
							40.43	7007.16	84085.92
							42.45	7357.51	88290.12
							44.57	7725.38	92704.56
3/19/2019	10/1/2022	5683	Code Compliance Inspector	ESCEA	36	Hourly	38.52	6677.44	80129.28
							40.45	7011.31	84135.72
							42.47	7361.87	88342.44
							44.60	7729.97	92759.64
							46.83	8116.47	97397.64
3/19/2019	10/1/2022	5683	Community Cable Program Specialist	ESCEA	32	Hourly	34.90	6049.43	72593.16
							36.65	6351.90	76222.80
							38.48	6669.49	80033.88
							40.40	7002.97	84035.64
							42.42	7353.12	88237.44

**CITYWIDE PUBLIC PAY SCHEDULE, EFFECTIVE OCTOBER 4, 2011
REVISION DATE - DECEMBER 6, 2022**

ESCEA									
City of El Segundo City Employees Association Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
3/19/2019	10/1/2022	5683	Computer Graphics Designer	ESCEA	34	Hourly	36.67	6355.70	76268.40
							38.50	6673.48	80081.76
							40.43	7007.16	84085.92
							42.45	7357.51	88290.12
							44.57	7725.38	92704.56
10/1/2019	10/1/2022	5232	Cultural Arts Coordinator	ESCEA	35S	Hourly	38.06	6597.49	79169.88
							39.97	6927.36	83128.37
							41.96	7273.73	87284.79
							44.06	7637.42	91649.03
							46.27	8019.29	96231.48
3/19/2019	10/1/2022	5683	Custodian	ESCEA	11	Hourly	20.78	3601.73	43220.76
							21.82	3781.82	45381.84
							22.91	3970.92	47651.04
							24.05	4169.46	50033.52
							25.26	4377.93	52535.16
3/19/2019	10/1/2022	5683	Economic Development Coordinator	ESCEA	33	Hourly	35.77	6200.67	74408.04
							37.56	6510.70	78128.40
							39.44	6836.24	82034.88
							41.41	7178.05	86136.60
							43.48	7536.95	90443.40
3/19/2019	10/1/2022	5683	Engineering Technician	ESCEA	30	Hourly	33.22	5757.94	69095.28
							34.88	6045.84	72550.08
							36.62	6348.14	76177.68
							38.46	6665.54	79986.48
							40.38	6998.82	83985.84
3/19/2019	10/1/2022	5683	Equipment Mechanic I	ESCEA	22	Hourly	27.26	4725.81	56709.72
							28.63	4962.09	59545.08
							30.06	5210.20	62522.40
							31.56	5470.71	65648.52
							33.14	5744.25	68931.00
3/19/2019	10/1/2022	5683	Equipment Mechanic II	ESCEA	27	Hourly	30.85	5346.83	64161.96
							32.39	5614.17	67370.04
							34.01	5894.87	70738.44
							35.71	6189.61	74275.32
							37.49	6499.09	77989.08
3/19/2019	10/1/2022	5683	Facilities Systems Mechanic	ESCEA	32	Hourly	34.90	6049.43	72593.16
							36.65	6351.90	76222.80
							38.48	6669.49	80033.88
							40.40	7002.97	84035.64
							42.42	7353.12	88237.44
3/19/2019	10/1/2022	5683	Fire Equipment Mechanic	ESCEA	30	Hourly	33.22	5757.94	69095.28
							34.88	6045.84	72550.08
							36.62	6348.14	76177.68
							38.46	6665.54	79986.48
							40.38	6998.82	83985.84
3/19/2019	10/1/2022	5683	Fire Prevention Specialist	ESCEA	34	Hourly	36.67	6355.70	76268.40
							38.50	6673.48	80081.76
							40.43	7007.16	84085.92
							42.45	7357.51	88290.12
							44.57	7725.38	92704.56
10/4/2022	10/4/2022	5367	Fire Prevention Specialist II	ESCEA	37	Hourly	40.43	7007.86	84094.31
							42.45	7358.25	88299.02
							44.57	7726.16	92713.97
							46.80	8112.47	97349.67
							49.14	8518.09	102217.08

**CITYWIDE PUBLIC PAY SCHEDULE, EFFECTIVE OCTOBER 4, 2011
REVISION DATE - DECEMBER 6, 2022**

ESCEA									
City of El Segundo City Employees Association Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
3/19/2019	10/1/2022	5683	Library Assistant	ESCEA	20	Hourly	25.95	4498.09	53977.08
							27.25	4723.00	56676.00
							28.61	4959.15	59509.80
							30.04	5207.10	62485.20
							31.54	5467.46	65609.52
3/19/2019	10/1/2022	5683	Library Clerk I	ESCEA	7	Hourly	18.82	3262.98	39155.76
							19.77	3426.14	41113.68
							20.75	3597.44	43169.28
							21.79	3777.32	45327.84
							22.88	3966.19	47594.28
3/19/2019	10/1/2022	5683	Library Clerk II	ESCEA	11	Hourly	20.78	3601.73	43220.76
							21.82	3781.82	45381.84
							22.91	3970.92	47651.04
							24.05	4169.46	50033.52
							25.26	4377.93	52535.16
3/19/2019	10/1/2022	5683	License/Permit Specialist I	ESCEA	17	Hourly	24.10	4176.91	50122.92
							25.30	4385.76	52629.12
							26.57	4605.05	55260.60
							27.90	4835.30	58023.60
							29.29	5077.07	60924.84
3/19/2019	10/1/2022	5683	License/Permit Specialist II	ESCEA	22	Hourly	27.26	4725.81	56709.72
							28.63	4962.09	59545.08
							30.06	5210.20	62522.40
							31.56	5470.71	65648.52
							33.14	5744.25	68931.00
3/19/2019	10/1/2022	5683	Maintenance Craftsworker	ESCEA	29	Hourly	32.41	5617.50	67410.00
							34.03	5898.38	70780.56
							35.73	6193.30	74319.60
							37.52	6502.96	78035.52
							39.39	6828.11	81937.32
3/19/2019	10/1/2022	5683	Meter Reader/Repairer	ESCEA	26	Hourly	30.09	5216.40	62596.80
							31.60	5477.22	65726.64
							33.18	5751.09	69013.08
							34.84	6038.65	72463.80
							36.58	6340.58	76086.96
3/19/2019	10/1/2022	5683	Network Assistant	ESCEA	22	Hourly	27.26	4725.81	56709.72
							28.63	4962.09	59545.08
							30.06	5210.20	62522.40
							31.56	5470.71	65648.52
							33.14	5744.25	68931.00
3/19/2019	10/1/2022	5683	Office Specialist I	ESCEA	11	Hourly	20.78	3601.73	43220.76
							21.82	3781.82	45381.84
							22.91	3970.92	47651.04
							24.05	4169.46	50033.52
							25.26	4377.93	52535.16
3/19/2019	10/1/2022	5683	Office Specialist II	ESCEA	17	Hourly	24.10	4176.91	50122.92
							25.30	4385.76	52629.12
							26.57	4605.05	55260.60
							27.90	4835.30	58023.60
							29.29	5077.07	60924.84
3/19/2019	10/1/2022	5683	Park Maintenance Worker I	ESCEA	15	Hourly	22.94	3975.65	47707.80
							24.08	4174.43	50093.16
							25.29	4383.15	52597.80
							26.55	4602.31	55227.72
							27.88	4832.42	57989.04

**CITYWIDE PUBLIC PAY SCHEDULE, EFFECTIVE OCTOBER 4, 2011
REVISION DATE - DECEMBER 6, 2022**

ESCEA									
City of El Segundo City Employees Association Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
3/19/2019	10/1/2022	5683	Park Maintenance Worker II	ESCEA	19	Hourly	25.32	4388.38	52660.56
							26.58	4607.80	55293.60
							27.91	4838.19	58058.28
							29.31	5080.10	60961.20
							30.77	5334.11	64009.32
3/19/2019	10/1/2022	5683	Planning Technician	ESCEA	23	Hourly	27.95	4843.96	58127.52
							29.34	5086.15	61033.80
							30.81	5340.46	64085.52
							32.35	5607.48	67289.76
							33.97	5887.86	70654.32
3/19/2019	10/1/2022	5683	Pool Maintenance Technician	ESCEA	25	Hourly	29.36	5089.18	61070.16
							30.83	5343.64	64123.68
							32.37	5610.82	67329.84
							33.99	5891.36	70696.32
							35.69	6185.93	74231.16
3/19/2019	10/1/2022	5683	Public Works Inspector	ESCEA	22	Hourly	27.26	4725.81	56709.72
							28.63	4962.09	59545.08
							30.06	5210.20	62522.40
							31.56	5470.71	65648.52
							33.14	5744.25	68931.00
3/19/2019	10/1/2022	5683	Records Technician	ESCEA	23	Hourly	27.95	4843.96	58127.52
							29.34	5086.15	61033.80
							30.81	5340.46	64085.52
							32.35	5607.48	67289.76
							33.97	5887.86	70654.32
3/19/2019	10/1/2022	5683	Recreation Coordinator	ESCEA	25	Hourly	29.36	5089.18	61070.16
							30.83	5343.64	64123.68
							32.37	5610.82	67329.84
							33.99	5891.36	70696.32
							35.69	6185.93	74231.16
3/19/2019	10/1/2022	5683	Revenue Inspector	ESCEA	33	Hourly	35.77	6200.67	74408.04
							37.56	6510.70	78128.40
							39.44	6836.24	82034.88
							41.41	7178.05	86136.60
							43.48	7536.95	90443.40
3/19/2019	10/1/2022	5683	Senior Administrative Specialist	ESCEA	25	Hourly	29.36	5089.18	61070.16
							30.83	5343.64	64123.68
							32.37	5610.82	67329.84
							33.99	5891.36	70696.32
							35.69	6185.93	74231.16
3/19/2019	10/1/2022	5683	Senior Library Assistant	ESCEA	27	Hourly	30.85	5346.83	64161.96
							32.39	5614.17	67370.04
							34.01	5894.87	70738.44
							35.71	6189.61	74275.32
							37.49	6499.09	77989.08
3/19/2019	10/1/2022	5683	Senior Network Assistant	ESCEA	26	Hourly	30.09	5216.40	62596.80
							31.60	5477.22	65726.64
							33.18	5751.09	69013.08
							34.84	6038.65	72463.80
							36.58	6340.58	76086.96
3/19/2019	10/1/2022	5683	Street Maintenance Leadworker	ESCEA	28	Hourly	31.62	5480.49	65765.88
							33.20	5754.51	69054.12
							34.86	6042.24	72506.88
							36.60	6344.35	76132.20
							38.43	6661.56	79938.72

**CITYWIDE PUBLIC PAY SCHEDULE, EFFECTIVE OCTOBER 4, 2011
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ESCEA									
City of El Segundo City Employees Association Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
3/19/2019	10/1/2022	5683	Street Maintenance Worker I	ESCEA	15	Hourly	22.94	3975.65	47707.80
							24.08	4174.43	50093.16
							25.29	4383.15	52597.80
							26.55	4602.31	55227.72
							27.88	4832.42	57989.04
3/19/2019	10/1/2022	5683	Street Maintenance Worker II	ESCEA	19	Hourly	25.32	4388.38	52660.56
							26.58	4607.80	55293.60
							27.91	4838.19	58058.28
							29.31	5080.10	60961.20
							30.77	5334.11	64009.32
3/19/2019	10/1/2022	5683	Tree Maintenance Worker	ESCEA	22	Hourly	27.26	4725.81	56709.72
							28.63	4962.09	59545.08
							30.06	5210.20	62522.40
							31.56	5470.71	65648.52
							33.14	5744.25	68931.00
3/19/2019	10/1/2022	5683	Wastewater Maintenance Leadworker	ESCEA	28	Hourly	31.62	5480.49	65765.88
							33.20	5754.51	69054.12
							34.86	6042.24	72506.88
							36.60	6344.35	76132.20
							38.43	6661.56	79938.72
3/19/2019	10/1/2022	5683	Wastewater Maintenance Worker I	ESCEA	18	Hourly	24.70	4281.36	51376.32
							25.94	4495.43	53945.16
							27.23	4720.19	56642.28
							28.59	4956.20	59474.40
							30.02	5204.00	62448.00
3/19/2019	10/1/2022	5683	Wastewater Maintenance Worker II	ESCEA	22	Hourly	27.26	4725.81	56709.72
							28.63	4962.09	59545.08
							30.06	5210.20	62522.40
							31.56	5470.71	65648.52
							33.14	5744.25	68931.00

**CITYWIDE PUBLIC PAY SCHEDULE, EFFECTIVE OCTOBER 4, 2011
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PSSEA									
Police Support Services Employee Association Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
4/16/2019	10/1/2021	5687	Crime Scene Investigator I	PSSEA	29ps	Hourly	30.29	5250.00	63000.00
							31.80	5512.50	66150.00
							33.39	5788.13	69457.56
							35.06	6077.53	72930.36
							36.82	6381.41	76576.92
4/16/2019	10/1/2021	5687	Crime Scene Investigator II	PSSEA	21ps	Hourly	33.43	5795.01	69540.12
							35.10	6084.77	73017.24
							36.86	6389.00	76668.00
							38.70	6708.45	80501.40
							40.64	7043.88	84526.56
4/16/2019	10/1/2021	5687	Police Assistant I	PSSEA	13ps	Hourly	21.79	3776.36	45316.32
							22.88	3965.18	47582.16
							24.02	4163.44	49961.28
							25.22	4371.61	52459.32
							26.48	4590.19	55082.28
4/16/2019	10/1/2021	5687	Police Assistant II	PSSEA	17ps	Hourly	24.05	4168.40	50020.80
							25.25	4376.82	52521.84
							26.51	4595.66	55147.92
							27.84	4825.44	57905.28
							29.23	5066.72	60800.64
4/16/2019	10/1/2021	5687	Police Service Officer I	PSSEA	22ps	Hourly	26.21	4543.07	54516.84
							27.52	4770.23	57242.76
							28.90	5008.74	60104.88
							30.34	5259.18	63110.16
							31.86	5522.14	66265.68
4/16/2019	10/1/2021	5687	Police Service Officer II	PSSEA	26ps	Hourly	28.93	5014.71	60176.52
							30.38	5265.45	63185.40
							31.90	5528.72	66344.64
							33.49	5805.16	69661.92
							35.17	6095.41	73144.92

**CITYWIDE PUBLIC PAY SCHEDULE, EFFECTIVE OCTOBER 4, 2011
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POA									
Police Officers Association Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
11/24/2018	10/1/2020	5627	Police Officer	ESPOA	687	Hourly	41.20	7142.18	85706.16
							43.27	7499.29	89991.48
							45.43	7874.26	94491.12
							47.70	8267.97	99215.64
							50.08	8681.37	104176.44
							55.09	9549.50	114594.00
11/24/2018	10/1/2020	5627	Police Sergeant	ESPOA	700	Hourly	51.62	8947.68	107372.16
							54.20	9395.06	112740.72
							56.91	9864.82	118377.84
							59.76	10358.06	124296.72
							62.75	10875.96	130511.52
							69.02	11963.56	143562.72

CITYWIDE PUBLIC PAY SCHEDULE, EFFECTIVE OCTOBER 4, 2011
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PMA									
Police Management Association									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
11/5/2019	10/1/2022	5185	Police Lieutenant	ESPMA	56P	Hourly	76.40	13243.14	158917.68
							80.22	13905.30	166863.60
							84.23	14600.56	175206.72
							88.45	15330.59	183967.08
							92.87	16097.12	193165.44
11/5/2019	10/1/2022	5185	Police Captain	ESPMA	61P	Hourly	89.29	15477.69	185732.28
							93.76	16251.58	195018.96
							98.45	17064.16	204769.92
							103.37	17917.36	215008.32
							108.54	18813.23	225758.76

**CITYWIDE PUBLIC PAY SCHEDULE, EFFECTIVE OCTOBER 4, 2011
REVISION DATE - DECEMBER 6, 2022**

IAFF									
El Segundo Firefighters Association, I.A.F.F, Local 3682 Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
11/24/2018	10/1/2020	5628	Firefighter	ESFA - IAFF	483	Hourly	26.94	6537.32	78447.84
							28.24	6852.09	82225.08
							29.60	7182.58	86190.96
							31.03	7529.60	90355.20
							32.53	7893.94	94727.28
							34.11	8276.52	99318.24
11/24/2018	10/1/2020	5628	Fire Paramedic	ESFA - IAFF	497	Hourly	32.59	7909.64	94915.68
							34.17	8293.01	99516.12
							35.83	8695.53	104346.36
							37.57	9118.19	109418.28
							39.40	9561.99	114743.88
11/24/2018	10/1/2020	5628	Fire Engineer	ESFA - IAFF	497	Hourly	32.59	7909.64	94915.68
							34.17	8293.01	99516.12
							35.83	8695.53	104346.36
							37.57	9118.19	109418.28
							39.40	9561.99	114743.88
11/24/2018	10/1/2020	5628	Fire Captain	ESFA - IAFF	510	Hourly	37.65	9136.40	109636.80
							39.48	9581.09	114973.08
							41.41	10048.04	120576.48
							43.43	10538.32	126459.84
							45.55	11053.11	132637.32

**CITYWIDE PUBLIC PAY SCHEDULE, EFFECTIVE OCTOBER 4, 2011
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SPEA									
Supervisory and Professional Employees Association									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
10/1/2019	10/1/2021	5759	Crime Prevention Analyst I	SPEA	30S	Hourly	36.56	6336.61	76039.32
							38.39	6653.44	79841.28
							40.30	6986.11	83833.32
							42.32	7335.42	88025.04
							44.44	7702.19	92426.28
10/1/2019	10/1/2021	5759	Deputy City Treasurer I	SPEA	30S	Hourly	36.56	6336.61	76039.32
							38.39	6653.44	79841.28
							40.30	6986.11	83833.32
							42.32	7335.42	88025.04
							44.44	7702.19	92426.28
10/1/2019	10/1/2021	5759	Librarian I	SPEA	32S	Hourly	38.06	6597.49	79169.88
							39.97	6927.37	83128.44
							41.96	7273.73	87284.76
							44.06	7637.42	91649.04
							46.27	8019.29	96231.48
10/1/2019	10/1/2021	5759	Administrative Analyst	SPEA	33S	Hourly	38.84	6732.84	80794.08
							40.79	7069.49	84833.88
							42.82	7422.96	89075.52
							44.97	7794.11	93529.32
							47.21	8183.81	98205.72
10/1/2019	10/1/2021	5759	Property Owner Coordinator	SPEA	33S	Hourly	38.84	6732.84	80794.08
							40.79	7069.49	84833.88
							42.82	7422.96	89075.52
							44.97	7794.11	93529.32
							47.21	8183.81	98205.72
10/1/2019	10/1/2021	5759	Recreation Supervisor	SPEA	33S	Hourly	38.84	6732.84	80794.08
							40.79	7069.49	84833.88
							42.82	7422.96	89075.52
							44.97	7794.11	93529.32
							47.21	8183.81	98205.72
10/1/2019	10/1/2021	5759	Wellness Coordinator	SPEA	33S	Hourly	38.84	6732.84	80794.08
							40.79	7069.49	84833.88
							42.82	7422.96	89075.52
							44.97	7794.11	93529.32
							47.21	8183.81	98205.72
10/1/2019	10/1/2021	5759	Crime Prevention Analyst II	SPEA	34S	Hourly	39.64	6871.58	82458.96
							41.63	7215.16	86581.92
							43.71	7575.92	90911.04
							45.89	7954.72	95456.64
							48.19	8352.45	100229.40
10/1/2019	10/1/2021	5759	Equipment Maint. Supervisor	SPEA	37S	Hourly	42.17	7308.94	87707.28
							44.28	7674.39	92092.68
							46.49	8058.11	96697.32
							48.81	8461.01	101532.12
							51.25	8884.06	106608.72
10/1/2019	10/1/2021	5759	Park Maintenance Supervisor	SPEA	37S	Hourly	42.17	7308.94	87707.28
							44.28	7674.39	92092.68
							46.49	8058.11	96697.32
							48.81	8461.01	101532.12
							51.25	8884.06	106608.72
10/1/2019	10/1/2021	5759	Project Specialist/ Sr. Accountant	SPEA	37S	Hourly	42.17	7308.94	87707.28
							44.28	7674.39	92092.68
							46.49	8058.11	96697.32
							48.81	8461.01	101532.12
							51.25	8884.06	106608.72

**CITYWIDE PUBLIC PAY SCHEDULE, EFFECTIVE OCTOBER 4, 2011
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SPEA									
Supervisory and Professional Employees Association									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
10/1/2019	10/1/2021	5759	Street Maintenance Supervisor	SPEA	37S	Hourly	42.17	7308.94	87707.28
							44.28	7674.39	92092.68
							46.49	8058.11	96697.32
							48.81	8461.01	101532.12
							51.25	8884.06	106608.72
10/1/2019	10/1/2021	5759	Water/Wastewater Supervisor	SPEA	37S	Hourly	42.17	7308.94	87707.28
							44.28	7674.39	92092.68
							46.49	8058.11	96697.32
							48.81	8461.01	101532.12
							51.25	8884.06	106608.72
10/1/2019	10/1/2021	5759	Construction Coordinator	SPEA	38S	Hourly	43.05	7462.06	89544.72
							45.20	7835.17	94022.04
							47.46	8226.92	98723.04
							49.84	8638.27	103659.24
							52.33	9070.18	108842.16
10/1/2019	10/1/2021	5759	GIS Analyst	SPEA	38S	Hourly	43.05	7462.06	89544.72
							45.20	7835.17	94022.04
							47.46	8226.92	98723.04
							49.84	8638.27	103659.24
							52.33	9070.18	108842.16
10/1/2019	10/1/2021	5759	Program Coordinator	SPEA	38S	Hourly	43.05	7462.06	89544.72
							45.20	7835.17	94022.04
							47.46	8226.92	98723.04
							49.84	8638.27	103659.24
							52.33	9070.18	108842.16
10/1/2019	10/1/2021	5759	RSI Design Coordinator	SPEA	38S	Hourly	43.05	7462.06	89544.72
							45.20	7835.17	94022.04
							47.46	8226.92	98723.04
							49.84	8638.27	103659.24
							52.33	9070.18	108842.16
10/1/2019	10/1/2021	5759	Information Systems Developer	SPEA	39S	Hourly	43.96	7619.04	91428.48
							46.15	7999.99	95999.88
							48.46	8399.99	100799.88
							50.88	8819.99	105839.88
							53.43	9260.99	111131.88
11/3/2020	10/1/2021	NA	Media Supervisor	SPEA	40S	Hourly	43.96	7619.04	91428.48
							46.15	7999.99	95999.88
							48.46	8399.99	100799.88
							50.88	8819.99	105839.88
							53.43	9260.99	111131.88
10/1/2019	10/1/2021	5759	Accounting Supervisor	SPEA	40S	Hourly	44.88	7779.92	93359.04
							47.13	8168.91	98026.92
							49.48	8577.36	102928.32
							51.96	9006.23	108074.76
							54.56	9456.54	113478.48
10/1/2019	10/1/2021	5759	Economic Development Analyst	SPEA	40S	Hourly	44.88	7779.92	93359.04
							47.13	8168.91	98026.92
							49.48	8577.36	102928.32
							51.96	9006.23	108074.76
							54.56	9456.54	113478.48
10/1/2019	10/1/2021	5759	Police Records Supervisor	SPEA	40S	Hourly	44.88	7779.92	93359.04
							47.13	8168.91	98026.92
							49.48	8577.36	102928.32
							51.96	9006.23	108074.76
							54.56	9456.54	113478.48

**CITYWIDE PUBLIC PAY SCHEDULE, EFFECTIVE OCTOBER 4, 2011
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SPEA									
Supervisory and Professional Employees Association									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
10/1/2019	10/1/2021	5759	Senior Administrative Analyst	SPEA	40S	Hourly	44.88	7779.92	93359.04
							47.13	8168.91	98026.92
							49.48	8577.36	102928.32
							51.96	9006.23	108074.76
							54.56	9456.54	113478.48
10/1/2019	10/1/2021	5759	Associate Engineer	SPEA	42S	Hourly	46.81	8113.85	97366.20
							49.15	8519.54	102234.48
							51.61	8945.52	107346.24
							54.19	9392.80	112713.60
							56.90	9862.43	118349.16
10/1/2019	10/1/2021	5759	Facilities Maintenance Supervisor	SPEA	42S	Hourly	46.81	8113.85	97366.20
							49.15	8519.54	102234.48
							51.61	8945.52	107346.24
							54.19	9392.80	112713.60
							56.90	9862.43	118349.16
10/1/2019	10/1/2021	5759	Plan Check Engineer	SPEA	42S	Hourly	46.81	8113.85	97366.20
							49.15	8519.54	102234.48
							51.61	8945.52	107346.24
							54.19	9392.80	112713.60
							56.90	9862.43	118349.16
10/1/2019	10/1/2021	5759	Purchasing Agent	SPEA	42S	Hourly	46.81	8113.85	97366.20
							49.15	8519.54	102234.48
							51.61	8945.52	107346.24
							54.19	9392.80	112713.60
							56.90	9862.43	118349.16
10/1/2019	10/1/2021	5759	RSI Supervisor	SPEA	42S	Hourly	46.81	8113.85	97366.20
							49.15	8519.54	102234.48
							51.61	8945.52	107346.24
							54.19	9392.80	112713.60
							56.90	9862.43	118349.16
10/1/2019	10/1/2021	5759	Information System Specialist	SPEA	43S	Hourly	47.81	8287.10	99445.20
							50.20	8701.46	104417.52
							52.71	9136.53	109638.36
							55.35	9593.36	115120.32
							58.11	10073.02	120876.24
10/1/2019	10/1/2021	5759	Senior Building Inspector	SPEA	44S	Hourly	48.83	8464.69	101576.28
							51.28	8887.93	106655.16
							53.84	9332.32	111987.84
							56.53	9798.94	117587.28
							59.36	10288.88	123466.56
10/1/2019	10/1/2021	5759	Assistant Fire Marshall	SPEA	45S	Hourly	49.88	8646.73	103760.76
							52.38	9079.06	108948.72
							55.00	9533.02	114396.24
							57.75	10009.67	120116.04
							60.64	10510.15	126121.80
10/1/2019	10/1/2021	5759	Emergency Management Coordinator	SPEA	45S	Hourly	49.88	8646.73	103760.76
							52.38	9079.06	108948.72
							55.00	9533.02	114396.24
							57.75	10009.67	120116.04
							60.64	10510.15	126121.80
10/1/2019	10/1/2021	5759	Principal Environmental Specialist	SPEA	45S	Hourly	49.88	8646.73	103760.76
							52.38	9079.06	108948.72
							55.00	9533.02	114396.24
							57.75	10009.67	120116.04
							60.64	10510.15	126121.80

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SPEA									
Supervisory and Professional Employees Association									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
10/1/2019	10/1/2021	5759	Senior Engineer Associate	SPEA	46S	Hourly	50.96	8833.30	105999.60
							53.51	9274.97	111299.64
							56.18	9738.71	116864.52
							58.99	10225.65	122707.80
							61.94	10736.93	128843.16
10/1/2019	10/1/2021	5759	Technical Services Analyst	SPEA	47S	Hourly	52.06	9024.54	108294.48
							54.67	9475.77	113709.24
							57.40	9949.56	119394.72
							60.27	10447.04	125364.48
							63.28	10969.39	131632.68
10/1/2019	10/1/2021	5759	Fire Marshall	SPEA	49S	Hourly	54.35	9421.48	113057.76
							57.07	9892.56	118710.72
							59.93	10387.19	124646.28
							62.92	10906.54	130878.48
							66.07	11451.87	137422.44
10/1/2019	10/1/2021	5759	Principal Planner	SPEA	52S	Hourly	58.01	10054.88	120658.56
							60.91	10557.63	126691.56
							63.95	11085.51	133026.12
							67.15	11639.78	139677.36
							70.51	12221.77	146661.24
8/16/2022	8/16/2022	5356	Senior Planner	SPEA		Hourly	42.63	7389.16	88669.92
							44.76	7758.62	93103.42
							47.00	8146.55	97758.59
							49.35	8553.88	102646.52
							51.82	8981.57	107778.84
10/1/2019	10/1/2021	5759	Senior Plan Check Engineer	SPEA	52S	Hourly	58.01	10054.88	120658.56
							60.91	10557.63	126691.56
							63.95	11085.51	133026.12
							67.15	11639.78	139677.36
							70.51	12221.77	146661.24
10/1/2019	10/1/2021	5759	Environmental Safety Manager	SPEA	53S	Hourly	58.76	10185.73	122228.76
							61.70	10695.02	128340.24
							64.79	11229.77	134757.24
							68.03	11791.26	141495.12
							71.43	12380.82	148569.84

**CITYWIDE PUBLIC PAY SCHEDULE, EFFECTIVE OCTOBER 4, 2011
REVISION DATE - DECEMBER 6, 2022**

M&C									
Unrepresented: Executive, Mid-Management, Confidential Employee Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
11/3/2020		5232	Deputy City Manager (At-Will)	EXECUTIVE	60d	Salaried	68.20	11822.00	141864.00
							92.87	16098.00	193176.00
6/4/2019		5154	Chief of Police	EXECUTIVE	60f	Salaried	101.66	17620.73	211448.76
							125.41	21737.72	260852.64
6/4/2019		5154	Fire Chief	EXECUTIVE	70f	Salaried	96.69	16760.14	201121.68
							116.03	20112.17	241346.04
6/4/2019		5232	Chief Financial Officer	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							103.37	17916.66	215000.00
11/3/2020		5232	Director of Human Resources	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							92.87	16098.00	193176.00
11/3/2020		5232	Information Technology Services Director	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							92.87	16098.00	193176.00
9/6/2022		5359	Director of Recreation, Parks, and Library	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							92.87	16098.00	193176.00
9/6/2022		5359	Director of Community Development	EXECUTIVE	64d	Salaried	78.35	13581.00	162972.00
							102.12	17700.00	212400.00
6/4/2019		5154	Director of Public Works	EXECUTIVE	64d	Salaried	77.39	13415.00	160980.00
							92.87	16098.00	193176.00
6/4/2019		5154	Accounting Manager	MANAGEMENT	51m	Salaried	58.10	10070.98	120851.76
							69.72	12085.18	145022.16
6/4/2019		5154	Assistant City Engineer	MANAGEMENT	56m	Salaried	60.70	10521.52	126258.24
							72.84	12625.83	151509.96
6/4/2019		5154	Battalion Chief	MANAGEMENT	60f	Salaried	75.24	13041.06	156492.72
							90.28	15649.27	187791.24
6/4/2019		5154	Building Safety Manager	MANAGEMENT	60f	Salaried	64.83	11236.58	134838.96
							77.79	13483.89	161806.68
6/4/2019		5154	City Engineer (At-Will)	MANAGEMENT	60m	Salaried	68.91	11943.54	143322.48
							82.69	14332.25	171987.00
6/4/2019		5154	Community Cable Program Manager	MANAGEMENT	51m	Salaried	58.10	10070.98	120851.76
							69.72	12085.18	145022.16
11/3/2020		NA	Communications Manager (At-Will)	MANAGEMENT	51m	Salaried	58.10	10070.98	120851.76
							69.72	12085.18	145022.16
6/4/2019		5154	Deputy City Clerk I	MANAGEMENT	27m	Salaried	35.43	6140.99	73691.88
							42.27	7325.99	87911.88
6/7/2022		5344	Assistant City Clerk (At-Will)	MANAGEMENT	36m	Salaried	58.10	10070.98	120851.76
							69.72	12085.18	145022.16
6/4/2019		5154	Deputy City Treasurer II	MANAGEMENT	30s	Salaried	44.05	7635.47	91625.64
							52.86	9162.56	109950.72
4/19/2022		5326	Finance Manager (At-Will)	MANAGEMENT	55m	Salaried	59.38	10292.33	123507.96
							78.55	13615.00	163380.00
6/4/2019		5154	General Services Manager	MANAGEMENT	53m	Salaried	59.04	10233.12	122797.44
							70.84	12279.74	147356.88
6/4/2019		5154	Human Resources Manager (At-Will)	MANAGEMENT	51m	Salaried	58.10	10070.98	120851.76
							69.72	12085.18	145022.16
6/4/2019		5154	Information Systems Manager (At-Will)	MANAGEMENT	54m	Salaried	62.04	10753.00	129036.00
							74.44	12903.60	154843.20
6/4/2019		5154	Librarian II	MANAGEMENT	37m	Salaried	41.97	7274.57	87294.84
							50.36	8729.48	104753.76
11/3/2020		1620	Library Services Manager	MANAGEMENT	50m	Salaried	56.85	9854.65	118255.80
							68.22	11825.58	141906.96
6/4/2019		5154	Park Maintenance Superintendent	MANAGEMENT	48m	Salaried	54.45	9437.67	113252.04
							65.34	11325.20	135902.40
6/4/2019		5154	Planning Manager	MANAGEMENT	56m	Salaried	64.83	11236.58	134838.96
							77.79	13483.89	161806.68
6/4/2019		5154	Recreation Superintendent	MANAGEMENT	50m	Salaried	56.85	9854.65	118255.80
							68.22	11825.58	141906.96
6/4/2019		5154	Revenue Manager	MANAGEMENT	51m	Salaried	58.10	10070.98	120851.76
							69.72	12085.18	145022.16
11/3/2020		5232	Risk Manager (At-Will)	MANAGEMENT	52m	Salaried	58.10	10071.00	120852.00
							69.72	12085.00	145020.00
6/4/2019		5154	Senior Librarian	MANAGEMENT	39m	Salaried	44.98	7796.33	93555.96
							53.97	9355.60	112267.20
11/3/2020		5232	Treasury & Customer Service Manager	MANAGEMENT	141	Salaried	59.38	10292.00	123504.00
							71.26	12351	148212.00

**CITYWIDE PUBLIC PAY SCHEDULE, EFFECTIVE OCTOBER 4, 2011
REVISION DATE - DECEMBER 6, 2022**

M&C									
Unrepresented: Executive, Mid-Management, Confidential Employee Salary Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
6/4/2019		5154	Accountant	CONFIDENTIAL	31m	Salaried	38.16	6614.09	79369.08
							45.79	7936.91	95242.92
6/4/2019		5154	Executive Assistant	CONFIDENTIAL	34m	Salaried	37.98	6582.92	78995.04
							45.57	7899.51	94794.12
6/4/2019		5154	Human Resources Analyst	CONFIDENTIAL	34m	Salaried	40.56	7030.31	84363.72
							48.67	8436.37	101236.44
6/4/2019		NA	Human Resources Technician	CONFIDENTIAL	18m	Salaried	29.58	5127.76	61533.12
							35.50	6153.32	73839.84
6/4/2019		5154	Management Analyst	CONFIDENTIAL	35m	Salaried	41.40	7176.04	86112.48
							49.68	8611.25	103335.00
6/4/2019		5154	Payroll Accountant	CONFIDENTIAL	31m	Salaried	38.16	6614.09	79369.08
							45.79	7936.91	95242.92
6/4/2019		5154	Principal Civil Engineer	CONFIDENTIAL	51m	Salaried	58.10	10070.98	120851.76
							69.72	12085.18	145022.16
6/4/2019		5154	Senior Civil Engineer (At-Will)	CONFIDENTIAL	48m	Salaried	54.45	9437.67	113252.04
							65.34	11325.20	135902.40
6/4/2019		5154	Senior Executive Assistant (At-Will)	CONFIDENTIAL	35m	Salaried	41.40	7176.04	86112.48
							49.68	8611.25	103335.00
6/4/2019		5154	Senior Human Resources Analyst	CONFIDENTIAL	39m	Salaried	44.98	7796.33	93555.96
							53.97	9355.60	112267.20
6/4/2019		5154	Senior Management Analyst	CONFIDENTIAL	39m	Salaried	44.98	7796.33	93555.96
							53.97	9355.60	112267.20

**CITYWIDE PUBLIC PAY SCHEDULE, EFFECTIVE OCTOBER 4, 2011
REVISION DATE - DECEMBER 6, 2022**

Contracts									
Elected Officials									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
			CONTRACTS						
7/1/2022	7/1/2022	5720	City Manager	CONTRACT	227	Salaried	129.81	22500.00	270000.00
			ELECTED OFFICIALS						
3/7/2006	Ordinance	1392	Council Member	ELECTED	290	Stipend		900.00	
6/4/2019		5154	City Clerk	ELECTED	209	Stipend		2375.00	
6/5/2019		5154	City Treasurer	ELECTED	236	Stipend		2375.00	

**CITYWIDE PUBLIC PAY SCHEDULE, EFFECTIVE OCTOBER 4, 2011
REVISION DATE - DECEMBER 6, 2022**

Part-Time Hourly Pay Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
12/14/2020		5243	Administrative Intern PT	TEMPORARY	28pt	Hourly	15.00	2600.00	31200.00
							15.75	2730.00	32760.00
							16.54	2866.93	34403.20
							17.36	3009.07	36108.80
							18.23	3159.87	37918.40
							19.14	3317.60	39811.20
12/14/2020		5243	Library Assistant PT	TEMPORARY	20h	Hourly	21.37	3704.13	44449.60
							22.44	3889.60	46675.20
							23.56	4083.73	49004.80
							24.74	4288.27	51459.20
							25.98	4503.20	54038.40
12/14/2020		5243	Library Clerk PT	TEMPORARY	7h	Hourly	15.50	2686.67	32240.00
							16.28	2821.87	33862.40
							17.09	2962.27	35547.20
							17.95	3111.33	37336.00
							18.84	3265.60	39187.20
12/14/2020		5243	Lifeguard PT	TEMPORARY	680	Hourly	15.00	2600.00	31200.00
							15.75	2730.00	32760.00
							16.54	2866.93	34403.20
							17.36	3009.07	36108.80
							18.23	3159.87	37918.40
							19.14	3317.60	39811.20
5/17/2022	12/6/2022	5331	Lifeguard Trainee	TEMPORARY		Hourly	15.50	2686.67	32240.04
11/3/2020		NA	Park Maintenance Worker I - PT	TEMPORARY	15H	Hourly	24.82	4302.33	51627.96
							26.06	4517.45	54209.40
							27.37	4743.32	56919.84
							28.73	3979.73	47756.80
							30.17	5229.52	62754.24
12/14/2020		5243	Police Cadet PT	TEMPORARY	05c	Hourly	16.27	2820.13	33841.60
							17.08	2960.53	35526.40
							17.94	3109.60	37315.20
							18.83	3263.87	39166.40
							19.78	3428.53	41142.40
							20.77	3600.13	43201.60
2/21/2017		5025	Police Officer Trainee	TEMPORARY	NA	Hourly	29.06	5038.42	60444.80
							30.52	5290.35	63481.60
							32.04	5554.86	66643.20
							33.64	5832.61	69971.20
							35.33	6124.22	73486.40
12/14/2020	11/2/2021	5243	Recreation Assistant PT	TEMPORARY	2pt	Hourly	15.44	2676.27	32115.20
							16.21	2809.73	33716.80
							17.02	2950.13	35401.60
							17.87	3097.47	37169.60
12/14/2020		5243	Recreation Leader PT	TEMPORARY	11pt	Hourly	15.00	2600.00	31200.00
							15.75	2730.00	32760.00
							16.54	2866.93	34403.20
							17.36	3009.07	36108.80
							18.23	3159.87	37918.40
							19.14	3317.60	39811.20
12/14/2020		5243	Senior Recreation Leader PT	TEMPORARY	21pt	Hourly	16.00	2773.33	33280.00
							16.80	2912.00	34944.00
							17.64	3057.60	36691.20
							18.52	3210.13	38521.60
							19.45	3371.33	40456.00
							20.42	3539.47	42473.60
12/14/2020		5243	Recreation Specialist PT	TEMPORARY	31pt	Hourly	18.29	3170.27	38043.20
							19.20	3328.00	39936.00
							20.16	3494.40	41932.80
							21.17	3669.47	44033.60
							22.23	3853.20	46238.40
							23.34	4045.60	48547.20

**CITYWIDE PUBLIC PAY SCHEDULE, EFFECTIVE OCTOBER 4, 2011
REVISION DATE - DECEMBER 6, 2022**

Part-Time Hourly Pay Schedule									
EFFECTIVE DATE	SALARY REVISION EFFECTIVE DATE	AGREEMENT NUMBER	JOB CLASS TITLE	GROUP BU	GRADE	PAY TYPE	HOURLY	MONTHLY	ANNUAL
12/14/2020		5243	Senior Lifeguard PT	TEMPORARY	681	Hourly	18.00	3120	37440.00
							18.90	3276.00	39312.00
							19.85	3440.67	41288.00
							20.84	3612.27	43347.20
							21.88	3792.53	45510.40
							22.97	3981.47	47777.60
12/14/2020		5243	Senior Video Technician/Media Specialist PT	TEMPORARY	31pt	Hourly	17.25	2990.00	35880.00
							18.11	3139.07	37668.80
							19.02	3296.80	39561.60
							19.97	3461.47	41537.60
							20.97	3634.80	43617.60
							22.02	3816.80	45801.60
12/14/2020		5243	Senior Video Technician II PT	TEMPORARY	35pt	Hourly	22.25	3856.67	46280.00
							23.36	4049.07	48588.80
							24.53	4251.87	51022.40
							25.76	4465.07	53580.80
							27.05	4688.67	56264.00
							28.40	4922.67	59072.00
12/14/2020	11/2/2021	5243	Video Technician II/Media Assistant PT	TEMPORARY	12pt	Hourly	15.44	2676.27	32115.20
							16.21	2809.73	33716.80
							17.02	2950.13	35401.60
							17.87	3097.47	37169.60
							18.76	3251.73	39020.80
							19.69	3412.93	40955.20
12/14/2020		5243	Shuttle Driver PT	TEMPORARY	38pt	Hourly	17.25	2990.00	35880.00
							18.11	3139.07	37668.80
							19.02	3296.80	39561.60
							19.97	3461.47	41537.60
							20.97	3634.80	43617.60
							22.02	3816.80	45801.60
12/14/2020		5243	Swim Instructor PT	TEMPORARY	682	Hourly	16.50	2860.00	34320.00
							17.33	3003.87	36046.40
							18.19	3152.93	37835.20
							19.10	3310.67	39728.00
							20.06	3477.07	41724.80
							21.06	3650.40	43804.80
6/15/2021		5270	Special Projects Administrator PT	TEMPORARY	40pt	Hourly	25.00	4333.33	52000.00
							125.00	21666.67	260000.00
3/16/2021		5254	Police Services Officer II PT	TEMPORARY	26ps	Hourly	28.37	4917.47	59009.60
							34.48	5976.53	71718.40
3/2/2021		5252	Public Safety Officer II PT	TEMPORARY	26ps	Hourly	27.81	4820.40	57844.80
							33.80	5858.67	70304.00
3/2/2021		5252	Fire Marshal PT	TEMPORARY	49S	Hourly	52.24	9054.93	108659.20
							63.50	11006.67	132080.00
3/2/2021		5252	Battalion Chief PT	TEMPORARY	60F	Hourly	75.24	13041.60	156499.20
							90.28	15648.53	187782.40

City of El Segundo
List of Revisions to the City Wide Salary Schedule
10/04/2011 - 12/06/2022

Revision Dates	Group	% of Revision	Revision	Council Adoption Date
12/6/2022	Unrepresented	-	Lifeguard Trainee	12/6/2022
10/4/2022	MC	-	Information Systems Manager (At-Will)	10/4/2022
10/4/2022	CEA	-	Fire Prevention Specialist II	10/4/2022
10/1/2022	PMA	3.00		1/16/2020
10/1/2022	CEA	2.00		3/20/2019
9/6/2022	MC	-	Director of Community Development, Director of Recreation, Parks, and Library	9/6/2022
8/16/2022	SPEA/CEA	-	Associate Planner, Senior Planner	8/16/2022
7/1/2022	MC	-	City Manager	7/1/2022
6/7/2022	MC	-	Assistant City Clerk (At-Will)	6/7/2022
5/17/2022	MC	-	Communications Manager (At-Will)	5/17/2022
5/17/2022	Unrepresented	-	Lifeguard Trainee	5/17/2022
4/19/2022	MC	-	Finance Manager (At-Will)	4/19/2022
1/18/2022	MC	-	Chief Financial Officer	1/18/2022
10/19/2021	MC	6.00	City Manager	10/19/2021
10/1/2021	PMA	3.00		1/16/2020
10/1/2021	CEA	2.00		3/20/2019
10/1/2021	PSSEA	2.00		10/1/2018
10/1/2021	SPEA	2.00		10/1/2018
5/18/2021	MC	-	Human Resources Manager (At-Will)	5/18/2021
5/4/2021	MC	-	Development Services Director	5/4/2021
4/20/2021	MC	-	Reclassification of HR Assistant to HR Technician	4/20/2021
12/15/2020	Unrepresented		Part-time salary	12/15/2020
12/14/2020	Unrepresented	-	Administrative Intern	12/14/2020
11/20/2020	MC	-	Risk Manager (At-Will), Library Services Manager, Deputy City Manager (At-Will), HR Director, Community Services Director, Development Services Director, IT Services Director, Treasury and Customer Service Manager, Chief Financial Officer	11/20/2020
11/3/2020	MC	-	Communications and Legislative Affairs Manager	11/3/2020
10/1/2020	PMA	3.00		1/16/2020

City of El Segundo
List of Revisions to the City Wide Salary Schedule

10/04/2011 - 12/06/2022				
10/1/2020	CEA	2.00		3/20/2019
10/1/2020	FFA	2.50		10/1/2018
10/1/2020	POA	2.00		10/1/2018
10/1/2020	PSSEA	2.00		10/1/2018
10/1/2020	SPEA	2.00		10/1/2018
10/1/2019	FFA	2.50		10/1/2018
10/1/2019	POA	2.00		10/1/2018
6/4/2019	MC	-		6/4/2019
6/5/2018	Unrepresented	-	New PT Lifeguard and Senior Lifeguard	6/5/2018
1/6/2018	SPEA	-	Accounting Supervisor	1/6/2018
1/6/2018	SPEA	-	Assistant Fire Marshal	1/6/2018
6/20/2017	MC	-	Director of Information Systems (At-will)	6/20/2017
5/13/2017	CEA	-	Records Technician	9/20/2016
5/13/2017	CEA	-	Crime Scene Investigator	5/13/2017
4/18/2017	MC	-	Accountant	4/18/2017
4/15/2017	PSSEA	-	Police Assistant I	4/15/2017
3/4/2017	Unrepresented	-	Police Officer Trainee	2/21/2017
3/4/2017	POA	-	Police Sergeant	3/4/2017
10/1/2016	FFA	3.00		10/1/2014
10/1/2016	FFA	-	Fire Paramedic, Firefighter	10/1/2016
3/15/2016	Elected	-	City Treasurer	3/15/2016
12/26/2015	MC	-	Accounting Manager	12/26/2015
12/26/2015	MC	-	Executives	12/26/2015
12/26/2015	MC	-	Planning Manager	12/26/2015
11/28/2015	FFA	2.00		10/1/2014
9/21/2013	CEA	-	COLA	9/21/2013
10/1/2012	PMA	-	COLA	9/27/2011
10/1/2012	PSSEA	-	COLA	10/1/2011
10/1/2011	POA	-	COLA	10/3/2011

RESOLUTION NO. _____

**A RESOLUTION ESTABLISHING BASIC SALARY RANGES FOR
VARIOUS JOB CLASSIFICATIONS**

The City Council of the City of El Segundo does resolve as follows:

SECTION 1: The City Council approves the following basic salary ranges:

Classification	Salary Range
Lifeguard Trainee (Part-time)	\$15.50 Hourly
Communications Manager (At-Will)	\$10,070.98 - \$12,085.18 Monthly

SECTION 2: Authority. The City Manager or his designee is authorized to take any steps necessary in order to effectuate this Resolution.

SECTION 3: Construction. This Resolution must be broadly construed in order to achieve the purposes stated in this Resolution. It is the City Council's intent that the provisions of this Resolution be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Resolution.

SECTION 4: Severability. If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Resolution are severable.

SECTION 5: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City's original resolutions and make a minute of this adoption of the Resolution in the City Council's records and the minutes of this meeting.

SECTION 6: This Resolution is effective December 6, 2022 and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 6th day of December, 2022.

Drew Boyles,
Mayor

ATTEST:

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF EL SEGUNDO)

I, Tracy Weaver, City Clerk of the City of El Segundo, California, do hereby certify that the whole number of members of the City Council of said City is five; that the foregoing Resolution No. ____ was duly passed and adopted by said City Council, approved and signed by the Mayor, and attested to by the City Clerk, all at a regular meeting of said Council held on the ____ day of _____, 2022, and the same was so passed and adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tracy Weaver, City Clerk

APPROVED AS TO FORM:

Mark D. Hensley, City Attorney



City Council Agenda Statement

Meeting Date: December 6, 2022

Agenda Heading: Staff Presentations

Item Number: D.11

TITLE:

Fiscal Year 2022-23 First Quarter Financial Review

RECOMMENDATION:

1. Receive and file FY 2022-23 first quarter financial review.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

No fiscal impact

BACKGROUND:

Staff has reviewed all revenues and expenditures for the first quarter of FY 2022-23, with an emphasis on the General Fund, to determine if all sources and uses are on target with the originally adopted budget. As we review the first quarter results, the City General Fund revenues have returned to pre-COVID-19 Pandemic revenues, with the exception of Transient Occupancy Tax (TOT) which continues to improve but still lags the pre-Pandemic receipts.

Overall, the City of El Segundo has been experiencing steady economic growth coming out of the Pandemic economic shutdown. In addition to the challenges associated with the Pandemic, there are financial challenges related to funding infrastructure needs throughout the City, high inflation, and a potential looming recession.

Overall, the economy is showing signs of steady growth locally, as well as statewide. While we are projecting moderate growth in many City revenues, the concentration of revenues coming from the business and industry sector creates a higher level of volatility in our core tax revenues that can be challenging to forecast. These core revenues will be closely observed during the next quarter and staff will be able to better estimate the performance of the budget during mid-year review scheduled for February 2023.

1st Quarter FY 2022-23 Financial Review

December 6, 2022

Page 2 of 2

DISCUSSION:

Please refer to the attached document, Finance Department Memorandum on FY 2022-23 First Quarter Financial Review, for an in-depth discussion on the first quarter financials.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5B: El Segundo approaches its work in a financially strategic and responsible way.

PREPARED BY:

Joseph Lillio, Chief Financial Officer

REVIEWED BY:

Joseph Lillio, Chief Financial Officer

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Staff Report FY 2022-23 1st Quarter Financial Review_final



Finance Department Memorandum

350 Main Street El Segundo, CA 90245
Phone 310-524-2300 | www.elsegundo.org

To: Honorable Mayor Boyles and Members of City Council

From: Joseph Lillio, Chief Financial Officer

Date: December 6, 2022

Subject: Fiscal Year (FY) 2022-23 First Quarter Financial Review

BACKGROUND:

Staff has reviewed all revenues and expenditures for the first quarter of FY 2022-23, with an emphasis on the General Fund, to determine if all sources and uses are on target with the originally adopted budget. As we review the first quarter results, the City continues to experience a recovery of General Fund revenues from the lows during the Pandemic and a return to pre-COVID revenues. The City has been experiencing steady economic growth coming out of the COVID-19 economic shutdown. However, financial challenges remain related to funding infrastructure needs throughout the City, decades high inflation, and a potential looming recession.

Overall, the economy is showing signs of steady growth locally. The State of California originally adopted a FY 2022-23 Budget with a \$97.5 billion surplus. This forecast is now being revised to a potential \$31 billion surplus for FY 2022-23 and a \$25 billion deficit for FY 2023-24 by the State's Legislative Analyst's Office. While we are projecting moderate growth in many City revenues, the concentration of revenues coming from the business and industry sector creates a higher level of volatility in our core tax revenues that can be challenging to forecast. These core revenues will be closely observed during the next quarter and staff will be able to better estimate the performance to budget at the mid-year review scheduled for February 2023.

DISCUSSION:

FY 2022-23 General Fund Revenue First Quarter Actuals

The following table displays the FY 2022-2023 General Fund budgeted revenue estimate (\$81,750,522). FY 2022-23 first quarter revenue actuals reflect an approximate \$1.6 million, a 21% increase from the actual revenues received in first quarter FY 2021-22, indicating continued consistency in reaching revenue targets.

Many of the large General Fund revenues are cyclical rather than recurring monthly revenue sources. As a result, the first quarter (July 1 – September 30) tends to be the lowest three-month period for General Fund revenues received. This makes the first quarter financial review somewhat less significant as a gauge to measure if the actual revenues are trending in line with the budget. As previously described, in general, the City’s General Fund revenues are slightly improved or comparable to the same three-month period last year.

General Fund (GF) Revenues 1st Quarter

	Revenue Source (from budget book 22-23, pgs. 13-15)	FY 2022-2023 Budget	1 st Q Actual Through 9/30/2022	% of Budget Received	Prior Year Actual Through 9/30/2021
1	Sales & Use Tax	\$12,950,000	\$1,157,143	9%	\$950,350
2	Business License	\$11,935,200	\$13,657	0%	\$69,803
3	Transient Occupancy Tax	\$11,040,000	\$1,285,981	12%	(\$24,899)
4	Property Tax	\$10,145,860	\$0	0%	\$1,037,042
5	Chevron Tax Reso Agreement	\$7,578,805	\$0	0%	\$0
6	Utility User Tax (UUT)	\$7,269,908	\$1,467,693	20%	\$1,083,454
7	Charges for Services	\$4,797,150	\$1,347,585	28%	\$1,192,529
8	Transfers In	\$3,052,390	\$2,146,733	70%	\$2,011,733
9	Franchise Tax	\$3,300,000	\$51,645	2%	\$7,697
10	Other Revenues	\$2,163,683	\$482,674	22%	\$432,589
11	Intergovernmental	\$2,231,761	\$27,629	1%	\$37,861
12	License & Permits	\$2,100,000	\$931,572	44%	\$580,019
13	Interest & Rental Income	\$2,874,000	\$114,645	4%	\$55,542
14	Fines & Forfeitures	\$311,766	\$127,059	41%	\$120,705
Total General Fund Revenues		\$81,750,523	\$9,154,017	11%	\$7,554,425

The following revenue analysis of each General Fund revenue category provides further insight on revenue trends and receipts.

1. Sales & Use Tax

First quarter Sales Tax revenue appears to be trending with the adopted budget. Staff meets quarterly with the City’s Sales Tax consultant, HdL, to review sales tax activity within the City, trends, and review of the Sales Tax projections for the fiscal year. We receive payments from the State approximately two months in arrears from when the revenue was generated.

2. Business License Tax (BLT)

BLT is assessed each December and collected by the City December 1 – January 31 each year. The BLT will be reviewed during the third quarter financial review which will include revenue from the month of January.

3. Transient Occupancy Tax (TOT)

This revenue source is driven by two factors: hotel occupancy rates and room rates. Hotel occupancy rates continue to rise post-economic shutdown (COVID) and in the first quarter of the fiscal year, are trending an approximate average of 8.5% higher than rates at this time last year (July-September 2021). The actual hotel room rates have also remained lower than pre COVID-19 rates. Historically, the second fiscal year quarter has had comparable occupancy rates to those in the Spring and late summer, and this data will be provided at the next quarter financial review.

4. Property Tax

Property Tax payments are received by the City in December and January, and in April and May of each year. Staff will continue to monitor the progress of property tax payments as the actual payments are received by the City.

5. Chevron Tax Resolution Agreement (TRA)

The Chevron TRA is remitted to the City each year and is due by March 31st. There is an established annual tax floor for Chevron that is increased each year by the applicable Consumer Price Index (CPI). This revenue source will be evaluated during the third quarter financial review.

6. Utility User Tax (UUT)

Gas, Water, Electric, Cogen, Telephone combined: The City has received 20% of the total budgeted UUT during the first quarter of FY 2022-23. This revenue is tracking in line with the anticipated budget at this time. While there are challenges in projecting revenue associated with UUT, staff continues to closely monitor this category and provide an update during mid-year review. With commodity prices continuing to rise, this will directly impact the price of utilities by resulting in higher utility bills, which in turn will lead to higher UUT collected by the City.

7. Charges for Services

This revenue source includes Zoning and Planning fees, Plan Check fees, Plan Retention fees, Energy Plan Check fees, Planning Service fees, Paramedic Transport, and Recreation and Cultural Arts programming. The combined first quarter revenue was \$1,347,585, or 28% of budget received, which is approximately 3% higher than this revenue source's percentage at this time last year. At this time, Charges for Services is projected to be in line with budget. Staff

will continue to monitor and report any changes due to the economic conditions.

8. Transfers-in

The Transfers-in total budget of \$3,052,390 is from three sources: \$1,020,657 transferred over from the Pension Trust to pay for the CalPERS unfunded actuarial liability (UAL) and to balance the FY 2022-23 Budget; \$1,986,733 in American Rescue Act Funds (ARPA); and \$45,000 as a transfer-in from the Traffic Safety Fund. The transfer-in from the Pension Trust will be evaluated at mid-year to determine if it is still necessary to balance the budget. The abovementioned ARPA funds and an additional appropriation approved by City Council in the amount of \$160,000 transfer for the Wiseburn Aquatic Center heater repair project have been recorded in the first quarter FY 2022-2023. The total General Fund revenues performance through the first six months of FY 2022-23, will determine if the OPEB Trust is utilized, and for how much.

9. Franchise Tax

This revenue source is impacted by the price of commodities such as natural gas, its consumption demand, the price of electricity, and its demand. The annual payments from Southern California Edison and The Gas Co. are received in April of each year. The Gas Co. payment is calculated using the average price of natural gas for the prior calendar year. The \$51,645 in Franchise Tax for the first quarter Fiscal Year 2022-2023 reflects the cable television franchise tax.

10. Other Revenue

This revenue source includes developer contributions, internal administrative charges to other funds, Fire Strike Team reimbursements, SB90 State mandated reimbursements, and other miscellaneous revenues. Revenues in this category are anticipated to be aligned with the projected budget.

11. Intergovernmental Revenue

This revenue source reflects a reimbursement from ESUSD for school librarians for the quarter. Future reports on revenue tracking through the fiscal year will include VLF revenue. VLF revenue was part of the State's reorganization of VLF and Property Tax revenues to municipalities in the late 1990s, also referred to as triple flip, which tied VLF to Property Tax valuations. In 2004, the CA State Legislature permanently reduced the VLF tax rate and eliminated State General Fund backfill to cities and counties. Instead, cities and counties now receive additional transfers of Property Tax revenues in lieu of VLF. The VLF payments are received in December, January, April, and May of each year.

12. Licenses and Permits

This revenue source includes animal licensing, various building permits, and street permits. The City recorded revenues of \$931,572, or 44% of budget received. This

revenue stream is trending higher due to increased revenues in building permits, electrical permits, and mechanical permits. This revenue usually ticks further upward in the spring and summer. If this trend occurs, the revenues will more than likely exceed the adopted budget. Staff will continue to closely monitor this category and provide an update during mid-year review.

13. Interest Earnings & Rental Income

Interest rates for U.S. Treasuries, Federal Agencies, municipal bonds, and CDs impact interest earnings in the first quarter of FY 2022-23. The budgeted source also includes the Topgolf lease and rental-related revenue, which will be reflected in upcoming quarters. The City Treasurer is closely monitoring investment opportunities that fall in compliance with the City's investment policy.

14. Fines & Forfeitures

This revenue source includes parking citations, fines for towed vehicles, and other miscellaneous fines. The revenues received through the first quarter, about \$127,059 or 40% received, are trending over budget, with a large percentage of revenue due to city code fines.

FY 2022-2023 General Fund Appropriations

Adopted General Fund Appropriations for FY 2022-23 are \$85,941,128. The first quarter total expenditures reflect that \$16,373,516, or 19% of appropriations have been spent. The table below illustrates the adopted budget to first quarter expenditures as a percent of total actuals by department. The prior period expenditures from July 1 – September 30, 2021, are listed in the table as reference.

General Fund (GF) Expenditures 1st Quarter

	Expenditure Source	FY 2022-2023 Budget	Actual Through 9/30/2022	% of Budget Expensed	Prior Year Actual Through 9/30/2021
1	Police	\$20,378,246	5,378,218	26%	3,768,697
2	Transfers Out	13,985,120	-	0%	10,623,408
3	Fire	13,564,268	3,415,196	25%	3,164,068
4	Community Services	8,685,569	2,201,672	25%	1,019,308
5	Public Works	7,154,856	1,396,993	20%	1,577,734
6	Non-departmental	6,128,801	1,321,100	22%	1,389,261
7	Development Services	3,828,987	568,823	15%	476,438
8	Information Technology	3,741,130	586,771	16%	567,003
9	City Manager	2,850,000	487,428	17%	440,136
10	Finance	2,576,681	550,896	21%	449,523
11	Human Resources	1,492,491	312,787	21%	145,898
12	City Attorney	770,450	29,685	4%	9,953
13	City Clerk	568,511	83,417	15%	95,070
14	City Council	216,018	40,527	19%	67,736
15	FEMA (COVID) Exp.	0	-	0%	10,099
16	Civil Unrest May 2020	0	-	0%	89
Total General Fund Expenditures		\$85,941,128	\$16,373,516	19%	\$23,804,420

As noted in the table above, most of the City Departments/Operations are trending below or near the adopted appropriations. The following discussion provides further analysis of the budgetary trend within each Department listed in the table above.

1. Police: Trending slightly above adopted Department budget, mainly due to higher administration expenditures, as well as overtime.
2. Transfers Out: Transfers Out represent transfer out to the CIP Fund, as well as the remaining amount earmarked for the Pension Obligation Bonds (POBs) payment due on December 31 and June 30. The second quarter FY 2022-23 will show more expenditure activity in this source.
3. Fire: Trending with the adopted Department budget.

4. Community Services: Trending with the adopted Department budget, and reflect personnel expenses related to programming and facilities that continue to fully reopen post-economic shutdown (COVID).
5. Public Works: Salaries, benefits, and overtime are trending below budget due to position vacancies in some divisions.
6. Non-departmental: Trending with the adopted Department budget. The Non-departmental budget includes retiree medical premiums, accrued vacation/sick payouts for employees retiring or leaving the City, unemployment compensation claims, and other miscellaneous items.
7. Development Services: Salaries, benefits, and overtime are trending below budget due to position vacancies in some divisions.
8. Information Technology: Salaries, benefits, and overtime are trending below budget due to position vacancies.
9. City Manager: Operating expenses are trending below budget, reflecting an overall trend below budget for the City Manager's office, particularly in professional services and meetings and travel.
10. Finance & Treasury: Operating expenses are trending below budget due to position vacancies in the first quarter.
11. Human Resources: Operating expenses are trending below budget due to a position vacancy in the first quarter.
12. City Attorney: Due to the City not being billed until mid-October for attorney services provided in July, August, and September, the actuals are reflective of little expenditure activity. This will be reconciled with the mid-year report
13. City Clerk: Salaries, benefits, and overtime are trending below budget due to a position vacancy. Operating expenses are also trending below budget.
14. City Council: Council's budget is trending below the adopted budget primarily due to little activity in dues and subscriptions, as well as meetings and travel. This is a timing issue of when these services are utilized and when annual subscriptions become due.
15. FEMA (COVID) Expenditures: This expenditure source is displayed only for comparison from FY 2021-22. The City is not currently incurring COVID

expenses. Previously, these costs were tracked separately to claim reimbursement from FEMA for the COVID related activities, which the City continues to manage.

16. Civil Unrest May 2020: This expenditure source is displayed only for comparison from FY 2021-22, for a single-one-time expense.

DEBT SERVICE FUND

The Debt Service fund records the City’s lease payments for the Douglas Street Gap Closure capital improvement project. In September 2005, the City entered into a facility lease agreement with California Infrastructure and Economic Development Bank (CIEDB) whereby CIEDB issued \$10,000,000 in bonds to finance the Douglas Street Gap Closure Project. The City makes semi-annual lease payments over a 30-year period from Traffic Mitigation Fees which began in February 2006. The General Fund does not fund the debt service. The interest rate on the bonds is 2.87% per annum. Payments on the lease obligation are due February 1 (interest only) and August 1 (principal and interest) of each year.

Debt Service Fund	Revenues	Expenses
FY 2022-23 Adopted Budget	\$360,000	\$545,000
FY 2022-23 Actuals (1 st Q)	\$29,104	\$446,347

ENTERPRISE FUNDS

The City of El Segundo purchases all potable and recycled water from West Basin Municipal Water District. In addition to purchasing water, the City also operates and maintains water reservoirs, pipelines, and equipment. Water revenues are trending slightly lower than the adopted budget. Water expenses only reflect two months of bills from West Basin WD for the purchase of potable and recycled water.

Water Fund	Revenues	Expenses
FY 2022-23 Adopted Budget	\$36,700,000	\$31,359,005
FY 2022-23 Actuals (1 st Q)	\$5,645,435	\$5,260,068

Wastewater Fund revenues are trending with slightly lower than the adopted revenues. The expenses are trending below budget.

Wastewater Fund	Revenues	Expenses
FY 2022-23 Adopted Budget	\$5,344,000	\$6,500,017
FY 2022-23 Actuals (1 st Q)	\$772,619	\$660,392

INTERNAL SERVICE FUNDS

General Liability Fund revenues are transferred in from operating departments and programs throughout the City. The City receives revenue from recovery of claims paid. The City participates in the following insurance risk pool programs: auto physical damage program, crime, cyber, earth movement and flood, general liability, property and equipment breakdown program, and terrorism. The revenues are expected to trend with the approved revenue budget, in large part due to the addition of a dedicated Risk Manager. Expenses are primarily the annual insurance premiums paid and claims paid. The annual premiums are paid each July (\$1.4M for FY 2022-23), and claims are paid as they occur. Expenses are trending with the adopted budget.

General Liability Fund	Revenues	Expenses
FY 2022-23 Adopted Budget	\$3,030,000	\$3,572,125
FY 2022-23 Actuals (1 st Q)	\$814,610	\$1,727,363

Workers' Compensation Fund revenues and expenses are in trend with the adopted budget. Expenses are primarily the annual insurance premium paid and claims paid. The annual premium is paid each July (\$1M for FY 2022-23), and claims are paid as they occur.

Workers' Compensation Fund	Revenues	Expenses
FY 2022-23 Adopted Budget	\$3,125,374	\$3,263,365
FY 2022-23 Actuals (1 st Q)	\$736,277	\$1,332,711

SENIOR HOUSING FUND

In 1986, the City constructed a 97-unit senior housing project, Park Vista. The City continues to own and maintain Park Vista. The property is overseen by the Senior Citizen Housing Corporation Board and managed by a third-party property management firm, The Cadman Group. Expenses incurred year-to-date are related to administrative activity.

Senior Housing Fund	Revenues	Expenses
FY 2022-23 Adopted Budget	\$10,000	\$75,313
FY 2022-23 Actuals (1 st Q)	\$0	\$592

OTHER FUNDS

The Adopted FY 2022-2023 Citywide Budget also includes several other Special Revenue Funds and Proprietary Funds not included in this first quarter financial update. These funds will be included in the City’s official FY 2022-2023 Mid-year Financial Report which will be presented to City Council in February 2023.

CONCLUSION:

Regarding revenue, the first three months of the fiscal year are historically less active or robust quarter than those in later quarters. Revenue that is cyclical and tied to specific timeframe (i.e.: business license tax, property, and franchise tax) will be reflected in upcoming months.

Many departmental expenses that are currently earmarked for contractual services or projects will be reflected as those expenses are realized in coming months.

While the City was able to make the necessary adjustments to ensure that the General Fund and other major Funds resulted in an adopted balanced budget, considerable financial difficulties remain as inflation rises and has hit levels not seen since the early 1980s, the cost of providing services rise, unfunded infrastructure projects that need to be addressed, and a possible looming recession that would have a negative impact on the economy. Expenditures on employee retirement benefits will continue to rise as CalPERS continues to phase in a lower discount rate and lower their investment risk tolerance for the CalPERS portfolio. In addition, medical premiums are seeing moderate increases for 2023. Other budgetary pressures are the rising inflationary pressures on goods and services purchased by the City and the rising costs of construction materials.

Overall, General Fund revenues at first quarter review are tracking in line with the adopted budget and trending higher than the same period from the prior year, while expenditures are tracking on or below-budget.

Staff will continue monitoring revenues and expenditures and will report any changes to the budgeted estimates during the mid-year review which will occur in February.



City Council Agenda Statement
Meeting Date: December 6, 2022
Agenda Heading: Reports - City Treasurer
Item Number: G.12

TITLE:

Investment Portfolio Report for September 2022

RECOMMENDATION:

1. Receive and file the Investment Portfolio Report dated September 2022.
2. Alternatively, discuss and take other action related to this item.

FISCAL IMPACT:

None

BACKGROUND:

The Treasury Department provides an Investment Portfolio Report presented to City Council on a quarterly basis. This current report includes the status of Treasury investment activities and related economic indicators as of September 2022.

DISCUSSION:

See attached Investment Portfolio Report.

CITY STRATEGIC PLAN COMPLIANCE:

Goal 5: Champion Economic Development and Fiscal Sustainability

Objective 5B: El Segundo approaches its work in a financially strategic and responsible way.

PREPARED BY:

Matthew Robinson, City Treasurer

Presentation of Investment Portfolio Report for September 2022

December 6, 2022

Page 2 of 2

REVIEWED BY:

Matthew Robinson, City Treasurer

APPROVED BY:

Barbara Voss, Deputy City Manager

ATTACHED SUPPORTING DOCUMENTS:

1. Monthly Investment Report September 2022



CITY OF
EL SEGUNDO

City of El Segundo Investment Portfolio Report September 2022

Certified By:
City Treasurers Office



CITY OF
EL SEGUNDO

Portfolio

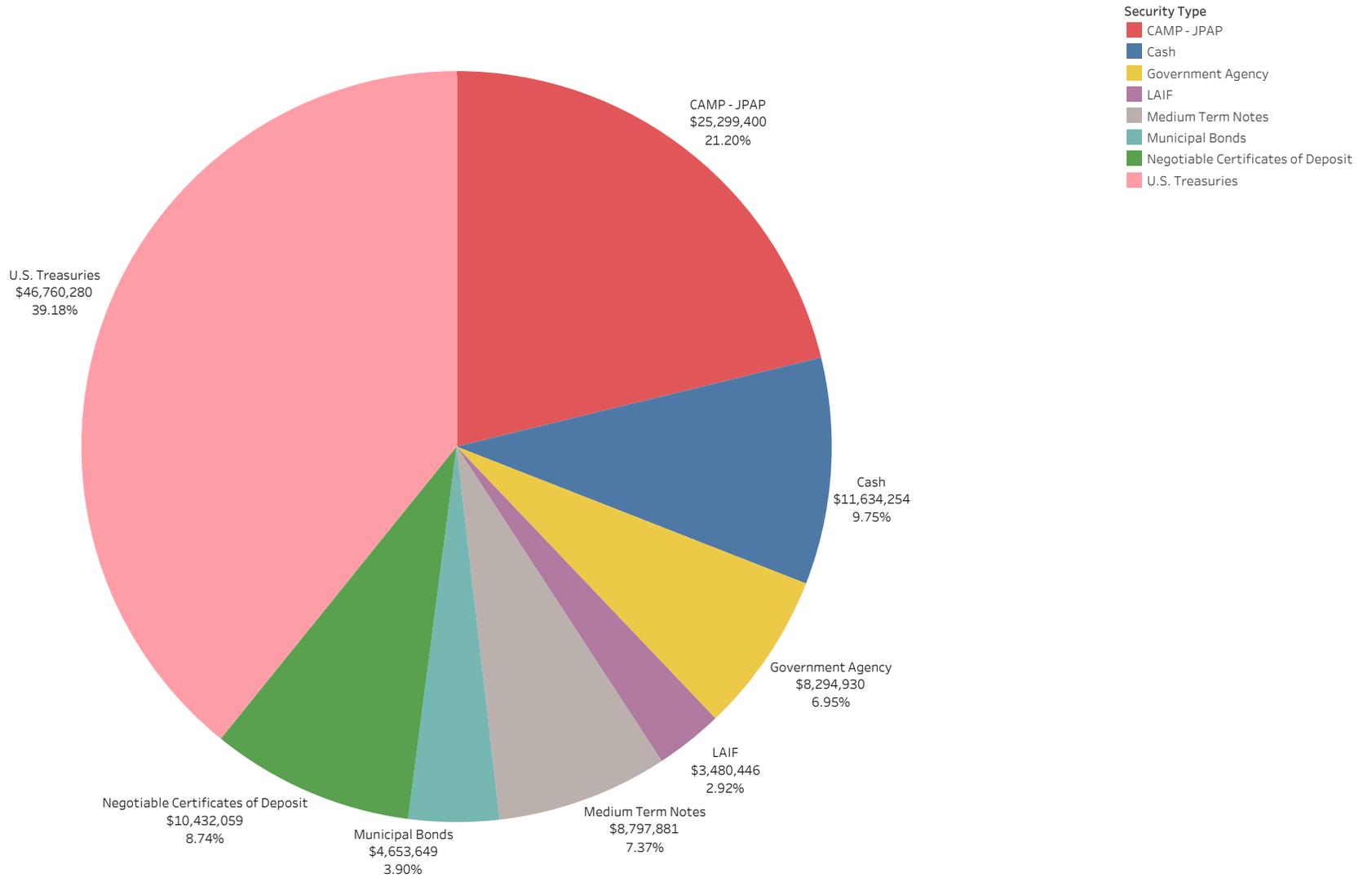
Portfolio Summary

As of September 2022



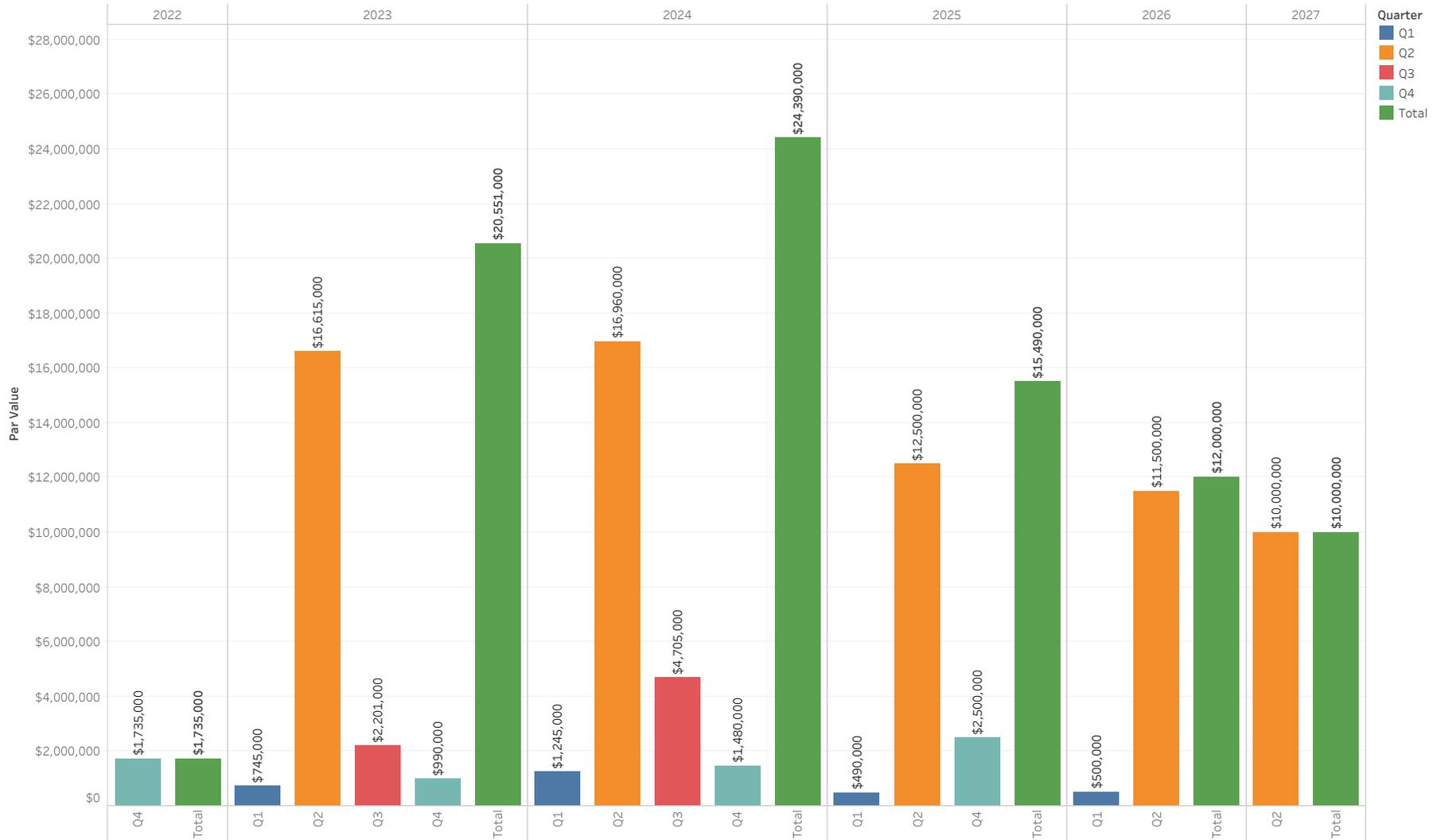
Investments by Security Type

As of September 2022



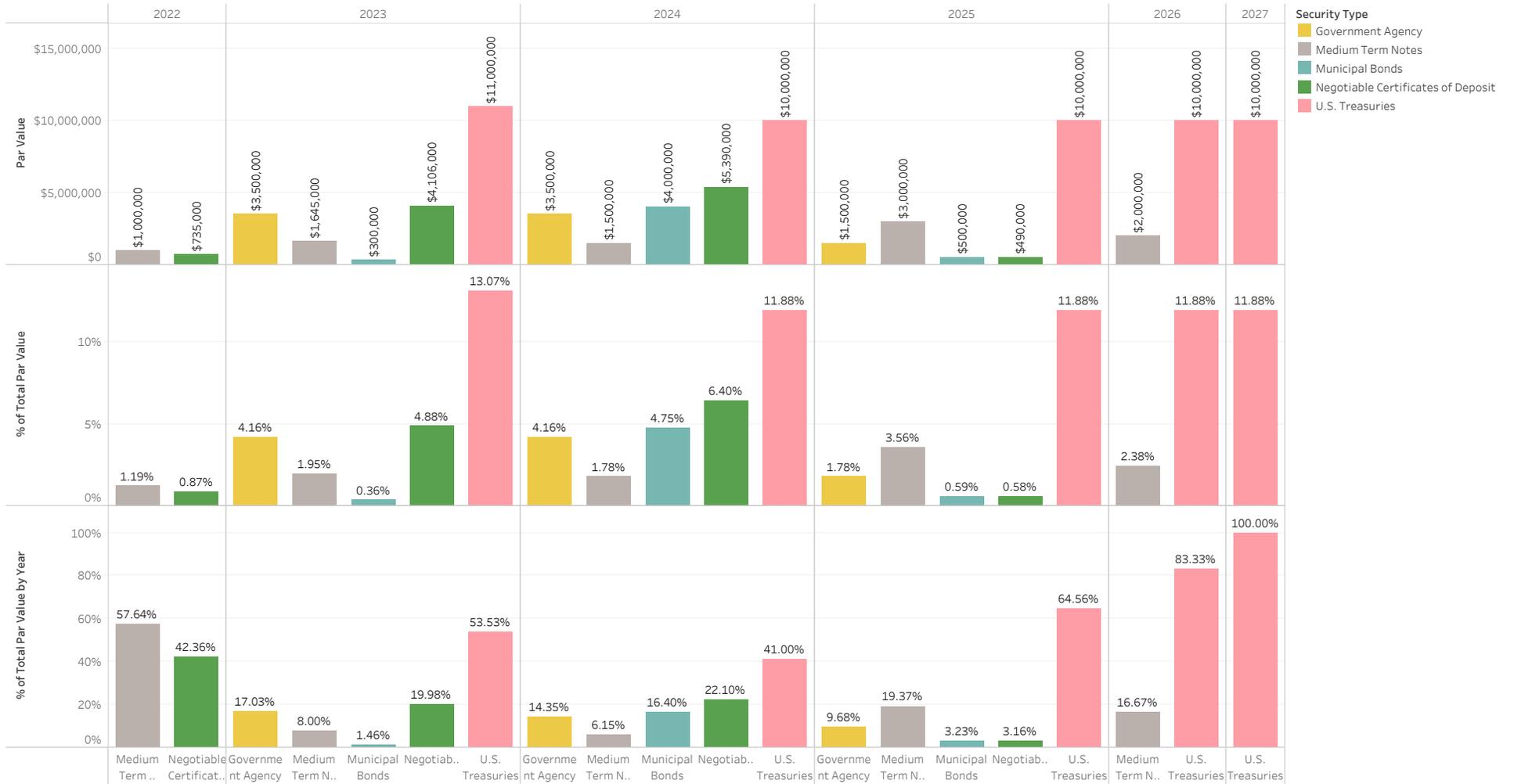
Reserve Portfolio Ladder by Quarter

As of September 2022



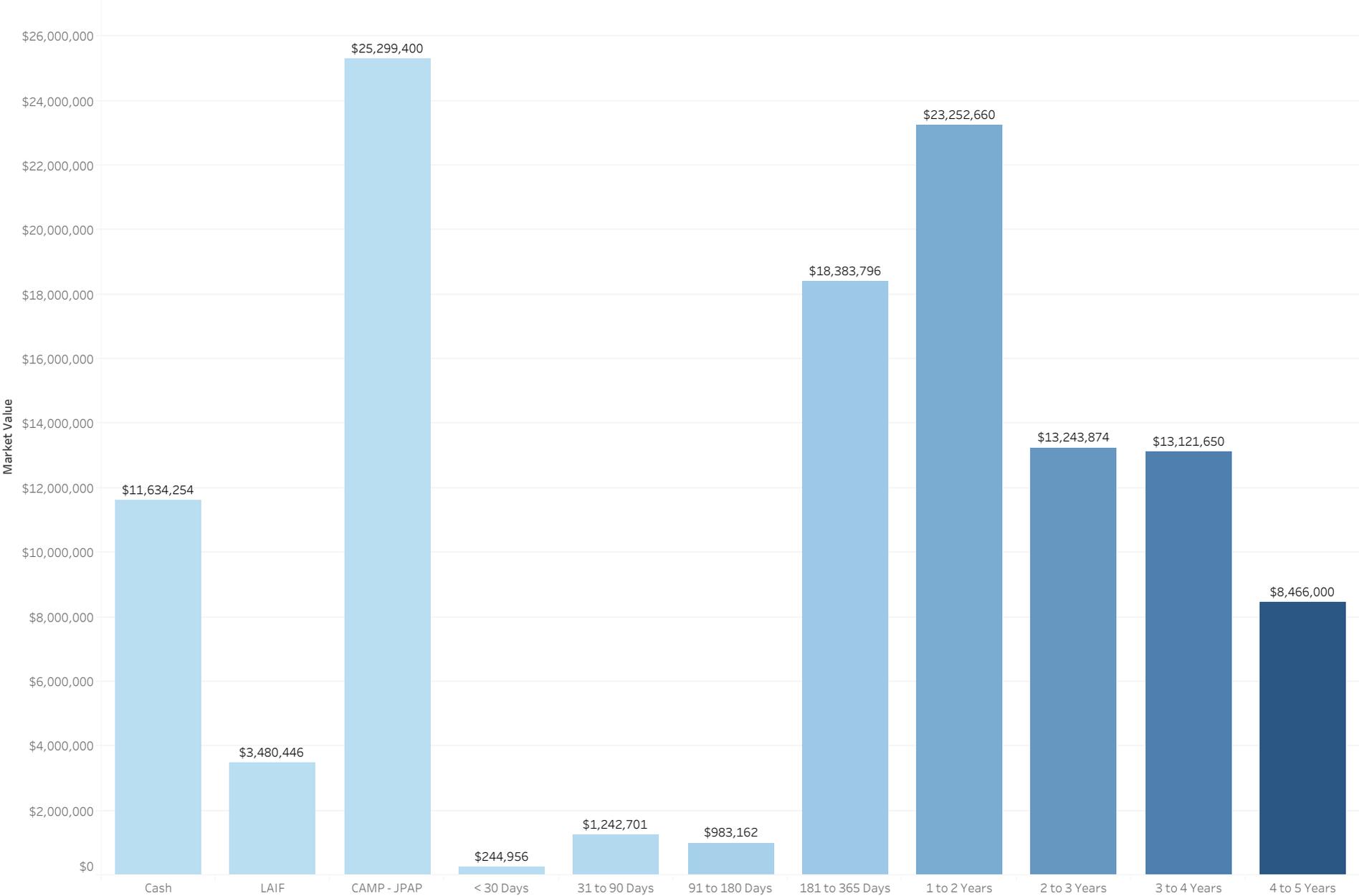
Ladder Diversification

As of September 2022



Investments by Maturity Date

As of September 2022



Portfolio

As of September 2022

Portfolio Ty..	Security Type	Issuer	CUSIP	Days to Maturity	Coupon	Par Value	Market Value	Book Value	Unrealized P/L	
Liquidity	Cash	Bank	Cash	1	0.45%	\$11,634,254	\$11,634,254	\$11,634,254	\$0	
	LAIF	LAIF	LAIF	1	1.63%	\$3,480,446	\$3,480,446	\$3,480,446	\$0	
	CAMP - JPAP	CAMP - JPAP	CAMP - JPAP	1	2.61%	\$25,299,400	\$25,299,400	\$25,299,400	\$0	
Reserve	Medium Term Notes	AMAZON COM INC	023135AJ5	60	2.50%	\$500,000	\$499,195	\$499,990	(\$795)	
		APPLE INC	037833AK6	215	2.43%	\$500,000	\$494,535	\$480,685	\$13,850	
		ASTRAZENECA FINANCE L	04636NAA1	1,336	1.37%	\$500,000	\$438,100	\$501,040	(\$62,940)	
		BANK OF AMERICA CORP	06051GFX2	1,297	3.73%	\$500,000	\$469,705	\$554,155	(\$84,450)	
		BERKSHIRE HATHAWAY IN	084670BR8	166	2.76%	\$500,000	\$497,295	\$513,756	(\$16,461)	
		CIGNA CORP	125523AG5	1,142	4.25%	\$500,000	\$485,610	\$564,210	(\$78,600)	
		CITIGROUP INC	172967KN0	1,309	3.65%	\$500,000	\$466,320	\$550,715	(\$84,395)	
		COCA COLA CO THE	191216CL2	707	1.84%	\$500,000	\$476,205	\$493,865	(\$17,660)	
		ESTEE LAUDER CO INC	29736RAN0	793	2.10%	\$500,000	\$477,185	\$501,600	(\$24,415)	
		GOLDMAN SACHS GROUP I	38141GXJ8	914	3.66%	\$500,000	\$477,600	\$545,605	(\$68,005)	
		INTERCONTINENTAL EXCH	45866FAD6	1,158	3.88%	\$500,000	\$483,200	\$557,000	(\$73,800)	
		JOHNS HOPKINS HEALTH	478111AB3	227	2.80%	\$145,000	\$143,296	\$141,068	\$2,229	
		MEAD JOHNSON NUTRITIO	582839AH9	1,142	4.22%	\$500,000	\$488,965	\$565,170	(\$76,205)	
		MORGAN STANLEY	61746BDZ6	1,215	4.06%	\$500,000	\$476,940	\$561,240	(\$84,300)	
		ORACLE CORP	68389XBL8	350	2.46%	\$500,000	\$487,850	\$492,550	(\$4,700)	
		STRYKER CORP	863667AH4	1,128	3.55%	\$500,000	\$475,730	\$548,175	(\$72,445)	
		UNITED PARCEL SERVICE	911312BT2	702	2.30%	\$500,000	\$477,490	\$504,105	(\$26,615)	
		UNITEDHEALTH GROUP IN	91324PDN9	1,172	3.82%	\$500,000	\$483,980	\$560,625	(\$76,645)	
		WAL MART STORES INC	931142DU4	76	2.36%	\$500,000	\$498,680	\$498,935	(\$255)	
		Municipal Bonds	CONNECTICUT ST TXBL S	20772KGN3	563	3.12%	\$1,000,000	\$976,210	\$1,064,850	(\$88,640)
			GOODRICH MI AREA SCH	382406PY6	213	2.74%	\$300,000	\$297,624	\$304,584	(\$6,960)
			HOUSTON TX REF SER B	4423315T7	518	2.02%	\$1,000,000	\$966,750	\$1,006,410	(\$39,660)
			NEW YORK NY TXBL FISC	64966QCA6	671	2.22%	\$1,000,000	\$959,330	\$1,003,750	(\$44,420)
			ONTARIO CA INTERNATIO	683042AJ4	958	3.03%	\$500,000	\$477,955	\$538,090	(\$60,135)
			OREGON ST DEPT ADMINI	68607VT47	549	2.88%	\$500,000	\$489,215	\$510,125	(\$20,910)
			TULSA CNTY OKLA INDPT	899593MG9	610	2.67%	\$500,000	\$486,565	\$501,550	(\$14,985)
		Negotiable Certificates of Deposit	1ST SECURITY BANK OF	33625CCP2	669	2.08%	\$245,000	\$235,190	\$245,000	(\$9,810)
			ABACUS FEDERAL SAVING	00257TBF2	672	2.08%	\$245,000	\$235,156	\$245,000	(\$9,844)
			ALMA BK ASTORIA NEW Y	020080BL0	712	1.84%	\$245,000	\$233,385	\$245,000	(\$11,615)
			AMERICAN ST BK SIOUX	029728BA9	574	2.57%	\$245,000	\$238,544	\$245,000	(\$6,456)
			BALBOA THRIFT LN ASSN	05765LAY3	292	2.08%	\$245,000	\$241,266	\$245,000	(\$3,734)
			BANK OF NEW ENGLAND	06426KBE7	601	2.72%	\$245,000	\$238,787	\$245,000	(\$6,213)
			BANK3	06653LAJ9	168	0.91%	\$245,000	\$241,754	\$245,000	(\$3,246)
CITADEL FED CR UN EXT	17286TAG0		881	1.76%	\$245,000	\$230,060	\$245,000	(\$14,940)		
COMMERCE BK GENEVA MI	20056QRZ8		635	2.38%	\$245,000	\$236,962	\$245,000	(\$8,038)		
COMMERCIAL BK HARROGA	20143PDX5		257	2.48%	\$245,000	\$242,486	\$245,000	(\$2,514)		
DENVER SVGS BK IOWA	249398BT4		264	2.28%	\$245,000	\$242,065	\$245,000	(\$2,935)		
EAGLE BANK	27002YEJ1		18	2.55%	\$245,000	\$244,956	\$245,000	(\$44)		
ENCORE BK LITTLE ROCK	29260MAM7		318	2.04%	\$245,000	\$240,720	\$245,000	(\$4,280)		
ENERBANK USA SALT LAK	29278TMN7		418	1.85%	\$245,000	\$238,517	\$245,000	(\$6,483)		
ENTERPRISE BANK PA	29367RKT2		594	2.67%	\$245,000	\$238,713	\$245,000	(\$6,287)		

Portfolio

As of September 2022

Portfolio Ty..	Security Type	Issuer	CUSIP	Days to Maturity	Coupon	Par Value	Market Value	Book Value	Unrealized P/L		
Reserve	Negotiable Certificates of Deposit	FIRST BK HIGHLAND PK	319141JC2	32	2.15%	\$245,000	\$244,826	\$245,000	(\$174)		
		FIRST FMRS BK TR CONV	320165JK0	705	1.84%	\$245,000	\$233,510	\$245,000	(\$11,491)		
		FIRST NATIONAL BANK O	32112UDM0	459	1.80%	\$245,000	\$237,689	\$245,000	(\$7,311)		
		FIRST ST BK BUXTON ND	33648RAZ2	340	1.69%	\$245,000	\$239,546	\$245,000	(\$5,454)		
		GENOA BKG CO OHIO	372348CJ9	670	2.03%	\$245,000	\$234,957	\$245,000	(\$10,043)		
		GRAND RIV BK GRANDVIL	38644ABP3	672	2.08%	\$245,000	\$235,156	\$245,000	(\$9,844)		
		HORIZON BK WAVERLY NE	44042TBQ6	333	1.73%	\$231,000	\$227,068	\$227,867	(\$799)		
		INDUSTRIAL COML BK CH	45581EAX9	273	3.32%	\$245,000	\$243,844	\$245,000	(\$1,156)		
		KNOX TVA EMPL CREDIT	499724AD4	334	3.27%	\$245,000	\$243,177	\$245,000	(\$1,823)		
		KS STATEBANK MANHATTA	50116CBF5	229	2.32%	\$200,000	\$197,990	\$199,700	(\$1,710)		
		LAFAYETTE FED CR UN R	50625LAE3	362	3.33%	\$245,000	\$242,996	\$245,000	(\$2,004)		
		LIVE OAK BANKING COMP	538036GU2	789	1.95%	\$245,000	\$232,610	\$245,000	(\$12,390)		
		MAINSTREET BANK	56065GAG3	574	2.67%	\$245,000	\$238,914	\$245,000	(\$6,086)		
		MID MO BK SPRINGFIELD	59541KBV8	656	1.98%	\$245,000	\$234,975	\$245,000	(\$10,025)		
		MORGAN STANLEY BK N A	61690UPF1	791	2.05%	\$245,000	\$233,164	\$245,000	(\$11,836)		
		MORGAN STANLEY PVT BK	61760AYR4	559	2.86%	\$245,000	\$239,860	\$245,000	(\$5,140)		
		NEIGHBORS FCU BATON R	64017AAM6	363	3.33%	\$245,000	\$242,996	\$245,000	(\$2,004)		
		PLAINS ST BK TEX	726547BK7	630	2.38%	\$245,000	\$237,033	\$245,000	(\$7,967)		
		POPPY BK SANTA ROSA C	73319FAF6	900	1.19%	\$245,000	\$226,556	\$245,000	(\$18,444)		
		PREFERRED BANK LA CAL	740367HP5	686	2.09%	\$245,000	\$234,931	\$245,000	(\$10,070)		
		RAYMOND JAMES BANK NA	75472RAU5	822	1.95%	\$245,000	\$232,113	\$245,000	(\$12,887)		
		RIA FED CR UN	749622AL0	452	2.55%	\$245,000	\$240,022	\$245,000	(\$4,978)		
		RIVERBANK POCAHONTAS	76857AAB7	262	2.38%	\$245,000	\$242,261	\$245,000	(\$2,739)		
		STONE BK MTN VIEW ARK	86158RAV1	185	3.11%	\$245,000	\$244,013	\$245,000	(\$987)		
		UBS BANK USA	90348JCR9	242	3.17%	\$245,000	\$243,753	\$245,000	(\$1,247)		
		UPPER PENNISUA STATE	91630PAS0	819	1.85%	\$245,000	\$231,611	\$245,000	(\$13,389)		
		WASHINGTON FEDERAL	938828BJ8	693	2.14%	\$245,000	\$235,041	\$245,000	(\$9,959)		
		WELLS FARGO BANK NA	949763B96	602	2.72%	\$245,000	\$238,775	\$245,000	(\$6,225)		
		WELLS FARGO NATL BK W	949495AF2	91	1.86%	\$245,000	\$244,113	\$245,000	(\$887)		
		Government Agency		F H L M C	3137EAEN5	262	2.78%	\$1,000,000	\$989,130	\$1,017,080	(\$27,950)
				F H L M C M T N	3137EAES4	269	0.26%	\$1,000,000	\$971,880	\$974,857	(\$2,977)
				FEDERAL AGRI MTG CORP	31422BPQ7	418	1.67%	\$500,000	\$485,575	\$499,884	(\$14,309)
				FEDERAL FARM CREDIT B	3133EKSJ7	269	1.80%	\$1,000,000	\$981,520	\$998,607	(\$17,087)
				FEDERAL HOME LOAN BKS	3130A1XJ2	623	2.95%	\$2,000,000	\$1,949,640	\$2,089,405	(\$139,765)
					3130ASA82	994	2.57%	\$500,000	\$486,230	\$497,010	(\$10,780)
					3130ASE96	1,001	3.32%	\$1,000,000	\$963,390	\$990,123	(\$26,733)
	3130ASH77			637	3.64%	\$1,000,000	\$981,680	\$1,000,000	(\$18,320)		
	TENNESSEE VALLEY AUTH			880591ER9	716	2.96%	\$500,000	\$485,885	\$526,520	(\$40,635)	
U.S. Treasuries		U S TREASURY BILL	912796X53	258	3.28%	\$1,000,000	\$974,380	\$971,032	\$3,348		
		U S TREASURY NOTE	91282CCJ8	1,369	0.99%	\$10,000,000	\$8,853,100	\$8,978,125	(\$125,025)		
			91282CCK5	273	0.13%	\$10,000,000	\$9,709,400	\$9,734,275	(\$24,875)		
			91282CEX5	639	3.07%	\$10,000,000	\$9,782,000	\$9,840,625	(\$58,625)		
			912828ZV5	1,734	0.59%	\$10,000,000	\$8,466,000	\$8,611,719	(\$145,719)		
			912828ZW3	1,004	0.28%	\$10,000,000	\$8,975,400	\$9,057,031	(\$81,631)		



CITY OF
EL SEGUNDO

Transactions

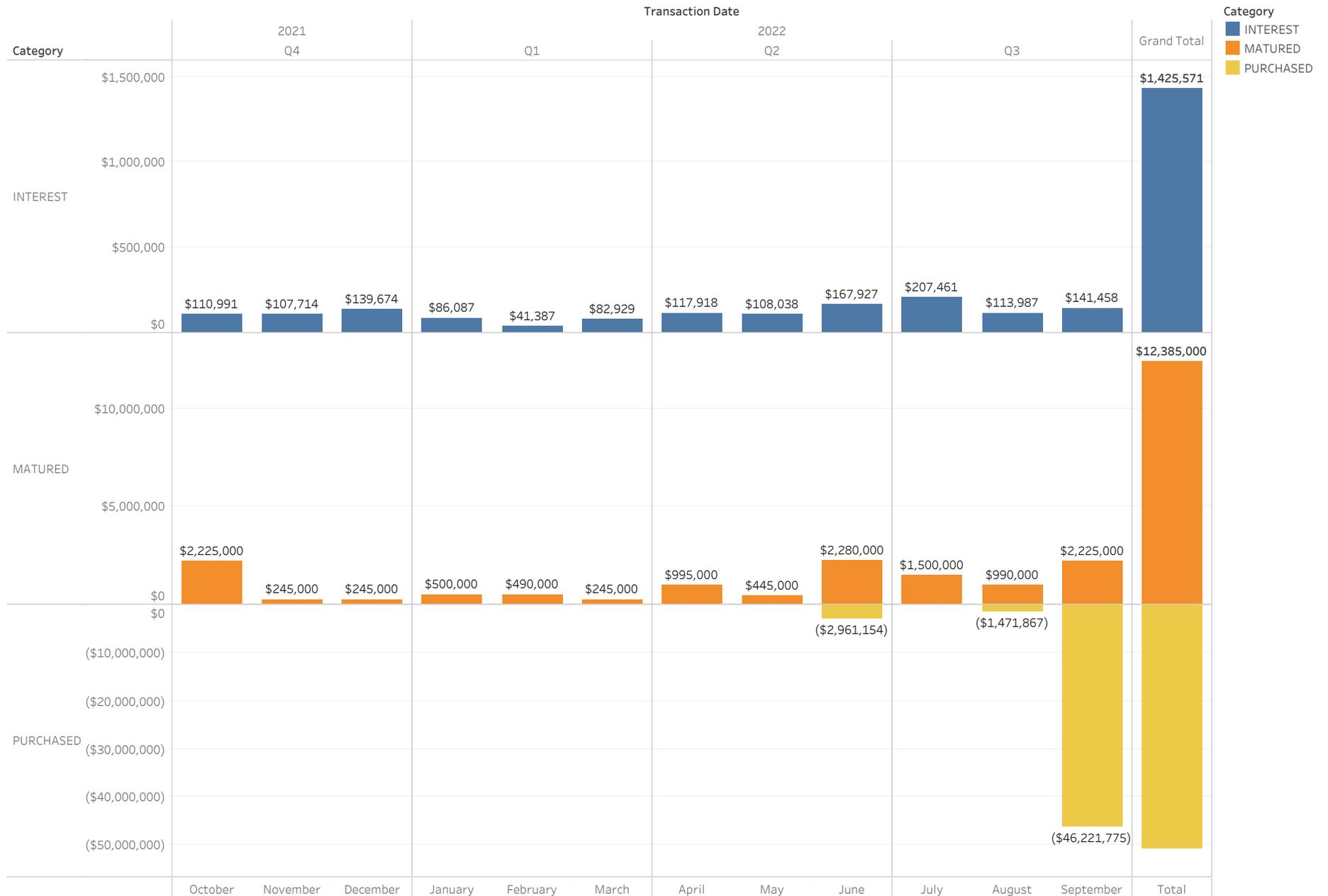
Transactions

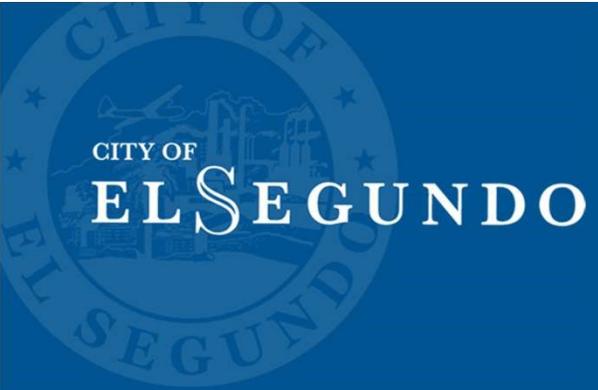
Prior 3 Months as of September 2022

Year of Transaction Date	Month of Transaction Date	Day of Transaction Date	Issuer	CUSIP	Maturity Date	Coupon	Par Value	Book Value
2022	August	4	F H L B DEB	3130ASA82	6/20/25	2.500%	\$500,000	\$497,010.00
			F H L M C MTN	3137EAES4	6/26/23	0.250%	\$1,000,000	\$974,857.00
	September	12	U S TREASURY NT	91282CCK5	6/30/23	0.125%	\$10,000,000	\$9,734,275.00
			U S TREASURY NT	91282CEX5	6/30/24	3.000%	\$10,000,000	\$9,840,625.00
				912828ZW3	6/30/25	0.250%	\$10,000,000	\$9,057,031.25
				91282CCJ8	6/30/26	0.875%	\$10,000,000	\$8,978,125.00
				912828ZV5	6/30/27	0.500%	\$10,000,000	\$8,611,718.75

Interest Received

As of September 2022





Compliance

Asset Class Compliance

As of September 2022

Security Type	In Compliance?	Max Weight	Weight	Par Value	Book Value	Market Value
Cash	Y	100%	9.75%	\$11,634,254	\$11,634,254	\$11,634,254
LAIF	Y	100%	2.92%	\$3,480,446	\$3,480,446	\$3,480,446
CAMP - JPAP	Y	30%	21.20%	\$25,299,400	\$25,299,400	\$25,299,400
Medium Term Notes	Y	15%	7.37%	\$9,145,000	\$9,634,488	\$8,797,881
Municipal Bonds	Y	10%	3.90%	\$4,800,000	\$4,929,359	\$4,653,649
Negotiable Certificates of Deposit	Y	30%	8.74%	\$10,721,000	\$10,717,567	\$10,432,059
Government Agency	Y	100%	6.95%	\$8,500,000	\$8,593,485	\$8,294,930
U.S. Treasuries	Y	100%	39.18%	\$51,000,000	\$47,192,807	\$46,760,280
		Totals	100.00%	\$124,580,099	\$121,481,805	\$119,352,899

Rating Compliance

As of September 2022

Security Type	Issuer	CUSIP	S&P Rating	Moody Rating	In Compliance?	Market Value	Weight	Maximum % of Portfolio
Government Agency	F H L M C	3137EAEN5	AA+	AAA	Y	\$989,130	0.83%	3.00%
	F H L M C M T N	3137EAES4	AA+	AAA	Y	\$971,880	0.81%	3.00%
	FEDERAL AGRI MTG CORP	31422BPQ7	N/A	N/A	Y	\$485,575	0.41%	3.00%
	FEDERAL FARM CREDIT B	3133EKS7	AA+	AAA	Y	\$981,520	0.82%	3.00%
	FEDERAL HOME LOAN BKS	3130A1XJ2	AA+	AAA	Y	\$1,949,640	1.63%	3.00%
		3130ASA82	AA+	AAA	Y	\$486,230	0.41%	3.00%
		3130ASE96	AA+	AAA	Y	\$963,390	0.81%	3.00%
		3130ASH77	AA+	AAA	Y	\$981,680	0.82%	3.00%
TENNESSEE VALLEY AUTH	880591ER9	AA+	AAA	Y	\$485,885	0.41%	3.00%	
Medium Term Notes	AMAZON COM INC	023135AJ5	AA	A1	Y	\$499,195	0.42%	3.00%
	APPLE INC	037833AK6	AA+	AAA	Y	\$494,535	0.41%	3.00%
	ASTRAZENECA FINANCE L	04636NAA1	A-	A3	Y	\$438,100	0.37%	3.00%
	BANK OF AMERICA CORP	06051GFX2	A-	A2	Y	\$469,705	0.39%	3.00%
	BERKSHIRE HATHAWAY IN	084670BR8	AA	AA2	Y	\$497,295	0.42%	3.00%
	CIGNA CORP	125523AG5	A-	BAA1	Y	\$485,610	0.41%	3.00%
	CITIGROUP INC	172967KN0	BBB+	A3	Y	\$466,320	0.39%	3.00%
	COCA COLA CO THE	191216CL2	A+	A1	Y	\$476,205	0.40%	3.00%
	ESTEE LAUDER CO INC	29736RAN0	A+	A1	Y	\$477,185	0.40%	3.00%
	GOLDMAN SACHS GROUP I	38141GXJ8	BBB+	A2	Y	\$477,600	0.40%	3.00%
	INTERCONTINENTAL EXCH	45866FAD6	A-	A3	Y	\$483,200	0.40%	3.00%
	JOHNS HOPKINS HEALTH	478111AB3	AA-	AA2	Y	\$143,296	0.12%	3.00%
	MEAD JOHNSON NUTRITIO	582839AH9	A-	A3	Y	\$488,965	0.41%	3.00%
	MORGAN STANLEY	61746BDZ6	A-	A1	Y	\$476,940	0.40%	3.00%
	ORACLE CORP	68389XBL8	BBB	BAA2	Y	\$487,850	0.41%	3.00%
	STRYKER CORP	863667AH4	BBB+	BAA1	Y	\$475,730	0.40%	3.00%
	UNITED PARCEL SERVICE	911312BT2	A	A2	Y	\$477,490	0.40%	3.00%
	UNITEDHEALTH GROUP IN	91324PDN9	A+	A3	Y	\$483,980	0.41%	3.00%
	WAL MART STORES INC	931142DU4	AA	AA2	Y	\$498,680	0.42%	3.00%
	Municipal Bonds	CONNECTICUT ST TXBL S	20772KGN3	A+	AA3	Y	\$976,210	0.82%
GOODRICH MI AREA SCH		382406PY6	AA	N/A	Y	\$297,624	0.25%	5.00%
HOUSTON TX REF SER B		4423315T7	AA	AA3	Y	\$966,750	0.81%	5.00%
NEW YORK NY TXBL FISC		64966QCA6	AA	AA2	Y	\$959,330	0.80%	5.00%
ONTARIO CA INTERNATIO		683042AJ4	AA	N/A	Y	\$477,955	0.40%	5.00%
OREGON ST DEPT ADMINI		68607VT47	AAA	AA2	Y	\$489,215	0.41%	5.00%
TULSA CNTY OKLA INDPT		899593MG9	N/A	AA2	Y	\$486,565	0.41%	5.00%
U.S. Treasuries		U S TREASURY BILL	912796X53	N/A	N/A	Y	\$974,380	0.82%
	U S TREASURY NOTE	91282CCJ8	N/A	AAA	Y	\$8,853,100	7.42%	3.00%
		91282CCK5	N/A	AAA	Y	\$9,709,400	8.14%	3.00%
		91282CEX5	N/A	AAA	Y	\$9,782,000	8.20%	3.00%
		912828ZV5	Null	AAA	Y	\$8,466,000	7.09%	3.00%
		912828ZW3	N/A	AAA	Y	\$8,975,400	7.52%	3.00%

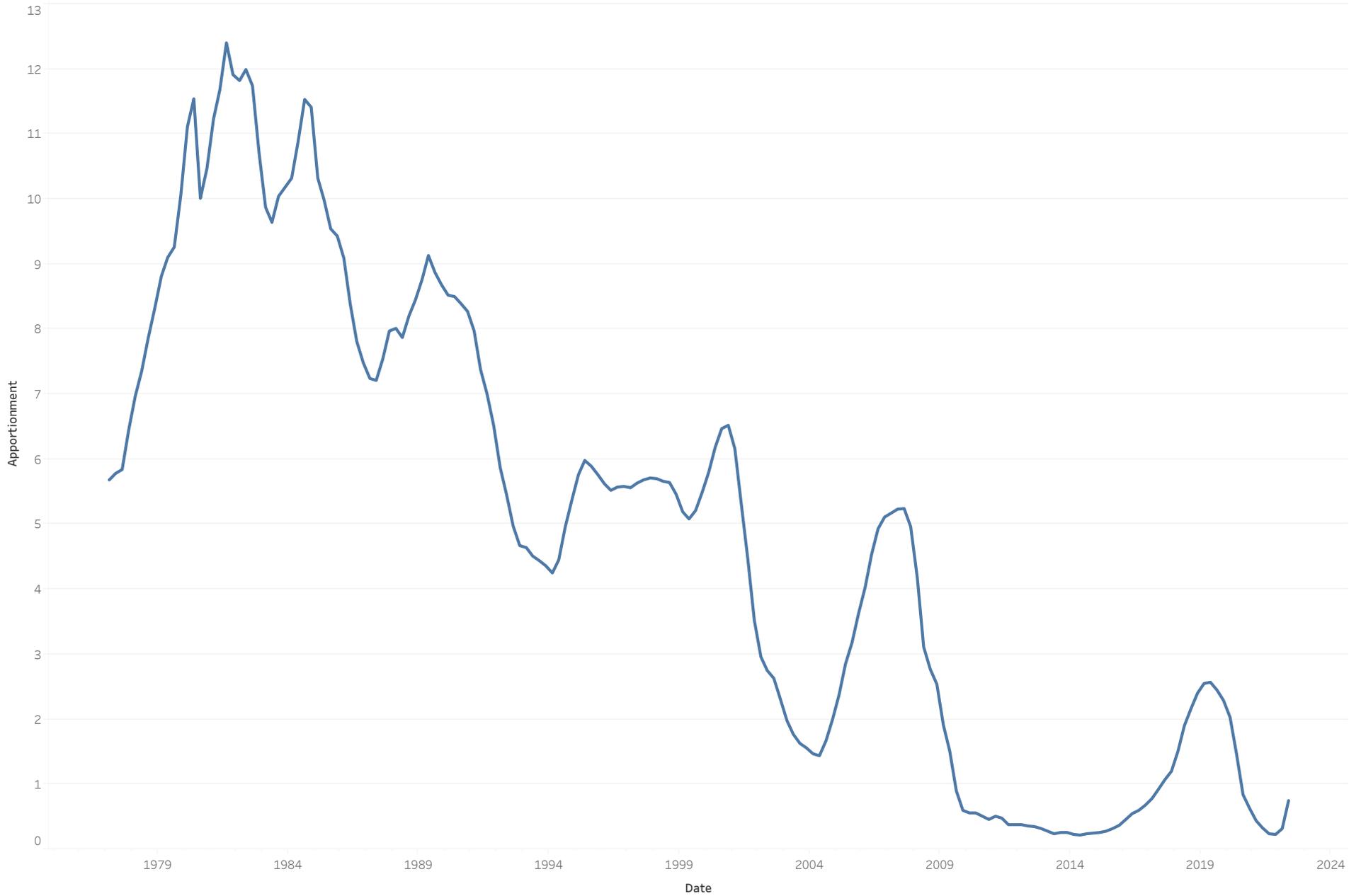


CITY OF
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LAIF

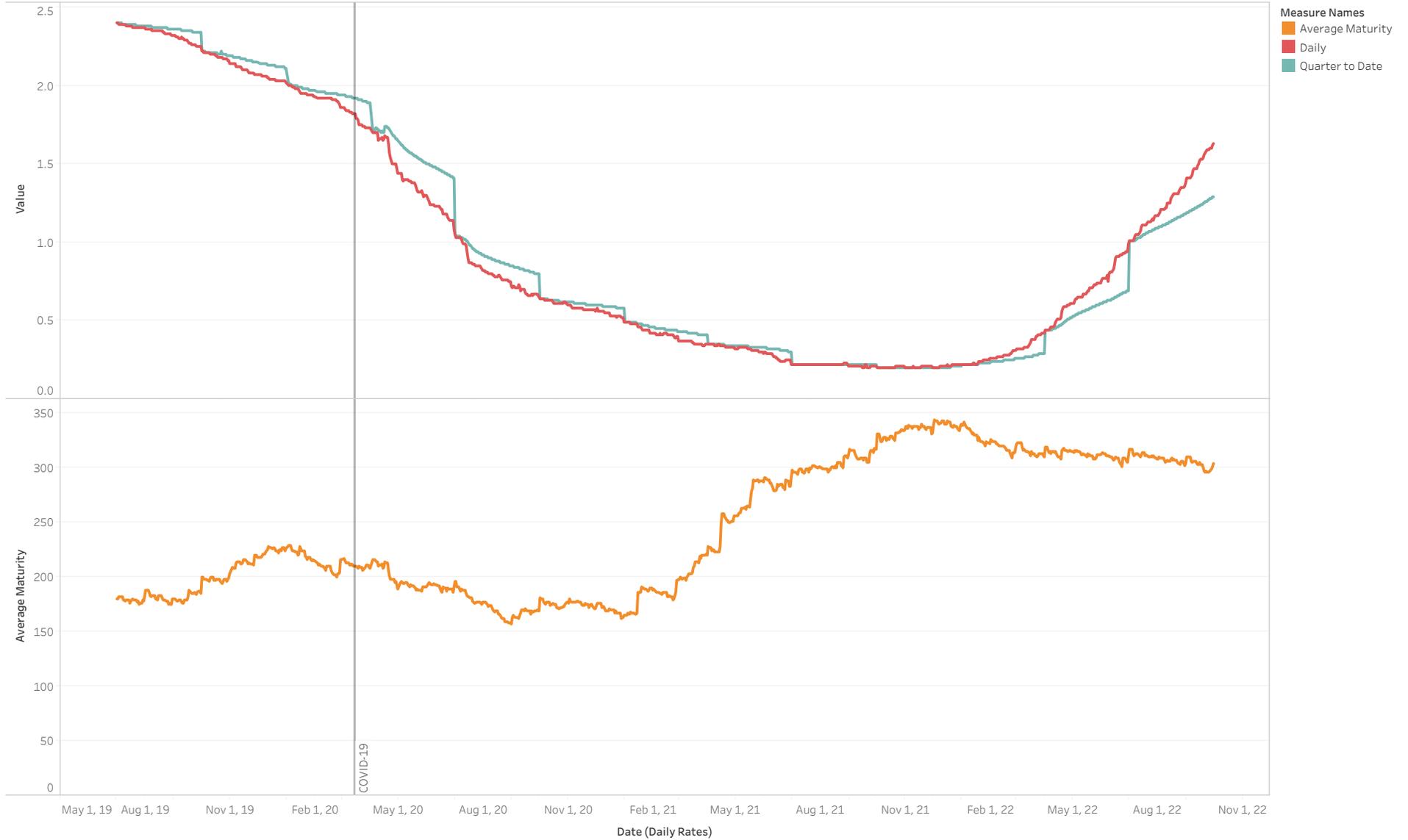
LAIF Apportionment Rates

As of September 2022



LAIF Diagnostics

As of September 2022



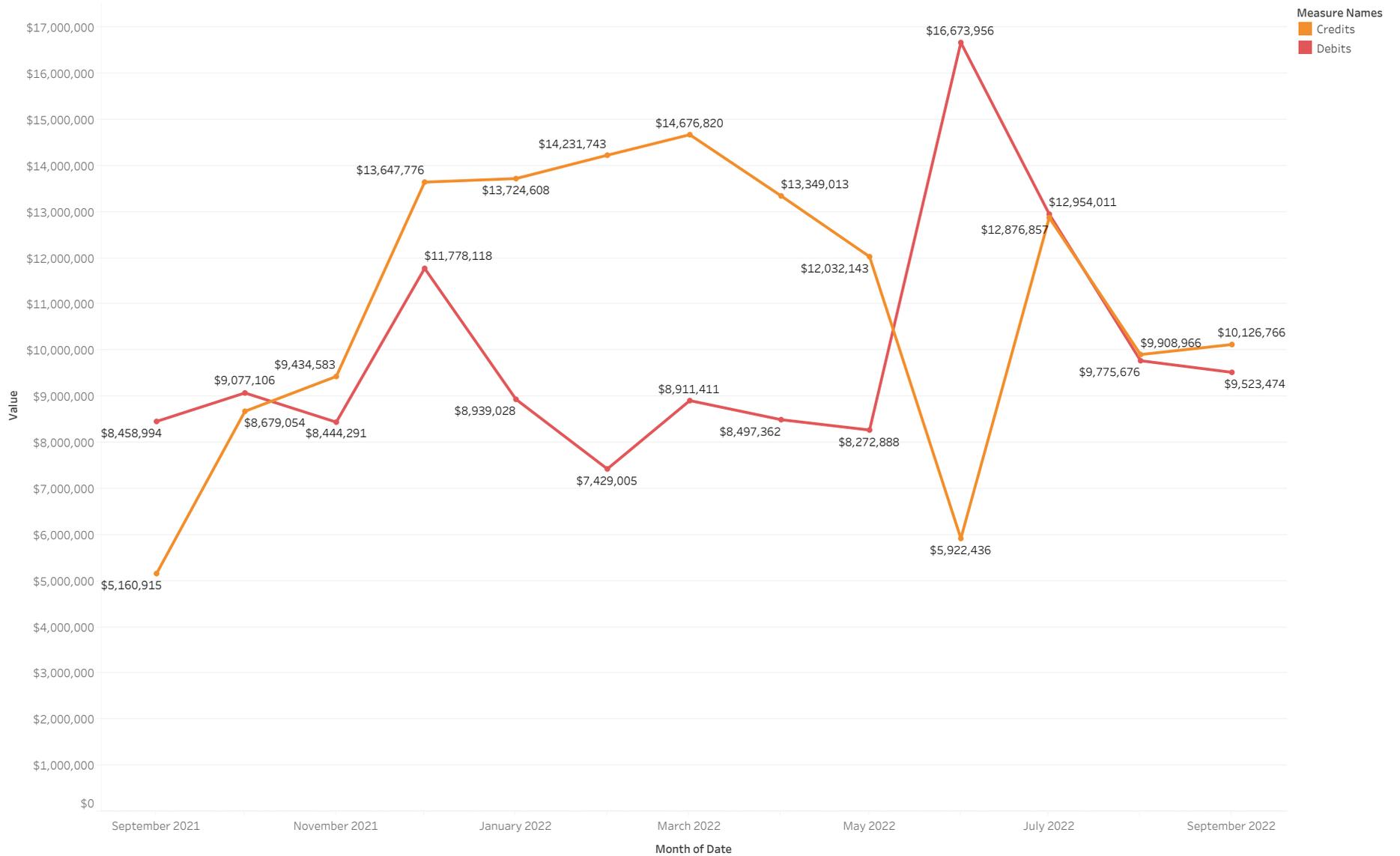


CITY OF
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City Cash Flows

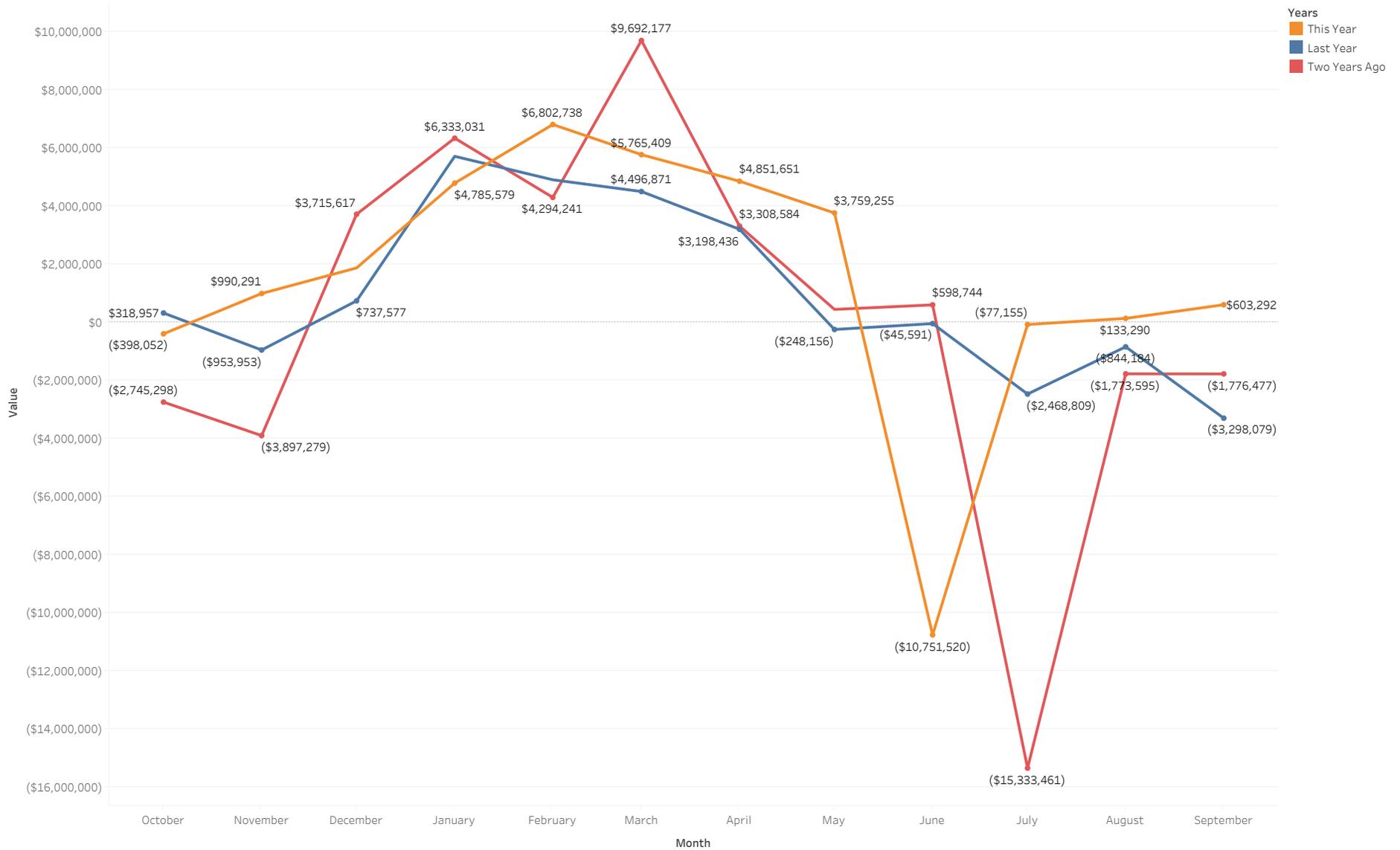
Rolling 13-Month Cash Flow Analysis

As of September 2022



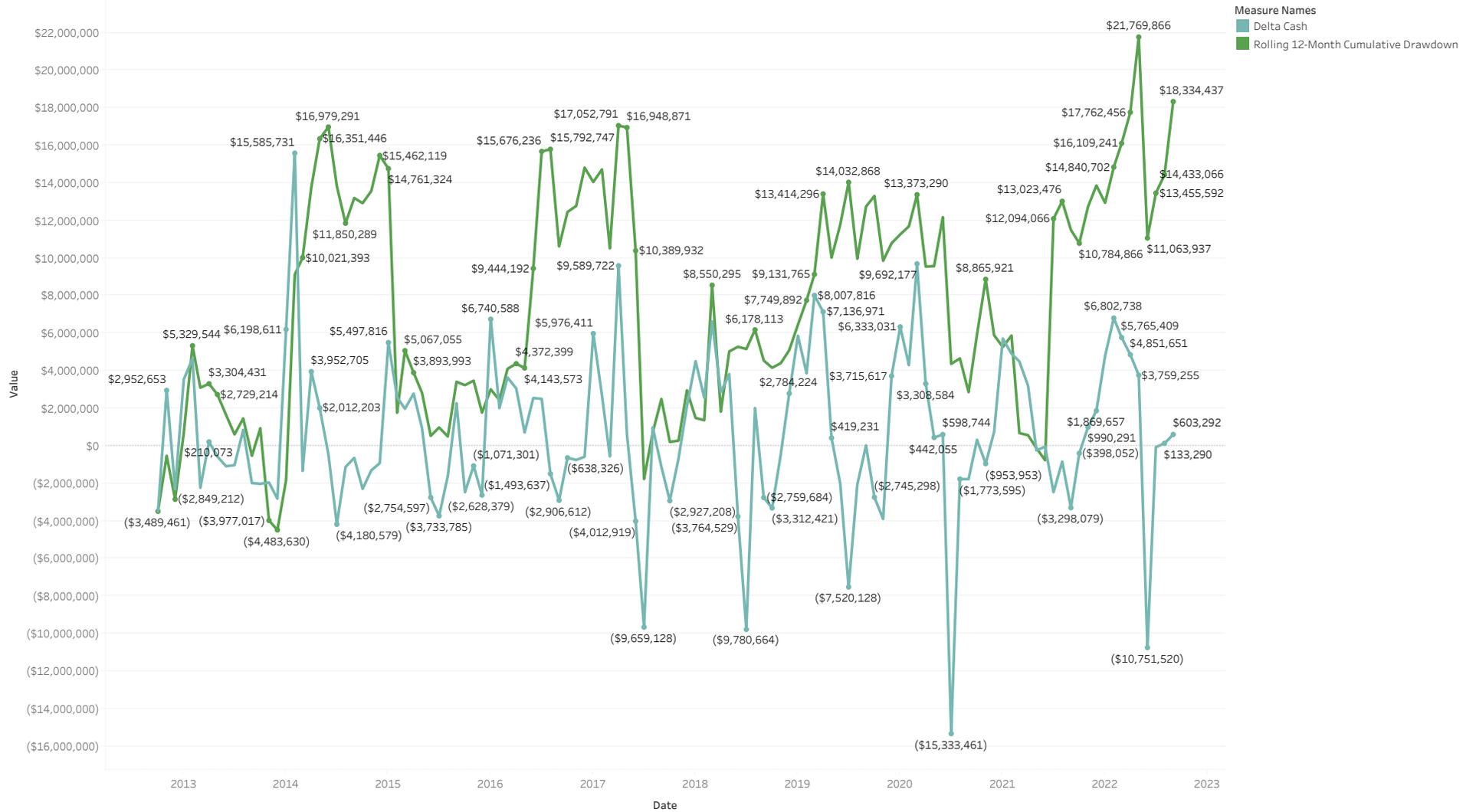
Net Change in Cash by Year

As of September 2022



Historic Drawdowns

As of September 2022



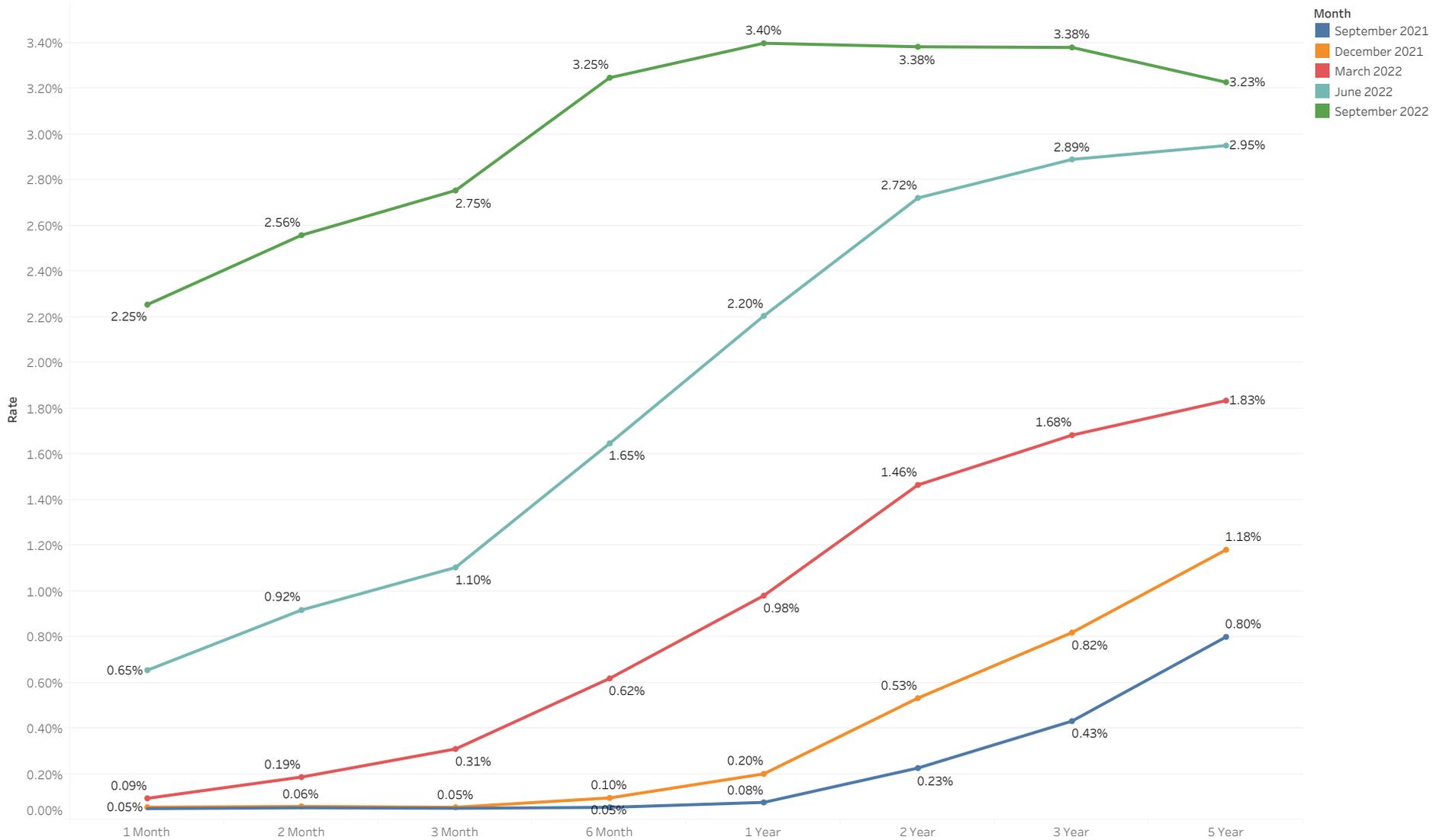


CITY OF
EL SEGUNDO

Economic Environment

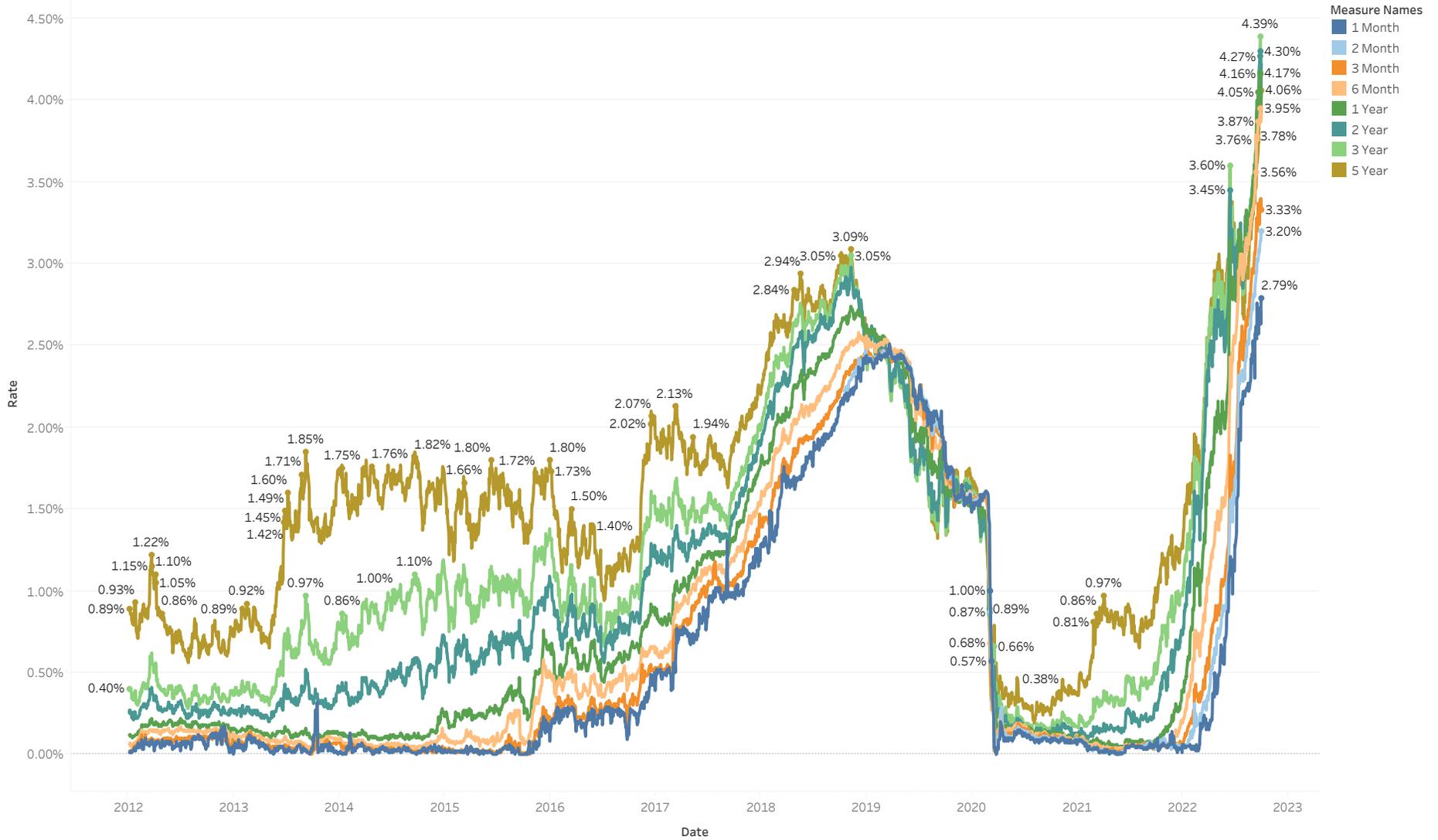
U.S. Treasury Yield Curve

As of September 2022



U.S. Treasury Maturity Through Time

As of September 2022



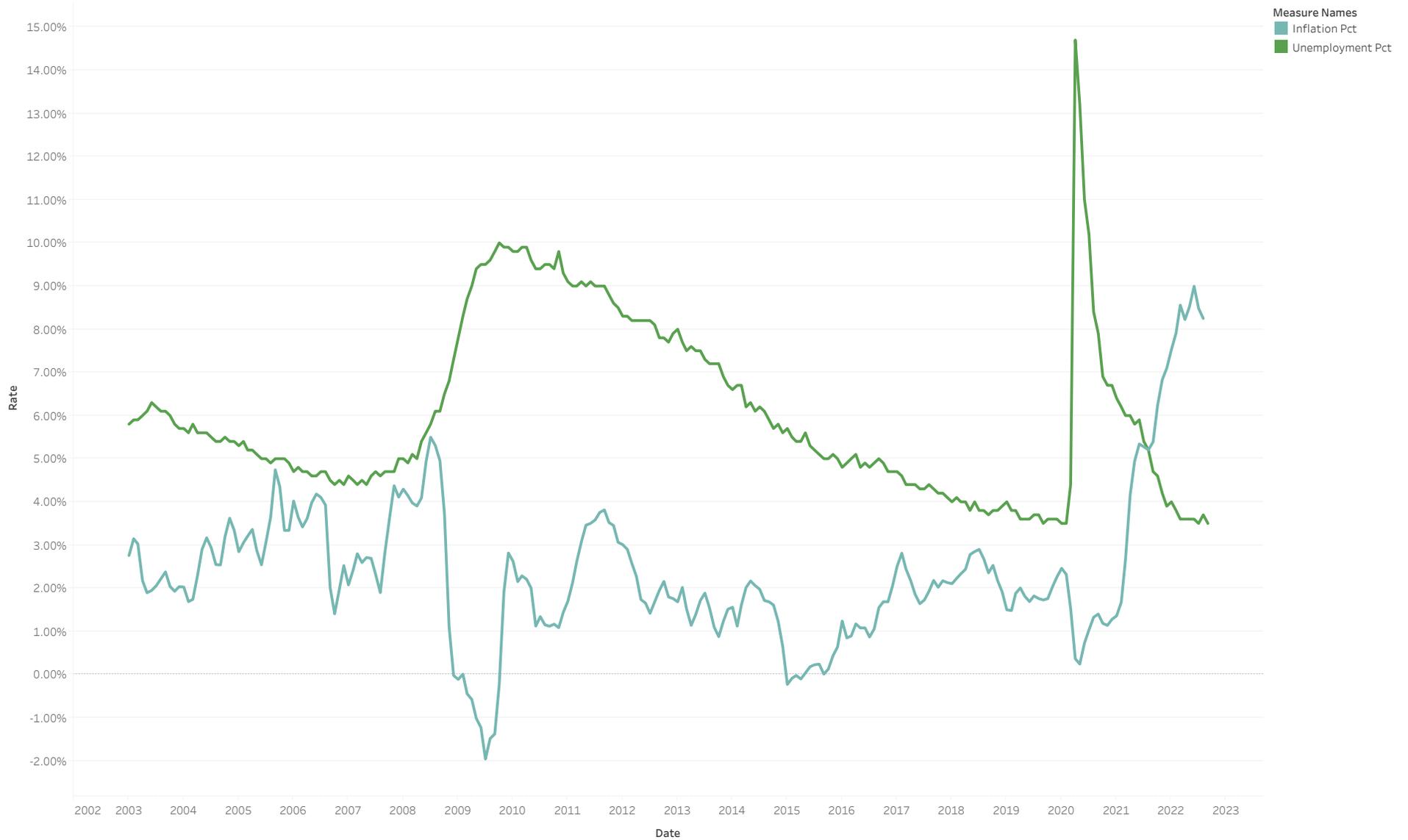
10-Year Minus 3-Month Treasury Yield Spread

As of September 2022



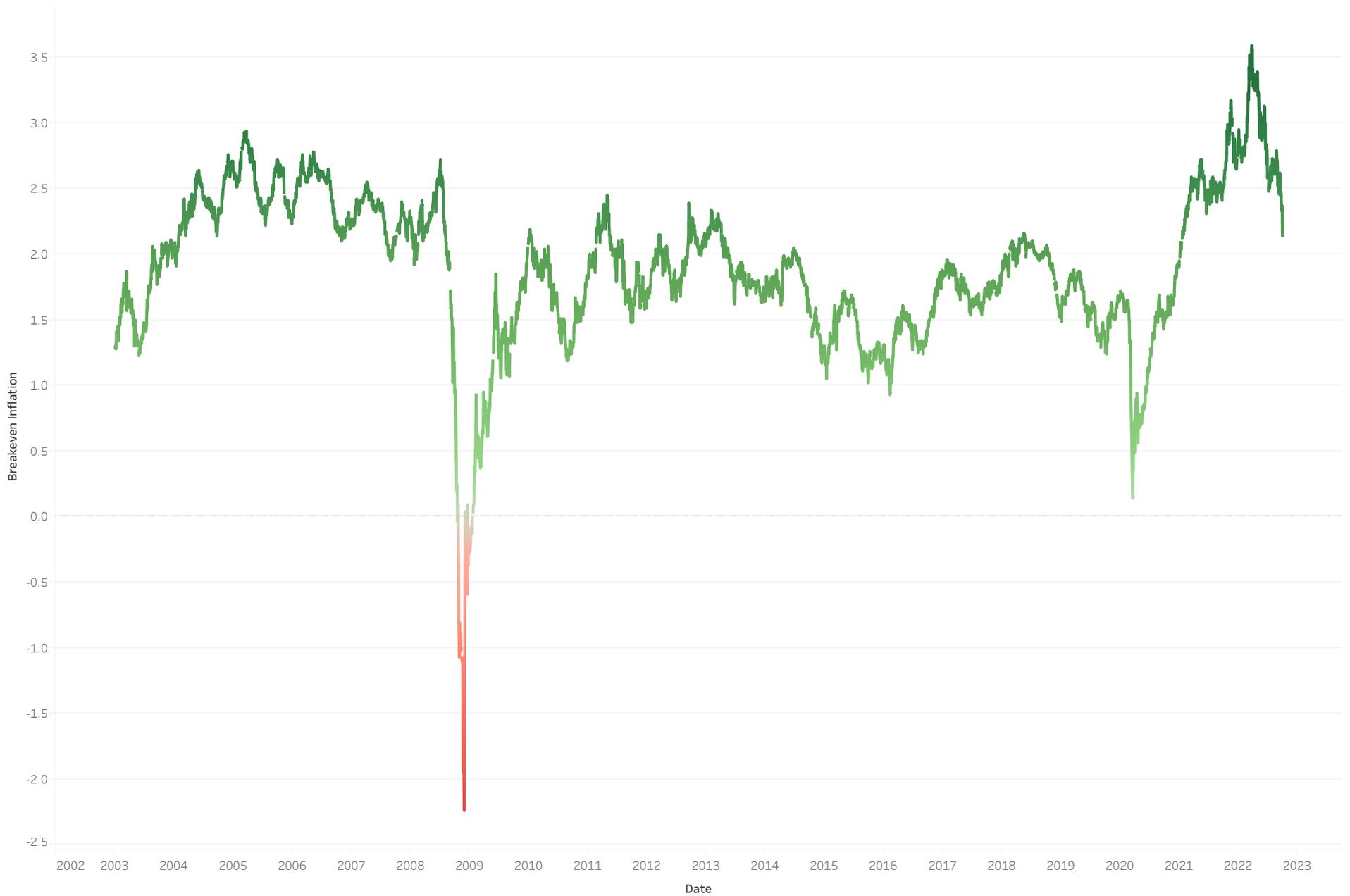
Unemployment vs Inflation

As of September 2022



5-Year Breakeven Inflation Prediction

As of September 2022





CITY OF
EL SEGUNDO

I certify that this report accurately reflects all pooled investments and it is in conformity with the investment policy as approved by the City Council on 6/1/18. A copy of this policy is available in the office of the City Clerk. The investment program herein shown provides sufficient cash flow liquidity to meet the next six months estimated expenditures.

Sources for the valuations are as follows:

Federal Agency Issues, Treasury Securities and Miscellaneous Securities: Union Bank, the custodial agent for the City of El Segundo.

Detailed information on all purchase and sale transactions follows the Investment Portfolio Details section.

 10/6/2022

Matthew Robinson, City Treasurer

Date