



# COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

## SUMMARY REPORT

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**Agenda Date:** 3/1/2022

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**To:** Board of Supervisors, County of Sonoma  
**Department or Agency Name(s):** Emergency Management  
**Staff Name and Phone Number:** Chris Godley / 565-1152  
**Vote Requirement:** Majority  
**Supervisorial District(s):** All Districts

**Title:**

Department of Homeland Security Authorized Agent Signature Authority

**Recommended Action:**

Adopt a Resolution authorizing the County Administrator, the Director of Emergency Management, and the Deputy Director of Emergency Management to execute for, and on behalf of, the County of Sonoma any actions necessary for the purpose of obtaining state and federal financial assistance provided by and/or sub-granted through the State of California and/or the federal Department of Homeland Security.

**Executive Summary:**

Each year the County has the opportunity to apply for, obtain, and receive specific state and federal funds related to homeland security, emergency management, hazard mitigation, preparedness, and disaster response programs. The California Governor's Office of Emergency Services (CalOES) requires all counties to adopt a Governing Body Resolution (Resolution) authorizing individuals with specific titles to perform administrative functions and have on file in order to receive funds associated with the State of California and/or Department of Homeland Security grants. This Resolution is a California State formatted document that is required in order to receive these funds.

**Discussion:**

As per the Office of Emergency Services Fiscal Year 2021 and 2022 State Homeland Security Grant Program, California Supplement to the Federal Notice of Funding Opportunity released July 2021, all applicants are required to submit a Resolution with their Fiscal Year 2021 Homeland Security Grant Program application. The Board has passed similar resolutions every year, starting in 2010. If the Resolution does not identify multiple grant years, the State will only apply the Resolution for one year. Resolution #20-0133 was adopted on April 21, 2020, with no grant year identified and was applied to fiscal year 2020. This Board item requests the Resolution cover the Fiscal Years 2021 and 2022, from July 1, 2021 to June 30, 2023.

Per state guidance, this document requires position specific titles to act on behalf of the governing body and the applicant by executing any actions necessary for each application and sub-award. The necessary actions normally associated with these grants include applying for, obtaining, modifying, and claiming reimbursements; and, amending and closing out documents for federal and state funds.

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Concurrent with prior resolutions, the County Administrator and Director of Emergency Management and the Deputy Director of Emergency Management will be listed as Authorized Agents.

As well as providing an Authorized Agent for the Homeland Security Grant Program, it is the intention of this item to authorize the position specific titles to apply for, obtain, modify, and request reimbursement, amend and close out documents for other State of California and Department of Homeland Security grant funds in this and other fiscal years, including: Emergency Management Performance Grant; Urban Area Securities Initiative Grant; Hazard Mitigation Grant Program; California Community Power Resiliency Allocation Program and other state and federal preparedness grant programs.

This action requests that the Board confirm the delegation of Authorized Agents authority to enter into agreements to accept these grant awards and addendums to sub-granting agreements as needed to administer these grant programs.

CalOES has indicated to all counties that federal grant funds are currently available but will only be eligible to the applicants that provide the proper resolution that has been adopted by their respective Boards and filed with the State.

**Strategic Plan:**

N/A

**Prior Board Actions:**

04/21/2020: Adopted Resolution #20-0133 designating Department of Homeland Security Authorized Agent Signature Authority.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 21-22 Adopted</b>	<b>FY22-23 Projected</b>	<b>FY 23-24 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

None.

<b>Staffing Impacts:</b>
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<b>Position Title (Payroll Classification)</b>	<b>Monthly Salary Range (A-I Step)</b>	<b>Additions (Number)</b>	<b>Deletions (Number)</b>

**Narrative Explanation of Staffing Impacts (If Required):**

None.

**Attachments:**

- 1) Resolution
- 2) Signatory List

**Related Items “On File” with the Clerk of the Board:**

None.