

COVER SHEET

- New Agreement/Contract
- Amendment/Change/Extension to _____
- Other _____

Originating County Department: _____

Other party to contract/agreement: _____

Description:

After recording please return to: _____

County Admin

Procurement

If applicable, complete the following:

Board Agenda Date/Item Number: _____



Daniel Nibouar
Interim Director

Disaster Management
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Oregon City, OR 97045

T 503-655-8378

clackamas.us

September 8, 2022

Board of County Commissioners
Clackamas County

Members of the Board:

Approval to Apply for FY2023 (Federal FY22) Emergency Management Performance Grant that will reimburse Clackamas County Disaster Management for up to 50% of pre-identified staff costs. Grant value is estimated to be \$166,327. The remaining 50% of those costs will be paid through budgeted County General Funds.

Purpose/Outcomes	The FY23 (Federal FY22) Emergency Management Performance Grant (EMPG) will reimburse Clackamas County Disaster Management (CCDM) for up to 50% of pre-identified staff costs.
Dollar Amount and Fiscal Impact	The grant agreement total value anticipated is around \$166,327. The grant is a 50% non-federal cost share grant that will reimburse CCDM for up to fifty percent of salaries and benefits of the department's employees. However, there may be reallocation late in the FY which could slightly raise award value.
Funding Source	FY2022 EMPG via OEM
Duration	Estimated to be effective July 1, 2022 and terminate on June 30, 2023
Previous Board Action/Review	The Board approved the agreement for the FY21 EMPG on January 13, 2022, agenda item B.5.
Strategic Plan Alignment	This item will provide funding for disaster management staffing to ensure safe, healthy, and secure communities.
Counsel Review	Not applicable until agreement is provided by OEM.
Procurement Review	No procurement review required as this is an IGA.
Contact Person	Jamie Poole 503-278-9150 or jpoole@clackamas.us

BACKGROUND:

County emergency management programs are required by Oregon Revised Statutes 401. The EMPG is a recurring federal grant program providing limited reimbursement of a portion of the costs incurred in operating local emergency management programs. The funds provided are for the development of an all-hazard emergency management capability to promote preparedness, mitigation, response and recovery.

RECOMMENDATION:

Staff respectfully recommends BCC approval of the Disaster Management FY23 (Federal FY22) EMPG application.

Respectfully Submitted,

Daniel Nibouar, Interim Director
Clackamas County Disaster Management

Financial Assistance Application Lifecycle Form

Use this form to track your potential award from conception to submission.

Sections of this form are designed to be completed in collaboration between department program and fiscal staff.

**** CONCEPTION ****

Section I: Funding Opportunity Information - To be completed by Requester

Award type: Direct Appropriation (no application)
 Subrecipient Award Direct Award
Award Renewal? Yes No

Lead Department & Fund #: Disaster Management

If renewal, complete sections 1, 2, & 4 only. If Direct Appropriation, complete page 1 and Dept/Finance signatures only.

If Disaster or Emergency Relief Funding, EOC will need to approve prior to being sent to the BCC

Name of Funding Opportunity: FY2022 Emergency Management Performance Grant

Funding Source: Federal State Local

Requestor Information (Name of staff person initiating form): Jamie Poole

Requestor Contact Information: 503-655-8838; jpoole@clackamas.us

Department Fiscal Representative: N/A

Program Name and prior project # (please specify): FY22 EMPG

Brief Description of Project:

The FY22 Emergency Management Performance Grant will reimburse Clackamas County for up to 50% of staff salaries and benefits. Disaster Management will include the entire departmental salary and benefit amount in the grant application; however, grant award is anticipated to be approximately \$160,000.

Name of Funding Agency: Federal Emergency Management Agency via Oregon Emergency Management

Notification of Funding Opportunity Web Address:

<https://www.oregon.gov/oem/emresources/Grants/Pages/EMPG.aspx>

OR

Application Packet Attached: Yes No

Completed By: Daniel Nibouar

8/10/2022

Date

**** NOW READY FOR SUBMISSION TO DEPARTMENT FISCAL REPRESENTATIVE ****

Section II: Funding Opportunity Information - To be completed by Department Fiscal Rep

Competitive Application

Non-Competing Application

Other

CFDA(s), if applicable:

Announcement Date:

Grant Category/Title:

Allows Indirect/Rate:

Application Deadline:

Award Start Date:

Award End Date:

Completed By:

Pre-Application Meeting Schedule:

08/01/2022

FY22 Emergency Performance Grant

N/A

09/11/2022

07/01/2022

06/30/2023

Daniel Nibouar

Funding Agency Award Notification Date:

Announcement/Opportunity #:

Funding Amount Requested:

Match Requirement:

Other Deadlines:

Other Deadline Description:

Program Income Requirement:

FY22 Invitation to Apply

Approx. \$160,000

50% - Already in department budget

Additional funding sources available to fund this program? Please describe:

How much General Fund will be used to cover costs in this program, including indirect expenses? Budgeted General Fund will provide the 50% match.

How much Fund Balance will be used to cover costs in this program, including indirect expenses?

In the next section, limit answers to space available.

Section III: Funding Opportunity Information - To be completed at Pre-Application Meeting by Dept Program and Fiscal Staff

Mission/Purpose:

1. How does the grant/funding opportunity support the Department and/or Division's Mission/Purpose/Goals?

The grant reimburses salary and benefits costs for Disaster Management personnel.

2. What, if any, are the community partners who might be better suited to perform this work?

None.

3. What are the objectives of this funding opportunity? How will we meet these objectives?

The objectives of this grant is to support a jurisdiction's emergency management program. Clackamas will meet these objectives by using the grant on staff salaries.

4. Does the grant/financial assistance fund an existing program? If yes, which program? If no, what is the purpose of the program?

Yes, the grant funds existing personnel costs for the Disaster Management program.

Organizational Capacity:

1. Does the organization have adequate and qualified staff? If no, can staff be hired within the grant/financial assistance funding opportunity timeframe?

Yes, the Disaster Management Department has nine staff who are qualified to carry out the work required by the EMGP grant.

2. Are there partnership efforts required? If yes, who are we partnering with and what are their roles and responsibilities?

N/A

3. If this is a pilot project, what is the plan for sunseting the project and/or staff if it does not continue (e.g. making staff positions temporary or limited duration, etc.)?

N/A

4. If funded, would this grant/financial assistance create a new program, does the department intend for the program to continue after initial funding is exhausted? If yes, how will the department ensure funding (e.g. request new funding during the budget process, supplanted by a different program, etc.)?

N/A

Collaboration

1. List County departments that will collaborate on this award, if any.

None

Reporting Requirements

1. What are the program reporting requirements for this grant/funding opportunity?

The grant requires quarterly reports.

2. How will performance be evaluated? Are we using existing data sources? If yes, what are they and where are they housed? If not, is it feasible to develop a data source within the grant timeframe?

The grant requires quarterly reports. Performance data is gathered from department personnel and input into the required report template.

3. What are the fiscal reporting requirements for this funding?

This grant requires quarterly reimbursement requests from the county to the state. Disaster Management's fiscal contact inside the Finance Department prepares these reports and all required supporting documentation.

Fiscal

1. Are their other revenue sources required, available, or will be used to fund the program? Have they already been secured? Please list all funding sources and amounts.

General fund will be used to fund the balance of staff salaries. It has been budgeted and approved.

2. For applications with a match requirement, how much is required (in dollars) and what type of funding will be used to meet it (CGF, In-kind, local grant, etc.)?

A match (approx. \$160,000) is required and will be from budgeted county general fund.

3. Does this grant/financial assistance cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are those sources?

This grant allows indirect costs; however, the Disaster Management Department is not applying to use any indirect costs.

Other information necessary to understand this award, if any.

Program Approval:

Name (Typed/Printed)	Date	Signature
** NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR **		
ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY. COUNTY FINANCE OR ADMIN WILL SIGN.		

Section IV: Approvals

DIVISION DIRECTOR (or designee, if applicable)		
Name (Typed/Printed)	Date	Signature

DEPARTMENT DIRECTOR (or designee, if applicable)		
		
Name (Typed/Printed)	Date	Signature

FINANCE ADMINISTRATION		
		
Name (Typed/Printed)	Date	Signature

EOC COMMAND APPROVAL (DISASTER OR EMERGENCY RELIEF APPLICATIONS ONLY)		
Name (Typed/Printed)	Date	Signature

Section V: Board of County Commissioners/County Administration

*(Required for all grant applications. If your grant is awarded, all grant **awards** must be approved by the Board on their weekly consent agenda regardless of amount per local budget law 294.338.)*

For applications less than \$150,000:

COUNTY ADMINISTRATOR Approved: _____ Denied: _____		
Name (Typed/Printed)	Date	Signature

For applications greater than \$150,000 or which otherwise require BCC approval:

BCC Agenda item #:

Date:

OR

Policy Session Date:

County Administration Attestation

**County Administration: re-route to department contact when fully approved.
Department: keep original with your grant file.**