

W. 11.B.3.

AGENDA COVER MEMO

AGENDA DATE: February 12, 2004

TO: Board of County Commissioners

DEPARTMENT: Lane County Sheriff's Office

PRESENTED BY: Jan Clements

AGENDA TITLE: In the Matter of Authorizing the County Administrator to sign a Grant Application to the Department of State Police, Criminal Justice Services Division for \$7,000,000 to support the Homeland Security initiatives of jurisdictions countywide.

I. MOTION

TO AUTHORIZE THE COUNTY ADMINSTRATOR TO SIGN A GRANT APPLICATION TO THE DEPARTMENT OF STATE POLICE, CRIMINAL JUSTICE SERVICES DIVISION FOR \$7,000,000 TO SUPPORT THE HOMELAND SECURITY INITIATIVES OF JURISDICTIONS COUNTY WIDE.

II. ISSUE OR PROBLEM

Lane County Sheriff's Office has a proposal to respond to a request for grant application from the Department of State Police, Criminal Justice Services Division to support Homeland Security initiatives countywide. The proposal requests \$7,000,000 for a period of 18 months beginning April 2004 through October 2005. This dollar amount exceeds the county administrator's authority to sign. Therefore, the Board must grant authorization for signature of the application.

III. DISCUSSION

A. Background

The Department of State Police, Criminal Justice Services Division has released a request for grant proposals to implement a State Homeland Security Program to significantly enhance the ability of local agencies to prevent, deter, respond to and recover from threats and incidents of terrorism. The state is strongly encouraging collaborative, regional, multi-jurisdictional or other coordinated response to the grant application. As such, there has been widespread multi-jurisdictional cooperation in developing this grant application wherein the County will be the lead applicant with other jurisdictions will be sub-grantees.

The State Homeland Security Program will provide equipment and training to emergency prevention, preparedness and response personnel. Specifically, the program provides funds for the purchase of specialized equipment to enhance the capability for local agencies to prevent, respond to and mitigate incidents of terrorism involving the use of chemical, biological, radiological, nuclear and explosive weapons and cyber attacks.

At the time of this writing, the grant application is a work in progress and detailed information about the exact dollar amounts being requested by all jurisdictions can be made available on or around February 23, 2004. The total amount of the grant award is estimated at \$7,000,000.

The grant award requested of \$7,000,000 exceeds the signatory authority of the county administrator. Therefore, this order requests the Board to delegate authority to the county administrator to sign the application.

B. Analysis

1. What is the Match Requirement, if any, and how is that to be covered for the duration of the grant?

There is no match requirement for this grant application.

2. Will the grant require expenditures for Material and Services or capital not fully paid for by the grant?

No, all expenditures needed for the work of the grant are included in the grant application budget.

3. Will the grant funds be fully expended before county funds need to be spent?

Expenditure of county funds is not included in the budget for the project.

4. How will the administrative work of the grant be covered if the grant funds do not cover it?

Grant funds cover the indirect/administrative work connected with the program.

5. Have grant stakeholders been informed of the grant sunset policy so there is no misunderstanding when the funding ends? Describe plan for service if funding does not continue.

All collaborating agencies participating in the State Homeland Security Grant program understand that all equipment and training must be obtained prior to the grant performance end date of October 30, 2005. They have been informed that the grant funding is available for 18 months.

6. What accounting, auditing, and evaluation obligations are imposed by the grant conditions?

The grant requires quarterly financial and program plan progress reports to be submitted. The Sheriff's Office has designated an Administrative Analyst to perform all grant administration duties.

7. How will the department cover the accounting, auditing, and evaluation obligations? How are the costs for these obligations covered, regardless of whether they are in the department submitting the grant or a support service department

Funds are budgeted in the grant application under county indirect to provide for these obligations. The county will not need to spend general fund dollars on this program.

8. Does the department acknowledge that the county will need to cover these costs and it is an appropriate cost incurred by the support service departments?

Funds are budgeted in the grant application, which is the acknowledgement that the costs are appropriate.

9. Are there any restrictions against applying the county full cost indirect?

The county indirect amount has been included in the grant application budget.

10. Are there unique or unusual conditions that trigger additional county work effort, or liability, i.e., maintenance of effort requirements or supplanting prohibitions of indemnity obligations?

No

11. Grants involving technology issues require Information Services department review and approval prior to submission to the Board to ensure compatibility with existing county systems and development tools.

This grant includes technology for the IS Department. The IS Department has reviewed their request and understand and accept whatever impacts there will be on existing county systems.

12. Information Services department sign-off is required for all agenda items requesting funding for new or enhanced computer applications/systems that will interface with existing county systems/infrastructure.

IS has signed-off on this grant request.

13. If this is a grant funded computer/software applications project:
- Who is the project sponsor? Who will assume responsibility for the new system after it is developed?
 - Who will actually develop the new system/application?
 - What will happen to the software application/system after the grant funding has ended?
 - Who will pay for ongoing maintenance and staff costs, if any?

This is not a grant funded computer/software applications project but does include the purchase of new equipment for which IS had conducted a Return-on-Investment analysis. The on-going cost of having the equipment will be less than if the equipment was not purchased and installed.

C. Alternatives / Options

1. To approve the motion and authorize the county administrator to sign the grant application.

2. Not to accept the motion.

D. Recommendation

To approve number one above.

E. Timing

The grant application must be submitted by February 27, 2004. Therefore, the Board must act to allow the application to be processed.

IV. IMPLEMENTATION

Upon approval by the Board the application will be processed for signature, then staff will drive the application to the Salem office of the Oregon State Police on February 26, 2004, one day before the deadline.

V. ATTACHMENTS

Board Order

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THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER:) IN THE MATTER OF AUTHORIZING THE COUNTY
) ADMINISTRATOR TO SIGN A GRANT APPLICATION TO THE
) OREGON STATE POLICE, CRIMINAL JUSTICE SERVICES
) DIVISION FOR \$7,000,000 TO SUPPORT THE HOMELAND
) SECURITY INITIATIVES OF JURISDICTIONS COUNTY WIDE.
)

WHEREAS, the Oregon State Police, Criminal Justice Services has released a request for grant proposals to support Homeland Security Initiatives of jurisdictions Countywide; and

WHEREAS, through this collaborated grant application, the following Lane County departments will be requesting funds: County Administration, Information Services and the Sheriff's Office; and

WHEREAS, through this collaborated grant application, the following municipalities, special districts and hospitals will be requesting funds: Cities of Eugene, Springfield, Cottage Grove, Junction City, Oakridge, Florence, Eugene Water and Electric Board, Springfield Utility Board, Santa Clara Fire District, Central Lane 9-1-1, Sacred Heart Medical Center and McKenzie Willamette Hospital; and

WHEREAS, the grant allows for three percent of the total grant award to be used for administrative purposes; and

WHEREAS, the amount of this award exceeds the signature authority of the county administrator; and

WHEREAS, Lane Manual Chapter 21 sets forth policy regarding signature authority of the county administrator; and

WHEREAS, appropriation of funds to support the services will be done through a supplemental budget adoption order.

NOW THEREFORE, IT IS HEREBY RESOLVED AND ORDERED that the Board of County Commissioners authorize the county administrator to sign the State Homeland Security Grant application in the amount of \$7,000,000 to help local agencies prevent, deter, respond to and recover from threats and incidents of terrorism.

DATED this _____ day of January 2004.

Chair
Lane County Board Of Commissioners

APPROVED AS TO FORM
Date 2/17/04 lane county
[Signature]
OFFICE OF LEGAL COUNSEL