



BOARD OF SUPERVISORS  
AGENDA LETTER


Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

Agenda Number:

Submitted on:  
(COB Stamp)

Department Name: FIRE  
Department No.: 031  
Agenda Date: JANUARY 7, 2025  
Placement: ADMINISTRATIVE  
Estimated Time:  
Continued Item: No  
If Yes, date from:  
Vote Required: 4/5ths

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**TO:** Board of Supervisors  
**FROM:** Department Director(s): Mark Hartwig, Fire Chief/Fire Warden   
Contact Info: Kelly Hubbard, Director, Office of Emergency Management, 805-681-5526  
**SUBJECT:** Fiscal Year 2024 Emergency Management Performance Grant (EMPG) Authorization

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**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve, ratify, and authorize the County Fire Department Office of Emergency Management to accept \$201,528 in Fiscal Year (FY) 2024 Emergency Management Performance Grant (EMPG) federal grant funds as distributed through the California Governor's Office of Emergency Services (Cal OES) with a period of performance from July 1, 2024 to June 30, 2026; and
- b) Adopt a resolution (Attachment A) to appoint the County Executive Officer (CEO), the Director of Office of Emergency Management (OEM), County Fire Chief, and Fire Department Chief Financial Officer (CFO) to act as Authorized Agents to apply and submit grant applications, execute all required grant application documents (including assurances and certifications), and take any actions necessary for each application and subaward under the EMPG grant to provide grant funding for emergency management activities in the Santa Barbara Operational Area for the grant FY2024. The resolution directs the Authorized Agents to, if applicable, make necessary budget revisions, and to receive Auditor-Controller, Risk Management, and County Counsel concurrence prior to executing grant agreements or memorandum of understanding; and
- c) Determine that the proposed actions are related to the creation of a government funding mechanism and other fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and is therefore exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline section 15378 (b)(4).

**Summary Text:**

The recommended actions authorize the Office of Emergency Management (OEM) to apply for and manage the Emergency Management Performance Grant (EMPG). The EMPG funding helps ensure compliance with state and federal emergency management requirements. The grant contributes to eligible project work hours for authorized emergency planning staff, with the remaining eligible staff hours funded through general fund as grant matching funds. Most years this results in partial grant funding for three emergency managers within OEM.

As the EMPG allocation is determined by population, the award amount has been relatively consistent, aside from additional funding in FY2022 related to COVID. For the 2024 EMPG cycle, the overall award allocation from FEMA decreased, resulting in the State's allocation for Santa Barbara County decreasing by \$11,577 from the previous year. This decrease will result in an increased contribution from the General Fund for current OEM staffing costs.

**Background:**

The U.S. Department of Homeland Security provides EMPG funding annually on a population-share basis. The purpose of the EMPG Program is to provide federal grants to states to assist state, local, territorial, and tribal governments in preparing for all hazards, as authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The federal government, through the EMPG program, provides necessary direction, coordination, guidance, and assistance to support a comprehensive all hazards emergency preparedness system. The EMPG program funding helps ensure compliance with state and federal emergency management requirements.

The EMPG is a reimbursement grant with a dollar-for-dollar cost match requirement. Therefore, no cash advances are permitted under the EMPG, and participating jurisdictions are required to provide a dollar-for-dollar match. The local match requirement is fulfilled with budgeted General Fund dollars for OEM planning staff. The resolution (Attachment A) authorizes County OEM to apply for reimbursement from Cal OES for the 2024 EMPG cycle. The EMPG program provides partial funding (up to one half the salary and benefits, depending on funding from FEMA) for OEM positions. These funds may also be used to provide equipment or supplies to enhance emergency management throughout the Operational Area. By statute, the Operational Area is managed through the County and includes all political subdivisions within the county.

In April 2024, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) issued the F2024 EMPG Notice of Funding Opportunity (NOFO). On October 28, 2024 OEM received Notification of Subrecipient Subaward Approval from Cal OES for the EMPG with a Performance Period: July 1, 2024 to June 30, 2026. The CalOES Supplemental guidance is expected to be released in December 2024. Once the completed applications are received and approved by Cal OES, OEM may request reimbursement of eligible expenditures.

**Performance Measure: N/A**

**Contract Renewals and Performance Outcomes: N/A**

**Fiscal and Facilities Impacts:**

**Budgeted: Yes**

The 24EMPG funding is included in the department's FY24-25 adopted budget in the amount of \$215,000. The approved allocation is \$13,472 less than anticipated, which will result in a corresponding increase from the General Fund Contribution for the Office of Emergency Management.

**Fiscal Analysis:**

<b>Funding Sources</b>	<b>Current FY Cost:</b>	<b>Annualized On-going Cost:</b>	<b>Total One-Time Project Cost</b>
General Fund			
State			
Federal	\$ 201,528.00		\$ 201,528.00
Fees			
Other:			
Total	\$ 201,528.00	\$ -	\$ 201,528.00

**Narrative:** Reimbursement of \$201,528 in FY24/25 for EMPG funded staff.

**Key Contract Risks:** N/A

**Staffing Impacts:** N/A

**Special Instructions:**

Direct the Clerk of the Board to send an e-copy of the minute order of these actions to Kendall Johnston at [kejohnston@countyofsb.org](mailto:kejohnston@countyofsb.org).

**Attachments:**

**Attachment A** – EMPG Resolution Authorized Agents

**Attachment B** – Santa Barbara 2024 EMPG Grant Allocation Letter

**Authored by:**

Kendall Johnston  
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**cc:**