



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

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

**Department Name:** Fire OEM  
**Department No.:** 031  
**For Agenda Of:** December 12 2023  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Mark Hartwig, Fire Chief/Fire Warden  
Director(s)  
Contact Info: Kelly Hubbard, Director of Emergency Management

**SUBJECT:** 2023 Homeland Security Grant Program (HSGP) 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 Supervisors:

- a) Approve, ratify, and authorize the County Fire Department Office of Emergency Management to accept \$499,634 in Fiscal Year 2023 Homeland Security Grant Program (HSGP) federal grant funds (Subaward #2023-0042), as distributed through the California Governor's Office of Emergency Services (Cal OES) with a period of performance from September 1, 2023 to May 31, 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 a grant application, execute all required grant application documents (including assurances and certifications), and take any actions necessary for each application and subaward under the Homeland Security Grant Program (HSGP) with Cal OES to provide grant funding on behalf of the Santa Barbara Operational Area for the grant Fiscal Year 2023. The resolution directs the Authorized Agents to, if applicable, make necessary budget revisions, and delegates authority to execute grant agreements with the State and execute subrecipient agreements with Operational Area subrecipients upon concurrence by the Auditor-Controller, Risk Management, and County Counsel; and

- c) Determine that the above activities are not a “Project” subject to California Environmental Quality Act (CEQA) review per CEQA Guideline Section 15378(b)(4) because the proposed actions are a 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.

**Summary Text:**

This item is to approve the Fire Department Office of Emergency Management’s acceptance of Homeland Security Grant Program (HSGP) funds, with a period of performance from September 1, 2023 to May 31, 2026. Additionally, the resolution (Attachment A) appoints the County Executive Officer (CEO), Director of Office of Emergency Management (OEM), County Fire Chief, and Fire Department Chief Financial Officer (CFO) to act as Authorized Agents to execute any actions necessary for HSGP applications and subawards under the HSGP.

The 2023 HSGP proposed projects listed below have been previously approved by Cal OES and the Approval Authority. By regulation and grant guidance, the Santa Barbara County HSGP Approval Authority is composed of the County Fire Chief, County Sheriff, Municipal Police Chief Representative, Municipal Fire Chief Representative, and County Public Health Department Director, and governs allocation of HSGP funds (collectively referred to as “Approval Authority”). While the Board is approving acceptance of the grant and delegating its management, it is the Approval Authority who identifies and approves the projects within each grant cycle. The Approval Authority meets as needed when projects need to be discussed or approved, but not less than once per year.

**Background:**

The Santa Barbara County Operational Area consists of the County and all governmental subdivisions within the County, including the eight incorporated Cities, and numerous Special Districts. The Santa Barbara County Operational Area qualifies for a grant referred to as the Homeland Security Grant Program (HSGP).

This federal grant has assisted the Operational Area in the purchase of a variety of vital equipment, trainings, plans and programs for emergency response agencies. Each year emergency response agencies propose projects to the Santa Barbara County HSGP Approval Authority. The OEM works with the HSGP Approval Authority to review projects to ensure they meet that year’s federal priorities and requirements for the funding. Those projects selected by the Approval Authority are submitted to Cal OES for approval. Proposed projects may undergo modifications per Cal OES and FEMA feedback throughout the period of performance of the grant. This board letter grants the CEO, FIRE Department and OEM authority to submit the grant application, manage the grant program and make modifications to projects as needed to meet the grant requirements and be reimbursed by Cal OES.

The 2023 HSGP grant application includes the following projects:

<b>Subrecipient</b>	<b>Project</b>	<b>Allocation</b>
OEM	Management & Administration	\$24,982
City of Santa Barbara Police Department	Automatic License Plate Reader	\$33,089
OEM	Zonehaven – Evacuation Mapping Software	\$165,433
Lompoc Police Department	Security Fence	\$122,207

Sheriff	Administration security camera system	\$48,375
OEM	Culturally Competent community education outreach training	\$14,989
Sheriff	Explosive Ordinance Disposal bomb suit	\$35,830
City of Guadalupe Police Department	City Generator	\$39,740
Elections	Security training for key elections staff, county and elections IT and others	\$14,989

The HSGP has been an ongoing funding source for Santa Barbara County Operational Area planning, equipment, training, exercise, and management and administration since 1999. The chart below shows funding since 2017:

Homeland Security Grant Program	Santa Barbara County Operational Area Funding Allocation
2023	\$499,634
2022	\$499,634
2021	\$555,589
2020	\$541,337
2019	\$541,546
2018	\$524,847
2017	\$525,312

Operational Areas throughout the State act as lead agencies to coordinate and facilitate HSGP projects for Cal OES. The County is designated as the lead agency for the Santa Barbara County Operational Area for emergency planning and response.

**Fiscal Analysis:**

This resolution and Board authorization allow the Santa Barbara County Fire Department Office of Emergency Management to apply for and file reimbursement claims under the Homeland Security Grant Program.

**Budgeted:** Yes

**Special Instructions:**

Upon BOS approval, please direct the Clerk of the Board to provide copies of the executed Resolution and the minute order to the Office of Emergency Management; attention Kendall Johnston, kejohnston@countyofsb.org

**Attachments:**

- Attachment A: Resolution and Addendum
- Attachment B: Notification of Subrecipient Subaward Approval Letter from Cal OES
- Attachment C: HSGP State Supplement

**Authored by:**

Kelly Hubbard, Director Office of Emergency Management