

LEGISLATIVE FACT SHEET

DATE: 01/28/20

BT or RC No: BT20-053
(Administration & City Council Bills)

SPONSOR: Emergency Preparedness Division
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentations: Director of Emergency Preparedness

Provide Name: Steve Woodard

Contact Number: (904) 255-3123

Email Address: Swoodard@coj.net

PURPOSE: White Paper (Explain Why this legislation is necessary? Provide; Who, What, When, Where, How and the Impact.) Council Research will complete this form for Council introduced legislation and the Administration is responsible for all other legislation.

(Minimum of 350 words - Maximum of 1 page.)

The purpose of the Regional Catastrophic Preparedness Grant Program (RCPGP) is to build state and local capacity to manage catastrophic incidents by improving and expanding regional collaboration for catastrophic incident preparedness. The National Response Framework (3rd edition, 2016) defines a catastrophic incident as any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, or government functions. The regional interdependencies of effective Prevention, Protection, Mitigation, Response, and Recovery activities require a cohesive regional approach to catastrophic planning.

During the FY2019 funding cycle, the Department of Homeland Security stipulated focus on increasing capability levels in the *Food, Water, and Sheltering Community Lifeline* as measured in the **Logistics and Supply Chain Management** core capability. The FY 2019 RCPGP requires that recipients develop and deliver one project that builds capability to address a gap in the *Food, Water, and Sheltering Community Lifeline*, specifically in the **Logistics and Supply Chain Management** core capability. The City of Jacksonville Emergency Preparedness Division (EPD) sought to address a previously identified gap in the regional Logistics and Supply Chain Management core capability by seeking funding through the FY 2019 RCPGP. The EPD submitted a proposal to fund a three-year project, formally titled: **Regional Logistics and Supply Chain Management (RLSCM) Resilience Initiative Project**.

Through research, discussion, training, and exercises, the project will identify systemic regional vulnerabilities, interdependencies, and facilitate development of plans and mitigation strategies to fortify the regional logistical supply chain. At the same time, the project will provide a significant investment in human capital within the region by providing skills, training, and enabling certifications that support the core capability of Logistics and Supply Chain Management. The RLSCM Initiative Project will involve participants from government, private industry, non-profit, and faith-based organizations in order to foster a whole-community approach in strengthening the supply chain.

This initiative will require the staffing of two (2) full time program managers. These employees will serve in a regional capacity, and act as liaisons between the five counties that comprise the Jacksonville MSA and their municipalities: Nassau, Duval, St. Johns, Clay, and Baker Counties. The project will involve funding and conduct of twelve FEMA/Emergency Management Institute training courses, complemented by development and conduct of a three-year exercise program. A regional plan to address Logistics and Supply Chain Management during catastrophic incidents will be prepared using insights during training and exercise and through discussion and coordination between regional partners.

APPROPRIATION: Total Amount Appropriated: 1,401,975.00 as follows:

List the source name and provide Object and Subobject Numbers for each category listed below:

(Name of Fund as it will appear in title of legislation)

| | | |
|---|---|------------------------|
| Name of Federal Funding Source(s) | From: Department of Homeland Security: (FY) 2019 Regional Catastrophic Preparedness Grant Program (RCPGP) | Amount: 1,401,975.00. |
| | To: Various Operating accts. And salary/benefits | Amount: \$1,401,975.00 |
| Name of State Funding Source(s): | From: _____ | Amount: _____ |
| | To: _____ | Amount: _____ |
| Name of City of Jacksonville Funding Source(s): | From: _____ | Amount: _____ |
| | To: _____ | Amount: _____ |
| Name of In-Kind Contribution(s): | From: _____ | Amount: _____ |
| | To: _____ | Amount: _____ |
| Name & Number of Bond Account(s): | From: _____ | Amount: _____ |
| | To: _____ | Amount: _____ |

PLAIN LANGUAGE OF APPROPRIATION / FINANCIAL IMPACT / OTHER:

Explain: Where are the funds coming from, going to, how will the funds be used? Does the funding require a match? Is the funding for a specific time frame? Will there be an ongoing maintenance? ... and staffing obligation? Per Chapters 122 & 106 regarding funding of anticipated post-construction operation costs.

(Minimum of 350 words - Maximum of 1 page.)

The funding source for this project is the Department of Homeland Security (FY 2019) Regional Catastrophic Preparedness Grant Program (RCPGP). AGREEMENT NO. EMA-2019-GR-00009-S01

The period of performance and budget period of this grant is from 10/01/2019 to 09/30/2022. The award amount amount is \$1,401,975.00. The CFDA No. for this opportunity is 97.111. The assistance arrangement for this program is on a Cost Reimbursement basis. The City is not required to match this award with any amount of non-Federal funds.

Funds will be used to cover two full-time salary positions for the duration of the RCPGP to coordinate the training and exercise program (Training and Exercise Program Manager), and facilitate plan review and development as required by the program (Planning Program Manager). Employees will be hired as civilian members of the Jacksonville Fire and Rescue Department, through the Emergency Preparedness Division. Costs associated with planning and organizing activities are primarily attributed to these salaried positions.

Additional project expenses include contractual costs for course delivery of the 12 FEMA courses, contractual costs for exercise design and development, fringe costs for the salaried employees, and travel costs for those employees. Travel costs for regional project partners are not included in this grant application and are to be provided in kind by the project partners. Contractual costs are included to support a regional Threat Hazard Identification Risk Analysis (THIRA), which will be coordinated by one of the program managers.

The project is designed to build upon existing relationships and resources in order to attain self-sustainment. The planning component will be incorporated into the existing Emergency Operations Plan update cycle, with the Emergency Preparedness Division assuming lead responsibility for coordination. Any sustainment costs related to training and exercise will be incorporated into existing operating budgets and captured through jurisdictional Multi-Year Training and Exercise Programs, which are supplemented by State and Federal funding. The capability to credential future personnel will be made possible by the initial investment into credentialing through this grant program.

ACTION ITEMS: Purpose / Check List. If "Yes" please provide detail by attaching justification, and code provisions for each.

ACTION ITEMS:

| | | |
|------------|--------------------------|-------------------------------------|
| | Yes | No |
| Emergency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Justification of Emergency: If yes, explanation must include detailed nature of emergency.

This legislation does not pertain to a current emergency, but will prevent future emergencies by promoting resilience within the region.

| | | |
|---------------------------|--------------------------|-------------------------------------|
| | Yes | No |
| Federal or State Mandate? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision.

Fiscal Year Carryover?

Note: If yes, note must include explanation of all-year subfund carryover language.

CIP Amendment?

Attachment: If yes, attach appropriate CIP form(s). Include justification for mid-year amendment.

Contract / Agreement Approval?

Attachment & Explanation: If yes, attach the Contract / Agreement and name of Department (and contact name) that will provide oversight. Indicate if negotiations are on-going and with whom. Has OGC reviewed / drafted?

AGREEMENT ARTICLES of the Regional Catastrophic Preparedness Grant Program (RCPGP) are attached. NOTICE OF FUNDING of RCPGP is attached. OGC review of the award has been requested.

Related RC/BT?

Attachment: If yes, attach appropriate RC/BT form(s).

Waiver of Code?

Code Reference: If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper.

Code Exception?

Code Reference: If yes, identify code in box below and provide detailed explanation (including impacts) within white paper.

Related Enacted Ordinances?

Code Reference: If yes, identify related code section(s) and ordinance reference number in the box below and provide detailed explanation and any changes necessary within white paper.

ACTION ITEMS CONTINUED: Purpose / Check List. If "Yes" please provide detail by attaching justification, and code provisions for each.

ACTION ITEMS: **Yes** **No**

Continuation of Grant?

Explanation: How will the funds be used? Does the funding require a match? Is the funding for a specific time frame and/or multi-year? If multi-year, note year of grant? Are there long-term implications for the General Fund?

The period of performance and budget period of this grant is from 10/01/2019 to 09/30/2022. No match is required. The project funded by the grant includes a three-year planning, training, and exercise program for regional partners.

The project is designed to build upon existing relationships and resources in order to attain self-sustainment. The planning component will be incorporated into the existing Emergency Operations Plan update cycle, with the City of Jacksonville assuming lead responsibility for coordination. Any sustainment costs related to training and exercise will be incorporated into existing operating budgets and captured through jurisdictional Multi-Year Training and Exercise Programs, which are supplemented by State and Federal funding. The capability to credential future personnel will be made possible by the initial investment into credentialing through this grant program.

Surplus Property Certification?

Attachment: If yes, attach appropriate form(s).

Reporting Requirements?

Explanation: List agencies (including City Council / Auditor) to receive reports and frequency of reports, including when reports are due. Provide Department (include contact name and telephone number) responsible for generating reports.

Various reports must be submitted to DHS/FEMA including:

- 1) Federal Financial Report (SF-425) - Quarterly Basis by 30th day of January, April, July, October.
- 2) Financial and Compliance Audit Report - Recipients that expend \$750,000 or more from all Federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report.
- 3) Performance Progress Reports (PPR) - Twice Yearly on Jan. 30 and June 30.
- 4) Close Out Report - Within 90 days after the end of the period of performance.

Program manager to be hired responsible for #3. Noah Ray (Emergency Preparedness Division, 9042553117) responsible for coordinating reports through appropriate personnel.

Division Chief: _____

(signature)

Date: 1/30/2020

Prepared By: _____

Noah Ray

(signature)

Date: 1/30/20

ADMINISTRATIVE TRANSMITTAL

To: MBRC, c/o Roselyn Chall, Budget Office, St. James Suite 325

Thru: Jordan Elsbury, Director of Intergovernment Affairs, Office of the Mayor
(Name, Job Title, Department)
Phone: 630-1825 E-mail: jelsbury@coj.net

From: Steve Woodard, Director of Emergency Preparedness
Initiating Department Representative (Name, Job Title, Department)
Phone: (904) 255-3123 E-mail: swoodard@coj.net

Primary Contact: Steve Woodard, Director of Emergency Preparedness
(Name, Job Title, Department)
Phone: (904) 255-3123 E-mail: swoodard@coj.net

COUNCIL MEMBER / INDEPENDENT AGENCY / CONSTITUTIONAL OFFICER TRANSMITTAL

To: Peggy Sidman, Office of General Counsel, St. James Suite 480
Phone: 904-630-4647 E-mail: psidman@coj.net

From: _____
Initiating Council Member / Independent Agency / Constitutional Officer
Phone: _____ E-mail: _____

Primary Contact: Steve Woodard, Director of Emergency Preparedness
(Name, Job Title, Department)
Phone: (904) 255-3123 E-mail: swoodard@coj.net

CC: Jordan Elsbury, Director of Intergovernmental Affairs, Office of the Mayor
904-630-1825 E-mail: JElsbury@coj.net

Legislation from Independent Agencies requires a resolution from the Independent Agency Board approving the legislation.

Independent Agency Action Item:

Boards Action / Resolution? **Yes** **No**

Attachment: If yes, attach appropriate documentation. If no, when is board action scheduled?

FACT SHEET IS REQUIRED BEFORE LEGISLATION IS INTRODUCED