

**Council Meeting: June 11, 2013****SUBJECT: Approve Budget Modification No. 34 to Appropriate \$8,210 of Department of Homeland Security, State Homeland Security Grant Program Funds for Training****GRANT SUMMARY**

On March 17, 2012, the City Manager signed the Memorandum of Understanding (MOU) allowing the Department of Public Safety (DPS) to request and accept grant funds from the State Homeland Security Grant Program (SHSGP) which provides funding from the U.S. Department of Homeland Security (DHS) to Santa Clara County as one of its designated operational areas. At the time the MOU was signed, no funds were allocated to DPS for training. Subsequently, an amount of \$8,210 was approved for one Deputy Chief, two Captains, and one Lieutenant to attend the Law Enforcement Intelligence Units Training on Criminal Intelligence.

SHSGP grants are used to address the Santa Clara County operational area's identified needs for responding to acts of terrorism or catastrophic events. Funded activities include planning, organization, equipment, training, and field exercises. Grant guidelines require each operational area to appoint an Anti-Terrorism Approval Body (known as the Approval Authority). This body makes the final determination on the operational area's allocation of SHSGP grant funds. The Approval Authority consists of the County Sheriff, County Public Health Officer or designee responsible for Emergency Medical Services, County Fire Chief or Chief Fire Authority, a Municipal Fire Chief, and a Chief of Police. The Santa Clara County Fire Chief's Association selects the municipal fire chief representative, and the Santa Clara County Police Chief's Association selects the Chief of Police representative.

The Approval Authority is assisted by the Santa Clara County Homeland Security Training & Exercise Grant Program Advisory Group (known as the Advisory Group). This group administers and allocates the training and field exercise grants. DPS annually submits requests for training, equipment, and field exercises. All requests are considered within the context of the operational area's assessed needs.

The Bureau of Special Operations, Division of Strategic Services will be responsible for managing both the training functions and the grant.

Granting Agency  
Santa Clara County SHSGP Approval Authority

**EXISTING POLICY**

**Council Policy 7.1.5 Donations, Contributions and Sponsorships:**

The City Manager may apply for grants of any dollar amount, but shall notify the Council when grants are being pursued. Council approval of a budget modification to appropriate grant monies is required before funds can be expended by staff. Such a budget modification shall include the use to which the grant would be placed; the objectives or goals of the City which will be achieved through use of the grant; the local match required, if any, plus the source of the local match; any increased cost to be locally funded upon termination of the grant; and the ability of the City to administer the grant. For grants under the amount of \$5,000 that do not have any external reporting requirements or any local match requirement, Council approval of a budget modification is not required. The City Manager is authorized to accept and administratively appropriate the grant funds.

This grant does not meet all of the criteria to be administratively appropriated by the City Manager; therefore a budget modification is required. Grant funds from the U.S. Department of Homeland Security have external reporting requirements and fall under the federal single audit guidelines.

Sunnyvale General Plan — Police, Fire and Emergency Services

Goal SN-3, Safe and Secure City: Ensure a safe and secure environment for people and property in the community by providing effective public safety response, prevention, and education services.

**FISCAL IMPACT**

Expenditures for this SHSGP approved training are reimbursable up to a cumulative total of the \$8,210 appropriation.

Required Local Match

NONE

Increased Cost To City Upon Grant Termination

NONE

Budget Modification No. 34 has been prepared to appropriate Department of Homeland Security, State Homeland Security Grant Program Funds for Training in the amount of \$8,210 to a new project, FFY 2011 SHSGP – Training.

**Budget Modification No. 34  
FY 2012/2013**

	<b>Current</b>	<b>Increase/ (Decrease)</b>	<b>Revised</b>
<b>General Fund</b>			
<u>Revenues</u>			
0965-01 Homeland Security Grants – Training Programs	\$91,380	\$8,210	\$99,590
 <u>Expenditures</u>			
New Project – FFY 2011 State Homeland Security Grant for Training	\$0	\$8,210	\$8,210

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City’s official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center, and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk, and on the City’s Web site.

**RECOMMENDATION**

Staff recommends Council approve Budget Modification No. 34 to appropriate \$8,210 of Department of Homeland Security, State Homeland Security Grant Program Funds for Training to a new project, FFY 2011 SHSGP – Training.

Reviewed by:

Frank J. Grgurina, Chief of Public Safety  
Prepared by: Ann Durkes, Manager

Reviewed by:

Grace Leung, Director of Finance

Approved by:

Gary M. Luebbers  
City Manager