

**Council Meeting: October 8, 2013****SUBJECT: Approve Budget Modification No. 14 to Appropriate \$21,126 of Department of Homeland Security, State Homeland Security Grant Program Funds for 2013 Urban Shield****GRANT SUMMARY**

The Department of Public Safety (DPS) participates annually in the State Homeland Security Grant Program (SHSGP). SHSGP is the program through which funding from the U.S. Department of Homeland Security (DHS) is provided to Santa Clara County as one of DHS' designated operational areas. This grant award will allow DPS' Hazardous Materials Team to participate in 2013 Urban Shield, a field training exercise.

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 Fire Services, Division of Fire Operations will be responsible for managing the operational functions of the grant. The Bureau of Special Operations, Division of Strategic Services will manage the financial aspects of 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 DHS have external reporting requirements and fall under the federal single audit guidelines.

**Sunnyvale General Plan**

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**

There is no net impact to the General Fund by appropriating these grant funds. Expenditures for this SHSGP approved field training exercise are reimbursable up to a cumulative total of the \$21,126 appropriation. Expenditures will be for participant overtime and officer backfill.

Required Local Match

NONE

Increased Cost To City Upon Grant Termination

NONE

Budget Modification No. 14 has been prepared to appropriate \$21,126 of Department of Homeland Security, State Homeland Security Grant Program Funds to a new project, 2013 Urban Shield.

**Budget Modification No. 14  
FY 2013/14**

	<b>Current</b>	<b>Increase/ (Decrease)</b>	<b>Revised</b>
<b>General Fund</b>			
<u>Revenues</u>			
0965-01 Homeland Security Grants – Training	\$0	\$21,126	\$21,126
<u>Expenditures</u>			
New Project – 2013 Urban Shield	\$0	\$21,126	\$21,126

**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 approval of Budget Modification No. 14 to appropriate \$21,126 of Department of Homeland Security, State Homeland Security Grant Program Funds to a new project, 2013 Urban Shield.

Reviewed by:

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

Reviewed by:

Grace Leung, Director of Finance

Approved by:

Gary M. Luebbbers  
City Manager