



Office of the City Manager

04

CONSENT CALENDAR
May 26, 2020

To: Honorable Mayor and Members of the City Council
From: Dee Williams Ridley, City Manager
Submitted by: David White, Deputy City Manager
Subject: California Governor's Office of Emergency Services – Authorized Agent for Disaster Relief for COVID-19

RECOMMENDATION

Adopt a Resolution designating the City Manager as the Authorized Agent for the purpose of obtaining certain federal and state financial assistance related to preparation for, response to, and recovery from the COVID-19 pandemic.

FISCAL IMPACTS OF RECOMMENDATION

The California Governor's Office of Emergency Services (Cal OES) is administering applications for disaster relief funding, including Federal Emergency Management Agency (FEMA) Public Assistance (PA) funds. Costs related to COVID-19 that are incurred by the City and deemed eligible for FEMA PA funding are reimbursable by the Federal government at 75% and potentially by the State at up to 18.75%. In other words, for every \$100 dollars of COVID-19 expenditures deemed eligible, the City may be reimbursed for up to \$93.75.

CURRENT SITUATION AND ITS EFFECTS

In order to obtain certain federal and state financial assistance related to the COVID-19 pandemic, the City must formally designate by resolution an Authorized Agent to execute applications, agreements, and other actions pertaining to disaster relief and emergency assistance. This resolution must be filed with the California Governor's Office of Emergency Services along with a completed "Designation of Applicant's Agent Resolution for Non-State Agencies" form (Cal OES Form 130) (Exhibit A).

BACKGROUND

On March 3, 2020, the City Manager, in her capacity as Director of Emergency Services, proclaimed an Emergency due to conditions of extreme peril to the safety of persons and property within the City as a consequence of the global spread of a severe acute respiratory illness caused by a novel (new) coronavirus (COVID-19). On March 10, 2020, City Council adopted a resolution ratifying the Proclamation of Local Emergency.

On March 4, 2020, the Governor of California proclaimed a State of Emergency in response to COVID-19. On March 13, 2020, the President declared that the COVID-19 outbreak in the United States constitutes a National Emergency. On March 22, 2020, the U.S. President approved a Major Disaster Declaration for the State of California, making federal funding available to local governments and other jurisdictions to address this crisis, beginning on January 20, 2020 and continuing.

In the months leading up to the formal proclamation of local emergency, and in the many weeks since, the City of Berkeley has undertaken unprecedented actions to ensure the health and wellbeing of its citizens. These include, but are not limited to:

- establishing shelter, isolation, and quarantine sites across the City (including trailer sites, a rehabilitated house, and a converted community center) in the event that these facilities are needed to shelter vulnerable, infected, and/or exposed residents;
- transporting COVID-positive and COVID-vulnerable unhoused people to isolation and quarantine sites;
- developing a testing site in partnership with Lifelong Medical and UC Berkeley to test vulnerable community members, including those without access to health care, as well as first responders and other essential City employees;
- installing public handwashing stations and port-a-potties throughout the City;
- increasing the City's information technology capacity to support a citywide remote workforce;
- expanding the City's communication capabilities to enable timely and extensive information-sharing, including website enhancements, to better provide comprehensive public education, updates, and resources for residents, businesses, and the media; and
- operating an Emergency Operations Center to oversee and coordinate all of the above activities and purchase critical equipment, materials, and supplies.

The costs already incurred by the City as a result of the COVID-19 pandemic are substantial. Depending on the length and extent of the crisis, the City will continue to shoulder currently unbudgeted costs associated with COVID-19 for some time to come – all amidst a severe economic downturn.

Given these circumstances, it is incumbent upon the City to maximize opportunities for reimbursement from state and federal sources. Designating the City Manager as the City of Berkeley's Authorized Agent opens the door for reimbursement of both the

significant costs incurred by the City to date and anticipated future expenditures associated with the COVID-19 pandemic.

RATIONALE FOR RECOMMENDATION

In order to apply for disaster relief from state and federal sources, the California Governor's Office of Emergency Services requires that the applicant (City of Berkeley), designate an Authorized Agent.

CONTACT PERSON

David White, Deputy City Manager, City Manager's Office, 981-7012

Attachments:

1: Resolution

Exhibit A - Cal OES Form 130 (Designation of Applicant's Agent Resolution for Non-State Agencies)

RESOLUTION NO. ##,###-N.S.

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES –
AUTHORIZED AGENT FOR DISASTER RELIEF FOR COVID-19

WHEREAS, on March 3, 2020, the City Manager in her capacity as Director of Emergency Services, proclaimed an Emergency due to conditions of extreme peril to the safety of persons and property within the City as a consequence of the global spread of a severe respiratory illness caused by a novel (new) corona virus (COVID-19); and

WHEREAS, on March 10, 2020, City Council adopted a resolution ratifying the March 3, 2020, Proclamation of Local Emergency; and

WHEREAS, on March 4, 2020, the Governor of California ordered a statewide State of Emergency in response to COVID-19; and

WHEREAS, on March 13, 2020, the U.S. President declared that the COVID-19 outbreak in the United States constitutes a National Emergency;

WHEREAS, on March 22, 2020, the U.S. President approved a Major Disaster Declaration for the State of California, making federal funding available to local governments and other jurisdictions to address this crisis, beginning on January 20, 2020 and continuing; and

WHEREAS, to ensure the health and wellbeing of its citizens during the COVID-19 pandemic, the City of Berkeley has incurred significant unbudgeted costs and anticipates additional costs until the resolution of this public health crisis; and

WHEREAS, the main sources for disaster financial assistance are the state and federal government; these sources include, but are not limited, to Federal Emergency Management (FEMA) Public Assistance (PA) funding, which is administered by the California Governor's Office of Emergency Services (Cal OES); and

WHEREAS, in order to obtain certain federal and state financial assistance related to COVID-19, Cal OES requires the City to formally designate by resolution an Authorized Agent to execute applications, agreements, and other actions pertaining to disaster relief with Cal OES.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is hereby designated as the Authorized Agent for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

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BE IT FURTHER RESOLVED that such Authorized Agent shall provide to Cal OES for all matters pertaining to such state disaster assistance the assurances and agreements required.

BE IT FURTHER RESOLVED that the City Clerk is authorized to submit a Cal OES "Designation of Applicant's Agent Resolution for Non-State Agencies" Form 130 (Exhibit A) with the information contained in this resolution.

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20 _____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20 _____.

(Signature)

(Title)

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130 - Instructions

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, **this document must be accompanied by a cover letter naming the Authorized Agents by name and title.** This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")

