Agenda

County of San Diego
Office of Emergency Services
SHSP Grant Sub-Committee Meeting

Friday, April 5, 2013
10:00 a.m. –11:00 a.m.

Grants Sub-Committee Agenda Items:

- **How returned grant funds should be planned for/spent**
  - **Recommendation:**
    - **Proposed Reallocation Projects voted on in the August UDC meeting**
    - Proposed Timeline:
      - Provide Proposed Reallocation Project Handouts in the April UDC meeting
        - Deadline to submit proposed projects will be July 1st
        - The handout would include:
          - Description of the project
          - Estimated Timeframe to complete
          - Justification as to why the project should be funded
          - Estimated costs
          - For equipment: the associated AEL #(s)
          - No sole sourcing, EHP projects, and no warranty claims will be allowed
      - OES vets proposed projects for grant compliance
      - UDC votes on proposed projects in the August meeting

- **How to address jurisdictions who consistently return grant funds**
  - **Recommendation:**
    - A Midpoint Progress Report to be combined with the Fiscal Year End (FYE) Projection Report:
      - **Current FYE Projection Report:** End of May, all sub-recipients are required to provide a status report on spent funds for the grant and submit all cash requests for the current fiscal year.
      - **Added Midpoint Progress Report would include:**
        - Description of how unspent funds planned to be spent before the deadline of the grant
        - List any known amounts that will be returned
        - Planned returned funds will be immediately used for approved reallocated projects
      - Agencies that have spent zero funds to date will have their allocations removed and used for approved reallocated projects. Unless a sufficient justification/plan is given on how the funds will be expended before the grant deadline
      - Agencies that have spent zero funds by August will need to provide a justification during the August UDC meeting

---

- **How to calculate populations for cities who service fire districts**
  - **Recommendation:**
    - **Option 1:** Jurisdictions that service fire districts develop and agree to a uniformed population formula based on verifiable data
      - **Ex/** SANDAG or Census Data of Average # of people per household x number of households on a parcel of land x # of parcels in the service fire district
    - **Option 2:** Do not consider populations that cannot be verified by external reporting. The goal of the new population formula was to make the allocation calculation more objective and third party verifiable.