

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

F A C T S H E E T

**AUTHORIZATION FOR RECEIPT OF
FEDERAL EMERGENCY MANAGEMENT AGENCY
GRANT FUNDS FOR A CRISIS COUNSELING IMMEDIATE SERVICES PROGRAM
IN THE COUNTY OF LOS ANGELES FOR HURRICANE KATRINA VICTIMS
AND
APPROVAL OF REQUEST FOR APPROPRIATION ADJUSTMENT
FOR FISCAL YEAR 2005-2006
(ALL SUPERVISORIAL DISTRICTS)**

REQUEST

1. Board authorization for the anticipated receipt of Federal Emergency Management Agency (FEMA) funds in the amount of \$127,956 for Fiscal Year (FY) 2005-2006 (Attachment I) for the provision of a crisis counseling assistance and training program to Hurricane Katrina evacuees.
2. Board approval of the Request for Appropriation Adjustment in the amount of \$128,000 for FY 2005-2006 to increase the Department of Mental Health's (DMH) spending authority for the augmentation of crisis counseling services and training to Hurricane Katrina evacuees in Los Angeles County.
3. Delegated authority to the Director of Mental Health or his designee to accept future supplemental FEMA funds and also to implement necessary appropriation adjustments should the need arise to request additional FEMA funds to provide continuing services beyond the Immediate Services Program (ISP). DMH will provide appropriate notification of acceptance of such funding awards to the Board and the Chief Administrative Officer (CAO).

PURPOSE/JUSTIFICATION

Pursuant to County policy, Board approval is required to authorize the anticipated receipt of FEMA ISP funds. The funding allocation is for services provided to Hurricane Katrina evacuees during the period of September 11, 2005 through November 10, 2005.

Board notification of these funds was delayed as a result of the recent notification by the California Department of Mental Health (CDMH) of Los Angeles County's FEMA ISP funding approval. The Board actions are consistent with the Board's policy on timely submission for Board approval, as noted in the CAO's memo dated September 7, 2000,

to the Board, under paragraph heading, Overall Policies, Circumstance No. 2, "The County is receiving funds (normally form a higher level of government)."

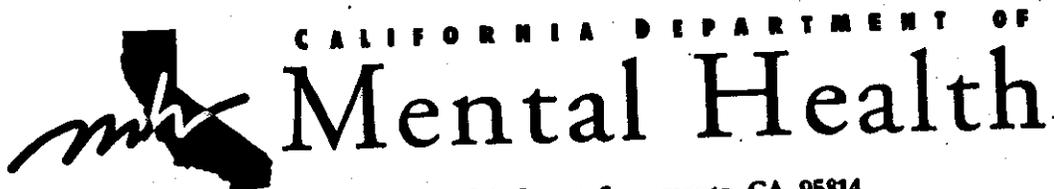
BACKGROUND

In response to providing statewide disaster mental health services to Hurricane Katrina evacuees, CDMH submitted an ISP application for FEMA funds on behalf of six (6) counties as a part of Mississippi's FEMA ISP application, as it was deemed necessary for California to provide services beyond the State's and local capacity to respond with their current level of resources. On October 12, 2005, CDMH notified DMH of the State's FEMA funding approval in the amount \$1,003,982, of which \$127,956 will be allocated to Los Angeles County for its ISP application, for services provided from September 11, 2005 through November 10, 2005.

The required Grant Management Statement is attached (Attachment II).

Attachments (2)

RK:KT



1600 9th Street, Sacramento, CA 95814
(916) 654-3598

October 12, 2005

Marvin J. Southard, DSW, Director
Los Angeles County Mental Health
550 South Vermont, 12th Floor
Los Angeles, CA 90020

Dear Mr. Southard:

**REGARDING: 2005 HURRICANE KATRINA FEMA CRISIS COUNSELING
PROGRAM (FEMA CCP) PLANNING ESTIMATE
FEMA 1604-DR-MS**

On October 11, 2005 the California Department of Mental Health (CDMH) was notified by fax that the state's FEMA CCP Immediate Services Program grant was approved. The funding award is contingent upon the State meeting specific conditions that are outlined in the enclosed "Attachment A - County Planning Estimate."

The "Attachment A - County Planning Estimate" document describes the terms and conditions for use of FEMA CCP funding. At the end of the document there is a signature sheet that certifies your acceptance of the conditions of the FEMA CCP funding. The signature sheet must be returned upon receipt of the planning estimate in order for your county to receive actual reimbursement under the FEMA CCP. You may send the signed form to the address noted above in the letterhead or fax it to (916) 653-7559. No fax cover sheet is necessary as the fax comes directly to the Disaster Assistance Unit.

The planning estimate reflects the proposed needs of your county at the time the FEMA CCP application was sent to FEMA on September 21, 2005. A copy of the proposal that your staff developed and worked on with CDMH staff to establish an acceptable staffing and funding plan for services is also enclosed.

We recognize that the needs identified several weeks ago when the proposal was developed may have changed and we are maintaining close contact with your staff to monitor the needs of your department. Should the needs for funding change due to increases or decreases in service levels, please contact CDMH immediately for assistance in relation to the planning estimate. CDMH contact information is contained in Attachment A County Planning Estimate.

October 12, 2005

Page 2

A copy of the Fiscal Guidelines for the Crisis Counseling Assistance and Training Program is also enclosed.

If you have any questions or concerns, please contact the appropriate CDMH staff identified in the Attachment A County Planning Estimate.

Sincerely,

Kathy Clark
Project Director

cc: Holly Johnson

**FEMA 1604 DR-MS
California Immediate Services Program
Hurricane Katrina - California Cares**

**Attachment A
County Planning Estimate
Hurricane Katrina - California Cares Program**

COUNTY: Los Angeles

PLANNING ESTIMATE: \$127,956

FUNDING CONDITIONS

The funding allocation for the FEMA CCP Immediate Services Program is for services to the victims of Hurricane Katrina for the period of September 11, 2005 through November 10, 2005.

The funding award is contingent upon the State meeting the following conditions:

- The State must provide written assurance that all participating county mental health and subcontract agencies will not use funds to supplant existing personnel.
- The State must provide written assurance from these agencies that staff will be allowed to provide services to evacuees in counties other than their own.

This second condition ensures that Hurricane Katrina victims who reside in a county where there is less or no FEMA CCP service activity can receive services through a nearby county that offers FEMA CCP-funded services. This regional approach will help ensure that Hurricane Katrina victims receive needed services if their current county of residence is unable to meet their needs. Counties may request assistance from FEMA CCP-funded services from response teams in their region.

COUNTY PLANNING ESTIMATES

Based on your county's request for supplemental funding under the FEMA CCP to serve Hurricane Katrina evacuees, a planning estimate is identified above.

The planning estimate is the maximum reimbursement level for your county based on the FEMA CCP grant application submitted by CDMH on September 21, 2005 on behalf of a regional service approach. The planning estimate for your county was based on the proposed staffing plan and budget negotiated with CDMH.

This FEMA CCP grant is unique from previous grants because it acknowledges that the target population is mobile and numbers are changing daily in each county. For that reason, the CDMH proposal to FEMA was based on a regional model that allows some flexibility in funding. If needs change, counties can request additional funding as it is available. Approval will be based on consistency with the FEMA grant requirements and availability of funds.

FEMA 1604 DR-MS
California Immediate Services Program
Hurricane Katrina - California Cares

EXPENDITURE RESTRICTIONS

Under provisions of Public Law 93-288, as amended by 100-707, Section 416, funds may be used only to provide disaster mental health crisis counseling services, free of charge, to disaster survivors and emergency responders. The main focus of funds must be direct services to Hurricane Katrina evacuees and the funds must be expended exclusively for purposes consistent with the approved Immediate Services Program proposal and budget.

Prior approval must be obtained before implementing changes in scope, direction, type of service delivery, training, or other areas that constitute a significant departure from the objectives or purposes of the approved project.

All materials developed using these funds, in whole or in part, are in the public domain and may be reproduced or copied without permission from the authors.

PROGRAM REPORTING REQUIREMENTS

Counties must submit expenditure statements for reimbursement on a monthly basis; a form is attached for this purpose for the initial reporting period. The request may be submitted by fax to (916) 653-7559 but must also be sent in hard copy with an original signature.

Fiscal reporting is required for the following periods:

- September 11, 2005 – October 10, 2005; report due October 19, 2005
- October 11, 2005 – November 10, 2005; report due November 18, 2005
- Final Expenditure Report; report due December 10, 2005

A written final program report, which describes services offered, must be submitted upon conclusion of the project. CDMH will specify the format for the report and the due date for the report under separate cover to the county's project manager/supervisor.

FINAL ACCOUNTING OF FUNDS

A check for any unexpended ISP funds must accompany the Final Expenditure Report.

FEDERAL AUDITS

The FEMA CCP is subject to Federal audit. The Associate Director, the FEMA Inspector General, the Secretary, and the Comptroller General of the United States, or their duly authorized representatives shall have access to any books, documents, papers, and records that pertain to federal funds, equipment, and supplies received for the purpose of audit and examination.

All reports and correspondence regarding this project should reference FEMA 1604 DR-MS, California Immediate Services Program, Hurricane Katrina - California Cares.

**FEMA 1604 DR-MS
California Immediate Services Program
Hurricane Katrina - California Cares**

EXPENDITURE DOCUMENTATION

Expenditures must be documented in a format consistent with the approved budget that resulted in the planning estimate. Budget adjustments must be approved in advance by CDMH and consistent with the Fiscal Guidelines for the Crisis Counseling Assistance and Training Program (copy enclosed).

CDMH CONTACTS

To assist you with implementation and management of your planning estimate, please contact the following personnel at CDMH:

Day to day operations of project operations, staffing, and data collection reporting	
Primary Contact	Alternate Contact
CDMH Regional Project Coordinator Terrell Mansfield (760) 738-8640 office	CDMH Disaster Assistance Coordinator Janet Runyan (916) 654-2644 office CDMH Disaster Assistance Coordinator Kathy Clark (916) 654-3598 office
Fiscal reporting, budget revisions	
Primary Contact	Alternate Contact
CDMH Fiscal Disaster Assistance Geremi Matsunami (916) 654-2055 office	CDMH Disaster Assistance Coordinator Janet Runyan (916) 654-2644 office

Los Angeles County Chief Administrative Office

Grant Management Statement for Grants \$100,000 or More

Department: Mental Health		
Grant Project Title and Description		
2005 Hurricane Katrina Crisis Counseling Program		
Funding Agency	Program (Fed. Grant #/State Bill or Code #)	Grant Acceptance Deadline
Federal Emergency Management Agency	1604-DR-MS	Upon board approval
Total Amount of Grant Funding: \$127,956.00		County Match: \$46,264.00
Grant Period: 09/11/05-11/10/05	Begin Date: 09/11/05	End Date: 11/10/05
Number of Personnel Hired Under This Grant:	Full Time: 10	Part Time: 1
Obligations Imposed on the County When the Grant Expires		
Will all personnel hired for this program be informed this is a grant-funded program?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Will all personnel hired for this program be placed on temporary ("N") items?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is the County obligated to continue this program after the grant expires?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If the County is not obligated to continue this program after the grant expires, the Department will:		
a.) Absorb the program cost without reducing other services	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
b.) Identify other revenue sources (describe below)		
Refer individuals to appropriate service providers.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Impact of additional personnel on existing space:		
There will be minimal impact. If we are able to hire one or two staff for the next month, they will have an office at one of our locations. However, the majority of services to the evacuees are mobile, and staff are required to offer services wherever the clients are located.		
Other requirements not mentioned above:		

Department Head Signature

Date:

Susan Kerr for Marvin G. Southard

11/17/05