



# COUNTY OF HUMBOLDT

For the meeting of: 4/28/2020

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File #: 20-444

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**To:** Board of Supervisors

**From:** DHHS: Public Health

**Agenda Section:** Consent

**SUBJECT:**

Authorization to Execute California State Office of Emergency Services (CalOES) Form 130 - Designation of Applicant's Agent Resolution for Non-State Agencies

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Authorize the Department of Health and Human Services (DHHS) - Public Health to file the attached California State Office of Emergency Services (CalOES) Form 130- Designation of Applicant's Agent Resolution for Non-State Agencies with the California Office of Emergency Services (CalOES Form 130) directing the Director of DHHS, the Director of DHHS-Public Health, or the Humboldt County Sheriff to act as agents of the County of Humboldt, as required, for purposes of obtaining certain federal financial assistance under and all applicable local, state and federal laws and regulations;
2. Authorize the above-referenced officials to execute, and provide CalOES and the Federal Emergency Management Agency (FEMA) with, any and all required assurances and agreements for all matters pertaining to such state disaster assistance;
3. Authorize the Clerk of the Board to sign the CalOES Form 130; and
4. Direct the Clerk of the Board to return one signed original of the form and one copy of the Board Motion to DHHS - Public Health Financial Services.

**SOURCE OF FUNDING:**

General Fund; Public Health Fund

**DISCUSSION:**

On March 6, 2020, President Donald Trump signed an emergency spending bill to provide \$8.3 billion nationwide for COVID-19 response activities. On March 13, 2020, President Donald Trump declared the COVID-19 pandemic a national emergency. On March 17, 2020 (Item K-1), your Board ratified a State of Emergency declared by the Humboldt County Health Officer in response to the pandemic of COVID-19. On March 30, 2020, the Humboldt County Sheriff declared a local state of emergency. Multiple agencies within the County of Humboldt have implemented emergency response services, including DHHS and the Sheriff's Office. DHHS - Public Health Financial Services has been assigned

to oversee financial activities related to COVID-19 emergency response.

In order for the County of Humboldt to request reimbursement for costs incurred in state and federally declared disasters, CalOES and FEMA require that the Humboldt County Board of Supervisors officially designate specific people to act as agents of the county. CalOES and FEMA also require that such agents be authorized to sign any and all documents necessary to ensure that the reimbursement process from CalOES and FEMA can proceed for any given emergency related activities.

Due to the current COVID-19 state of emergency, a new CalOES Form 130 - Designation of Applicant's Agent Resolution for Non-State Agencies (CalOES Form 130) must be submitted to update the list of personnel authorized to act on behalf of the county. The CalOES Form 130 in Attachment A will be used for all open current emergencies and is good for three years following approval. This form will need to be updated as necessary in the future to reflect changes in authorized personnel.

This item before your Board today will authorize the County of Humboldt to request reimbursement for expenses incurred related to COVID-19 emergency response activities from FEMA and CalOES.

FINANCIAL IMPACT:

Approval of the attached CalOES Form 130 will allow the County of Humboldt to request reimbursement from FEMA and CalOES for expenses incurred due to the pandemic of COVID-19, which will lessen the burden to DHHS and general fund departments that have incurred such expenses. Reimbursement will be requested based on actual expenses incurred due to the COVID-19 pandemic.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

FEMA; CalOES

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may choose to not approve the CalOES Form 130. However, this is not recommended as it would preclude the County of Humboldt from seeking reimbursement for COVID-19 related response activities.

ATTACHMENTS:

Attachment A: CalOES Form 130 Designation of Applicant's Agent Resolution for Non-State Agencies

PREVIOUS ACTION/REFERRAL:

Board Order No.: K-1

Meeting Of: 03/17/20

File No.: 20-358, 20-444

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

BE IT RESOLVED BY THE Board of Supervisors OF THE County of Humboldt  
(Governing Body) (Name of Applicant)

THAT Director of Health and Human Services, OR  
(Title of Authorized Agent)

Director of Public Health, OR  
(Title of Authorized Agent)

Sheriff  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the County of Humboldt, 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 County of Humboldt, 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 28 day of April, 2020

Estelle Fennell, Chair of the Board of Supervisors  
(Name and Title of Governing Body Representative)

Mike Wilson, Vice Chair of the Board of Supervisors  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, Kathy Hayes, duly appointed and Clerk of the Board of  
(Name) (Title)

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

Resolution passed and approved by the Board of Supervisors of the County of Humboldt  
(Governing Body) (Name of Applicant)

on the 28 day of April, 2020.

Kathy Hayes  
(Signature)

Clerk of the Board  
(Title)

**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.")