



**May 6, 2019**

**To:** Executive Committee

**From:** Darrell E. Johnson, Chief Executive Officer

**Subject:** Designation of Applicant's Agent for Federal and State Financial Assistance

**Overview**

In order to receive state and federal disaster funds from the California Governor's Office of Emergency Services and the Federal Emergency Management Agency, the Orange County Transportation Authority is required to adopt a "Designation of Applicant's Agent Resolution." The designated agent(s) are authorized to apply and submit for financial assistance following a declared disaster.

**Recommendation**

Adopt Resolution No. 2019-019 designating the Chief Executive Officer and Deputy Chief Executive Officer as Orange County Transportation Authority's agents for executing applications for federal and/or state disaster assistance on behalf of the Orange County Transportation Authority.

**Background**

In order to receive state and federal financial assistance, a document must be on file with the California Governor's Office of Emergency Services (Cal OES) which designates personnel authorized to complete and sign on behalf of the agency. This document ensures paperwork can be processed quickly to meet deadlines established by the administering agency and is effective for three years. The last update was in March 2015.

**Discussion**

Resolution No. 2019-019 (Attachment A) designates the Chief Executive Officer and Deputy Chief Executive Officer as the Orange County Transportation Authority's (OCTA) authorized agents for processing disaster assistance requests and to indicate that designation on Cal OES 130 (Attachment B). The

form will indicate that this is a universal resolution effective for all open and future disasters up to three years following the date of approval. Cal OES 130 Instructions state that if titles are used on the form to designate the Authorized Agents, a cover letter must be attached which includes the names and titles. This cover letter is also valid for three years and allows the agency to update names in the event there are personnel changes during this time period (Attachment C).

***Summary***

Cal OES is the state's department responsible for processing assistance requests from local agencies seeking state or federal funding following disasters. Cal OES requires that each agency submit a completed Cal OES 130 every three years to designate OCTA's representative authorized to submit those applications.

***Attachments***

- A. Orange County Transportation Authority Resolution No. 2019-019
- B. Cal OES 130, Designation of Applicant's Agent Resolution For Non-State Agencies
- C. Draft Letter to Mr. David Gillings, State Public Assistance Officer, California Emergency Management Agency, May 13, 2019, from Darrell E. Johnson, Chief Executive Officer, Orange County Transportation Authority

**Prepared by:**



Katrina Faulkner  
Manager, Security and Emergency  
Preparedness  
714-560-5719

**Approved by:**



Kenneth Phipps  
Deputy Chief Executive Officer  
714-560-5637