CITY OF ROLLING HILLS

CAL-OES GRANT SUBMISSIONS
REQUEST FOR PROPOSALS

City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274
Phone (310) 377-1521

E-Mail: YS@CITYOFRH.NET
CAL-OES GRANT SUBMISSIONS
REQUEST FOR PROPOSAL
FEBRUARY 15, 2019

You are invited to submit a proposal to prepare and submit three grant subapplications to the California Office of Emergency Services, (Cal-OES), and Federal Emergency Management Agency (FEMA) for funding through DR-4382 of the Hazard Mitigation Grant Program (HMGP).

BACKGROUND

The City of Rolling Hills was invited to submit full subapplications due April 18, 2019 for the following projects:

1. PLANNING: DR-4382-0172 - Community Wildfire Protection Plan – total $165,000
   (Federal $123,750, Local Match $41,250)
   - Gathering information regarding preparation of a WCPP
   - Coordination with the LA County Fire Department Forestry Division regarding their role in helping City to develop WCPP
   - Development of the subapplication including preparation of project summary and statement of work; completing prescribed forms and narratives; development of budget, including hourly rates of all personnel involved in the preparation of the WCPP including number of volunteers and volunteer hours; a timeline for completion and adoption of the WCPP; necessary letters such as letter of commitment and letter of matching funds
   - Any other tasks necessary for timely submission of the subapplication
   - Submittal of two (2) hard copies and one CD of the HMGP subapplication on behalf of the City on or before the submission deadline. A full copy of the subapplication will be provided to the City.

2. PROJECT: DR-4382-0177 - Undergrounding Utility Line, Eastfield Drive – total $2,661,600
   (Federal $1,996,200, Local Match $665,400)
   - Gathering information including technical information on undergrounding of utility lines
   - Coordinating with Southern California Edison Company or other entities for information on costs for all components of undergrounding and design for the project
   - Subapplication Development including budget, and Completion of Forms, including Benefit Cost Analysis (using FEMA software-as is required), location maps and other visual aids, as needed
   - Any other tasks necessary for timely submission of the subapplication
• Submittal of two (2) hard copies and one CD of the HMPG subapplication on behalf of the City on or before the submission deadline. A full copy of the subapplication will be provided to the City.

3. PROJECT: DR-4382-0175 - Vegetative Management/Fuel Break/Erosion Control – total $1,000,000
   (Federal $750,000, Local Match $250,000)
   • Gathering information on prior fires in the City and identifying their path
   • Analyzing two or three Canyons within City’s boundaries where Fuel Fire Breaks would have the most impact on preventing fires
   • Coordinating and communicating with the LA County Fire Department Forestry Division to receive their input regarding proposed Fuel Fire Breaks, erosion control and vegetative management
   • Subapplication Development including budget, and Completion of Forms, including Benefit Cost Analysis (using FEMA software-as is required), location maps and other visual aids, as needed
   • Any other tasks necessary for timely submission of the subapplication
   • Submittal of two (2) hard copies and one CD of the HMPG subapplication on behalf of the City on or before the submission deadline. A full copy of the subapplication will be provided to the City.

The Notice of Intents for all the projects listed above and the Cal-OES grant subapplications are included in this Request for Proposal as Attachment B and Attachment C.

SCOPE OF WORK

Task 1: Project management including 2 meetings with City staff and 3 conference calls.

Task 2: Data collection. Review Notice of Intents, review Cal-OES grant subapplication, interview City staff, collection information necessary to complete grant subapplications including contacting Cal-OES and FEMA to get clarification on grant requirements.

Task 3: Complete initial draft Cal-OES grant subapplications. Submit draft to City staff for an initial review/comments. Incorporate City staff review comments.

Task 3: Complete final draft Cal-OES grant subapplications. Submit final draft to City staff for final review/comments. Incorporate City staff review comments. Submit subapplications on behalf of the City to Cal-OES by the grant deadline.

Task 4: Respond to comments, edits and revisions to the grant subapplications per Cal-OES and FEMA’s feedback. Revise grant subapplications as necessary to complete submittal to Cal-OES.
PROPOSAL CONTENT:

At a minimum, consultant's proposal shall include the following:

- Describe technical approach to completing grant subapplications include methods of data collection
- Personnel proposed to complete the work, including resumes and relevant experiences
- Schedule to meet the subapplication deadline of April 18, 2019
- Cost proposal broken down by tasks on a time and material basis
- Task fees should be all-inclusive (copies, mileage, shipping, etc.).

SELECTION PROCESS

The selection process will take into account the qualifications, experience, references, and cost. The City reserves the right to request additional information from any firm/person responding to this Request for Proposals, obtain additional proposals from firms at future time, accept any person/firm and to reject any and all responses. The City shall not be responsible for the costs incurred by proposers preparing and submitting their proposals; these costs shall be borne entirely by the proposers. Please contact Yolanta Schwartz, Planning Director at 310.377.1521.

PROPOSAL DUE DATE

Proposals are due 12pm, Monday, March 4, 2019. Electronic proposal submission is acceptable. Please email proposals to YS@cityofrh.net. Or send hardcopies of proposals to Rolling Hills City Hall at 2 Portuguese Bend Road, Rolling Hills, CA 90274.

ATTACHMENTS

A. Draft City of Rolling Hills Professional Services Agreement
B. NOIs for three grant projects
C. Planning and Project Grant subapplication forms
CITY OF ROLLING HILLS
PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _________ between the City of Rolling Hills, a municipal corporation, hereinafter referred to as "CITY" and _________ company with principal offices _________ hereinafter referred to as "CONSULTANT."

1. RECITALS:

   A. The CITY desires to contract the CONSULTANT for writing, developing and submitting full grant sub-applications DR-4382-0172, DR-4382-0177 and DR-4382-0524;

   B. CONSULTANT is well qualified by reason of education and experience to perform such services; and

   C. CONSULTANT is willing to render such grant writing services as hereinafter defined.

Now, therefore, for and in consideration of the mutual covenants and conditions herein contained, CITY hereby engages CONSULTANT and CONSULTANT agrees to perform the services set forth in this AGREEMENT.

2. SCOPE OF WORK

CONSULTANT shall perform all work necessary to complete in a manner satisfactory to CITY the services set forth in the specifications and the scope of work described in the "Proposed Scope of Work for the City of Rolling Hills," attached herein as Exhibit A (hereinafter referred to as "SERVICES").

3. COST

The CITY agrees to pay CONSULTANT for all the work or any part of the work performed under this AGREEMENT at the rates and in the manner established in the attached Scope of Work, attached herein as Exhibit A.

Total contract shall not exceed the sum of _________ during the one-year term of the AGREEMENT. This fee includes all expenses, consisting of all local travel, attendance at meetings, printing and submission of grants, which are accrued during that period. It also includes any escalation or inflation factors anticipated.

Any increase in contract amount or scope shall be approved by expressed written amendment executed by the CITY and CONSULTANT.
4. METHOD OF PAYMENT

CONSULTANT shall be reimbursed within 30 (thirty) days of submitting an invoice to City for the SERVICES. CONSULTANT shall submit an invoice for the SERVICES within 10 (ten) days of completing each task or portion thereof identified in Exhibit A to this AGREEMENT. CONSULTANT shall submit invoices electronically to the Interim City Manager of the CITY and shall also provide a courtesy copy by U.S. Mail addressed to the Interim City Manager of the CITY.

5. SUBCONTRACTING

CONSULTANT may employ qualified independent subcontractor(s) to assist CONSULTANT in the performance of SERVICES with CITY’s prior written approval.

6. COMMENCEMENT OF WORK

CONSULTANT shall commence work under this AGREEMENT upon execution of this AGREEMENT.

7. PERFORMANCE TO SATISFACTION OF CITY

CONSULTANT agrees to perform all work to the complete satisfaction of CITY and within the time hereinafter specified.

8. COMPLIANCE WITH LAW

All SERVICES rendered hereunder shall be provided in accordance with the requirements of relevant local, State and Federal Law.

9. ACCOUNTING RECORDS

CONSULTANT must maintain accounting records and other evidence pertaining to costs incurred which records and documents shall be kept available at the CONSULTANT’s California office during the contract period and thereafter for five years from the date of final payment.

10. OWNERSHIP OF DATA

All data, maps, photographs, and other material collected or prepared under the contract shall become the property of the CITY.

11. TERM OF CONTRACT

This contract shall be valid for one year from execution of this AGREEMENT.
12. **TERMINATION**

This contract may be terminated by either party with or without cause upon seven (7) days written notice to the other party. All work satisfactorily performed pursuant to the contract and prior to the date of termination may be claimed for reimbursement.

13. **ASSIGNABILITY**

CONSULTANT shall not assign or transfer interest in this contract without the prior written consent of the CITY.

14. **AMENDMENT**

It is mutually understood and agreed that no alteration or variation of the terms of this contract, or any subcontract requiring the approval of the CITY, shall be valid unless made in writing, signed by the parties hereto, and approved by all necessary parties.

15. **NON-SOLICITATION CLAUSE**

The CONSULTANT warrants that he or she has not employed or retained any company or persons, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty, the CITY shall have the right to annul this contract without liability, or, in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

16. **INDEMNITY**

CONSULTANT shall indemnify and save harmless CITY, its elected and appointed officers, employees, and agents from all claims, damages, suits, cost or actions of every name, kind or description, brought for, or on account of, (i) injuries to or death of any person, (ii) damage to property or (iii) arising from performance of this AGREEMENT in any manner that resulted from the fault or negligence of CONSULTANT, its officers, agents, employees and/or servants in connection with this AGREEMENT.

CITY shall indemnify and save harmless CONSULTANT, its officers, agents, employees, and servants from all claims, damages, suits, costs or actions of every name, kind, or description, brought for, or on account of, (i) injuries to or death of any person, (ii) damage to property or (iii) arising from performance of this AGREEMENT in any manner that resulted from the fault or negligence of the CONSULTANT, its officers, agents, employees, and/or servants in connection with this AGREEMENT.

If CONSULTANT should subcontract all or any portion of the SERVICES to be performed under this AGREEMENT, CONSULTANT shall require each subcontractor to indemnify, hold harmless and defend CITY and each of its officers, officials, employees,
agents and volunteers in accordance with the term of the preceding paragraph. This section shall survive termination or expiration of this AGREEMENT.

17. **INSURANCE**

A. Without limiting CONSULTANT'S obligations arising under paragraph 16 - Indemnity, CONSULTANT shall not begin work under this AGREEMENT until it obtains policies of insurance required under this section. The insurance shall cover CONSULTANT, its agents, representatives and employees in connection with the performance of work under this AGREEMENT, and shall be maintained throughout the term of this AGREEMENT. Insurance coverage shall be as follows:

   i. Automobile Liability Insurance with minimum coverage of $300,000 for property damage, $300,000 for injury to one person/single occurrence, and $300,000 for injury to more than one person/single occurrence.

   ii. Public Liability and Property Damage Insurance, insuring CITY its elected and appointed officers, agents, and employees from claims for damages for personal injury, including death, as well as from claims for property damage which may arise from CONSULTANT'S actions under this AGREEMENT, whether or not done by CONSULTANT or anyone directly or indirectly employed by CONSULTANT. Such insurance shall have a combined single limit of not less than $500,000.

   iii. Worker’s Compensation Insurance for all CONSULTANT’S employees to the extent required by the State of California. CONSULTANT shall require all subcontractors who are hired by CONSULTANT to perform the SERVICES and who have employees to similarly obtain Worker’s Compensation Insurance for all of the subcontractor’s employees.

   iv. Professional Liability Insurance for CONSULTANT that at a minimum covers professional misconduct or lack of the requisite skill required for the performances of SERVICES in an amount of not less than $500,000 per occurrence.

B. Deductibility Limits for policies referred to in subparagraphs A (i) (ii) and (iii) shall not exceed $5,000 per occurrence.

C. Additional Insured. City, its elected and appointed officers, agents, and employees shall be named as additional insured on policies referred to in subparagraphs A (i) and (ii).

D. Primary Insurance. The insurance required in paragraphs A (i) and (ii) shall be primary and not excess coverage.

E. Evidence of Insurance. Consultant shall furnish CITY, prior to the execution of this AGREEMENT, satisfactory evidence of the insurance required, issued by an insurer authorized to do business in California, and an endorsement to each such
policy of insurance evidencing that each carrier is required to give CITY at least 30 days
prior written notice of the cancellation of any policy during the effective period of the
AGREEMENT. All required insurance policies are subject to approval of the City
Attorney. Failure on the part of CONSULTANT to procure or maintain said insurance in
full force and effect shall constitute a material breach of this AGREEMENT or procure or
renew such insurance, and pay any premiums therefore at CONSULTANT'S expense.

18. **ENFORCEMENT OF AGREEMENT**

In the event that legal action is commenced to enforce or declare the rights
created under this AGREEMENT, the prevailing party shall be entitled to an award of
costs and reasonable attorney's fees in the amount to be determined by the court.

19. **CONFLICTS OF INTEREST**

No member of the governing body of the CITY and no other officer, employee, or
agent of the CITY who exercises any functions or responsibilities in connection with the
planning and carrying out of the program, shall have any personal financial interest,
direct or indirect, in this AGREEMENT; and the CONSULTANT further covenants that in
the performance of this AGREEMENT, no person having any such interest shall be
employed.

20. **INDEPENDENT CONTRACTOR**

The CONSULTANT is and shall at all times remain as to the CITY a wholly
independent contractor. Neither the CITY nor any of its agents shall have control over
the conduct of the CONSULTANT or any of the CONSULTANT's employees or
subcontractors, except as herein set forth. The CONSULTANT shall not at any time or
in any manner represent that it or any of its agents or employees are in any manner
agents or employees of the CITY.

21. **ENTIRE AGREEMENT OF THE PARTIES**

This AGREEMENT supersedes any and all other agreements, either oral or in
writing, between the parties hereto with respect to the employment of CONSULTANT by
CITY and contains all the covenants and agreements between the parties with respect
such employment in any manner whatsoever. Each party to this AGREEMENT
acknowledges that no representations, inducements, promises or agreements, orally or
otherwise, have been made by any party, or anyone acting on behalf of any party, which
are not embodied herein, and that no other agreement or amendment hereto shall be
effective unless executed in writing and signed by both CITY and CONSULTANT.

22. **NOTICES.**

All written notices required by, or related to this AGREEMENT shall be sent by
Certified Mail, Return Receipt Requested, postage prepaid and addressed as listed
below. Neither party to this AGREEMENT shall refuse to accept such mail; the parties to this AGREEMENT shall promptly inform the other party of any change of address. All notices required by this AGREEMENT are effective on the day of receipt, unless otherwise indicated herein. The mailing address of each party to this AGREEMENT is as follows:

CITY: Elaine Jeng, P.E., City Manager
City of Rolling Hills
No. 2 Portuguese Bend Road
Rolling Hills, CA 90274

CONSULTANT:

23. GOVERNING LAW

This AGREEMENT shall be governed by and construed in accordance with the laws of the State of California, and all applicable federal statutes and regulations as amended.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the date and year first above written.

CITY OF ROLLING HILLS                      CONSULTANT

CITY MANAGER:

______________________________

DATE:________________________

ATTEST:

YVETTE HALL, CITY CLERK

APPROVED AS TO FORM:

MICHAEL JENKINS, CITY ATTORNEY
HAZARD MITIGATION GRANT PROGRAM
NOTICE OF INTEREST

CONTROL NO: 0172  COMMUNITY WILDFIRE PREVENTION PLAN

1. DISASTER #: DR-4382
2. Name of person completing NOI: JULIA STEWART
3. NOI Instructions have been received and read: YES
4. Federal Information Processing Number (FIPS): 06037
5. Data Universal Numbering System (DUNS): 018945170
6. Applicant Name: CITY OF ROLLING HILLS
7. Applicant Address: 2 PORTUGUESE BEND ROAD
   City: ROLLING HILLS
   State: CA
   Zip Code: 90274
   Project Location: Los Angeles
8. Applicant Type: City
   EIN (for Non-Profits): (Blank)
9. Legislative Districts Applicant Project Site
   State Assembly 66 66
   State Senate: 26 26
   US Congressional 33 33
10. Authorized Applicant Agent:
    First Name: ELAINE
    Last Name: JENG
    Salutation: MS
    Title: CITY MANAGER
    Address: 2 PORTUGUESE BEND ROAD
    City: ROLLING HILLS
    State: CALIFORNIA
    Zip Code: 90274
    Phone: 310-377-1521
    Fax: 310-377-7288
    Email Address: ejeng@cityofrh.net

11. Project Manager/Working Contact:
    First Name: JULIA
    Last Name: STEWART
    Salutation: MS
    Title: SENIOR PLANNER
    Address: 2 PORTUGUESE BEND ROAD
    City: ROLLING HILLS
    State: CALIFORNIA
    Zip Code: 90274
    Phone: 310-377-1521
    Fax: 310-377-7288
12. Project Manager/Working Contact (alternate):
   First Name: YOLANTA
   Last Name: SCHWARTZ
   Salutation: MS
   Title: PLANNING DIRECTOR
   Address: 2 PORTUGUESE BEND ROAD
   City: ROLLING HILLS
   State: CALIFORNIA
   Zip Code: 90274
   Phone: 310-377-1521
   Fax: 310-377-7288

13. Application Type: Planning
14. Hazard Type: Fire
15. Activity Type: N/A
16. Activity Title/Name: Community Wildfire Protection Plan
17. Population (Planning Activities only): 1,860
18. Activity Location:
   a. Latitude & Longitude: 33.775763, -118.343756
19. Describe the problem to be mitigated:

   The City of Rolling Hills is designated as a Very High Fire Hazard Severity Zone (VHFHSZ) by the California State Fire
   Marshall and considered at-risk. The City has historically been subject to fires/wildfires threatening loss of life and
   property, and with the City’s aging population and lack of dual street egress, the loss of life risk has increased.
   Therefore, through the development of the City’s Local Hazard Mitigation Plan, the City has determined that
   preparing a Community Wildfire Protection Plan is imperative.

   The City abuts more than three (3) miles of wildland-urban interface (WUI), where the undeveloped wildland and
   vegetative fuels meet homeowners’ properties, both in the nature reserve and the steep-slope canyons that run
   through the incorporated land. According to the Handbook for Preparing a Community Wildfire Protection Plan
   (Society of American Foresters, page 3), the WUI zones have the most “tremendous risks to life, property, and
   infrastructure... and is one of the most dangerous and complicated situations firefighters face.” Also, the City has
   long, winding roads, lined with trees and vegetation with single access/egress. These factors will be taken into
   consideration during the CWPP preparation process.

   The City recognizes the severity of its vulnerability to fire and has developed a number of community fire mitigation
   tactics, such as:

   • policies that require property owners to create a defensible space around their home;
   • fire-safe roofing requirements;
   • City-wide smoking ban;
   • educational information on the City’s website; and
   • a monthly electronic newsletter (both posted to the City’s website and mailed) keeping all residents updated
     on fire hazards and mitigation guidelines.

   While these mitigation tactics are an excellent start, the City realizes that a full Community Wildfire Protection Plan
   needs to be developed:
   1. for the United States Forestry Service (USFS) and the Bureau of Land Management (BLM) to consider the
      City’s priorities for fuel reduction projects under the Healthy Forests Restoration Act (HFRA);
   2. to incorporate all possible fire, emergency services, and mitigation scenarios;
   3. to collaborate with the community, fire prevention agencies, local and state government, as well as federal
      agencies;
4. to prioritize the City’s vegetative and other fuel reduction projects; and
5. to recommend how to reduce structural ignitability.

The City will contract with a CWPP-specialized consultant to lead the development of the Plan. The Scope of Work below describes the Project process.

20. Describe the scope of work:

The City of Rolling Hills is in Los Angeles County and as described, is extremely vulnerable to fire, not only from the WUI at the Portuguese Bend Reserve, overhead utility lines, and canyons filled with chaparral, but also from active earthquake faults. Los Angeles County is a hotbed of seismic activity due to the presence of over 50 active and potentially active fault segments, an undetermined number of buried faults, and multiple blind-thrust faults. All of these faults are capable of producing severe earthquakes, downing poles and arcing transmissions lines creating more fire potential.

The role of the CWPP is to bring all risks and interested parties together to determine the course of action which protects the community in the best proactive manner. Staff has already reached out to the community and held four (4) informational workshops and received good feedback for how to move forward, hence this application. The workshop dates were: February 28, 2018; April 4, 2018; June 6, 2018; and August 1, 2018.

This project will result in a Community Wildfire Protection Plan for a cost of approximately $165,000 ($123,750 Federal, and $41,250 local match) including consulting fees, outreach, project management and submission costs. The City will use general funds for the local match requirement.

The City will contract with a CWPP-specialized consultant to lead the development of the Plan and will make every effort to reach out to the small, disadvantaged, and veteran business community with its bid process. The following high-level Scope of Work includes the following to collaborate on, prioritize and treat the vulnerabilities. The consultant will:

- work with the City’s designated Project Manager, local fire officials, and the Rolling Hills Community Association (RHCA);
- attend regular coordination meetings and provide Project updates;
- form a planning group between the local government and the state forestry agency*;
- engage local representatives and key partners of the USFS and the BLM (as applicable);
- include local stakeholders, including the RHCA, environmental organizations, Chambers of Commerce, utility representatives, and others who commit to fire protection for the community-at-large;
- establish a Community Base Map from which to determine critical human infrastructure, areas at the highest risk, and designation of the community’s WUI zones;
- prepare a Community Risk Assessment from which to identify and establish:
  - Fuel Hazards (vegetative, slope);
  - Areas at Highest Fire Risk (categorize all areas using historical data, local knowledge);
  - Infrastructure (homes, essential services infrastructure);
  - Other Areas at Risk (recreation, historical, economic or cultural areas); and
  - Preparedness and Firefighting Structure (evacuation plans, safety zones).
- establish community hazard reduction priorities and recommendations to reduce risk;
- develop an action plan and assessment strategy;
- prepare a draft Plan for review; and
- upon agreement of the core representatives, finalize the Plan for the City Council adoption process.

*The core group of representatives will review and agree upon the Plan’s final contents. This can be an established planning group that includes the CWPP in its actions.

21. Performance Period: 36 months
22. Duplicate Programs:

Is this activity eligible for funding from another federal program such as the NRCS Emergency Watershed Protection Act, FEMA Public Assistance Program, and the US Department of Agriculture/Department of the Interior Healthy Forest Restoration Act of 2002?

No

If yes, identify the program and the Disaster Survey Report, Project Worksheet, or application number(s).

23. Activity Costs:

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<tbody>
<tr>
<td>Federal Requested Share</td>
<td>$123,750</td>
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<tr>
<td>Applicant Match</td>
<td>$ 41,250</td>
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<tr>
<td>Total Activity Cost</td>
<td>$165,000</td>
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<tr>
<td>Source of 25% non-federal match: City's General Fund</td>
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24. LHMP Approval Date: Update currently under FEMA review

25. Local Hazard Mitigation Plan: Provide a narrative that identifies how the proposed project activity is in conformance with your FEMA-approved Local Hazard Mitigation Plan (LHMP). Any references to the LHMP must include the page number and/or section.

The City of Rolling Hills is committed to following through with hazard mitigation action items determined through the recent Hazard Mitigation Planning process, which resulted in an updated LHMP. The FEMA approval for the LHMP Update is expected in late 2018/early 2019.

The City sits on hilly land on the Palos Verdes Peninsula bordered by the cities of Rancho Palos Verdes and Rolling Hills Estates, and the Portuguese Bend Reserve. The topography and geography of the City and the Wildland-Urban Interface (WUI) make it especially vulnerable to fires. The City is characterized by chapparal-filled steep slope canyons running throughout, the Reserve (which is in a natural state with highly combustible dense fire fuel/dead vegetation) heavily landscaped properties, tree-lined streets, and overhead utility lines.

According to the LHMP (page 96), the CWPP will seek to complete the following:

1. Identify specific strategies to reduce structure ignitability while at the same time protecting the environmental integrity of the City; and
2. Identify priority projects to reduce risks and hazards from a wildfire at the neighborhood or community scale.

Additionally, under Action Item WF 5, the CWPP will seek to “increase communication, coordination, and collaboration between wildland/urban interface property owners, local and county planners, and fire prevention crews and officials” to identify the risks and the best mitigation efforts specific to the City of Rolling Hills and its environs. Under Action Item WF 6, the City will further develop collaboration with the LACoFD, prioritize fuel reduction, and identify the treatment of structural ignitability, recommending measures to homeowners and the community that can be taken to reduce structural risk.

The creation of a CWPP furthers the plan goals of:

- Protect Life and Property;
- Partnerships and Implementation; and
- Emergency Services.

(Source: Local Hazard Mitigation Plan, pgs. 96 – Narrative under “Interface Fire Education Programs and Enforcement”; and WF 5 and WF 6, pgs. 149, 150, 151, and 152 - Tables 9-1 and 9-2: Mitigations Action Matrix which identified the existing and future mitigation activities development by the Planning Team).
The Community Wildfire Protection Plan is a one-time Cal OES planning project. The City will be responsible for reviewing and updating the Plan as described in the final CWPP version.
HAZARD MITIGATION GRANT PROGRAM
NOTICE OF INTEREST

All fields must be completed with valid input
Click on Links for Help

1. Disaster #: DR-4382
2. Name of Person Completing NOI: JULIA STEWART
3. NOI instructions have been received and read: Yes No
4. Federal Information Processing Number (FIPS #): 06037 non-numeric
5. Data Universal Numbering System (DUNS #): 018945170 non-numeric

5. Applicant Name: CITY OF ROLLING HILLS
6. Applicant Address: 2 PORTUGUESES BEND ROAD
   City: ROLLING HILLS
   Project Location: Los Angeles
   State: California
   Zip Code: 90274

8. Applicant Type: City
8. EIN (For Private Non-Profits): non-numeric
9. Legislative Districts:
   State Assembly: 66
   State Senate: 26
   U.S. Congressional District: 33

11. Authorized Applicant Agent:
    First Name: ELAINE
    Last Name: JENG
    Salutation: Ms.
    Title: CITY MANAGER
    Address: 2 PORTUGUESE BEND ROAD
    City: ROLLING HILLS
    Phone: 310-377-1521 Ext:
    Fax #: 310-377-7288
    EMail Address: EJENG@CITYOFRH.NET

11. Project Manager/Working Contact:
    First Name: JULIA
    Last Name: STEWART
    Salutation: Ms.
    Title: SENIOR PLANNER
    Address: 2 PORTUGUESE BEND ROAD
    City: ROLLING HILLS
    Phone: 310-377-1521 Ext:
    Fax #: 310-377-7288
    EMail Address: JSTEWART@CITYOFRH.NET

12. Project Manager/Working Contact (Alternate):
    First Name: YOLANTA
    Last Name: SCHWARTZ
    Salutation: Ms.
    Title: PLANNING DIRECTOR
    Address: 2 PORTUGUESE BEND ROAD
    City: ROLLING HILLS
    Phone: 310-377-1521 Ext:
    Fax #: 310-377-7288
    EMail Address: YS@CITYOFRH.NET

13. Application Type: Project Planning 5% Activity
14. Hazard Type: Fire
15. Activity Type: Miscellaneous/Other
   Explain if Miscellaneous/Other is selected. Planning Community Wildfire Protection Plan
16. Activity Title/Name: COMMUNITY WILDFIRE PROTECTION PLAN
17. Population (Planning Activities Only): 1,860

6/7
18. Activity Location:

CITY OF ROLLING HILLS

Latitude & Longitude: 33.775763 -118.343756 E.g.34.324682 -120.345677

19. Describe the problem to be mitigated:
The City of Rolling Hills is designated as a Very High Fire Hazard Severity Zone (VHHSZ) by the California State Fire Marshall and considered at-risk. The City has historically been subject to
fires/wildfires threatening loss of life and property, and with the City's aging population and lack of dual street egress, the loss of life risk has increased. Therefore, through the development of the City's Local Hazard Mitigation Plan, the City
has determined that preparing a Community Wildfire Protection Plan

20. Describe the scope of work:
The City of Rolling Hills is in Los Angeles County and as described, is extremely vulnerable to fire, not only from the wildfire
at the Portuguese Bend Reserve, overhead utility lines, and canyons filled with chaparral, but also from active earthquake faults. Los Angeles County is a hotbed of seismic activity due to the presence of over 50 active and potentially active fault segments, an undetermined number of buried faults, and multiple

21. Performance Period: 36

22. Duplicate Programs:

Is this activity eligible for funding from another federal program such as the NRCS Emergency Watershed Protection Act, FEMA Public Assistance Program, and the US Department of Agriculture/Department of the Interior Healthy Forest Restoration Act of 2002?

☐ Yes ☐ No ☐ Uncertain

If yes, identify the program and the Disaster Survey Report, Project Worksheet, or application number(s).

23. Activity Costs:

Federal Requested Share: $ 123,750
Applicant Match: $ 41,250
Total Activity Cost: $ 165,000

Source of 25% non-federal match: CITY OF ROLLING HILLS' GENERAL FUND

24. LHMP Approval Date: JANUARY 2019

25. Local Hazard Mitigation Plan:
Provide a narrative that identifies how the proposed project activity is in conformance with your FEMA-approved Local Hazard Mitigation Plan (LHMP). Any references to the LHMP must include the page number and/or section.
The City of Rolling Hills is committed to following through with hazard mitigation action items determined through the recent Hazard Mitigation Planning process, which resulted in an updated LHMP. The FEMA approval for the LHMP Update is expected in late 2018/early 2019.
The City sits on hilly land on the Palos Verdes Peninsula bordered by the cities of Rancho Palos Verdes and Rolling Hills Estates.

Electronic Notification of NOI Status, Workshops, and Application Updates
The Hazard Mitigation Grant Program will provide immediate notification of your NOI status following our review. Please provide us with the contact information for 1 of your staff.
(if the contact is the same as entered above, please reenter the information below. This person will receive information about workshops and updates regarding the application process.)

Contact Person:
Name: (Last, First)
HAZARD MITIGATION GRANT PROGRAM
NOTICE OF INTEREST

CONTROL NO: 0175 Vegetative Management/Fuel Break/Erosion Control

1. DISASTER #: DR-4382
2. Name of person completing NOI: JULIA STEWART
3. NOI Instructions have been received and read: YES
4. Federal Information Processing Number (FIPS): 06037
5. Data Universal Numbering System (DUNS): 018945170
6. Applicant Name: CITY OF ROLLING HILLS
7. Applicant Address: 2 PORTUGUESE BEND ROAD
   City: ROLLING HILLS
   State: CA
   Zip Code: 90274
   Project Location: Los Angeles
8. Applicant Type: City
   EIN (for Non-Profits): Blank
9. Legislative Districts
   Applicant     Project Site
   State Assembly: 66   66
   State Senate: 26   26
   US Congressional: 33   33
10. Authorized Applicant Agent:
    First Name: ELAINE
    Last Name: JENG
    Salutation: MS
    Title: CITY MANAGER
    Address: 2 PORTUGUESE BEND ROAD
    City: ROLLING HILLS
    State: CALIFORNIA
    Zip Code: 90274
    Phone: 310-377-1521
    Fax: 310-377-7288
    Email Address: ejeng@cityofrh.net
11. Project Manager/Working Contact:
    First Name: JULIA
    Last Name: STEWART
    Salutation: MS
    Title: SENIOR PLANNER
    Address: 2 PORTUGUESE BEND ROAD
    City: ROLLING HILLS
    State: CALIFORNIA
    Zip Code: 90274
    Phone: 310-377-1521
    Fax: 310-377-7288
12. Project Manager/Working Contact (alternate):
   First Name: YOLANTA
   Last Name: SCHWARTZ
   Salutation: M5
   Title: PLANNING DIRECTOR
   Address: 2 PORTUGUESE BEND ROAD
   City: ROLLING HILLS
   State: CALIFORNIA
   Zip Code: 90274
   Phone: 310-377-1521
   Fax: 310-377-7288

13. Application Type: Project
14. Hazard Type: Fire
15. Activity Type: Hazardous Fuels Reduction
16. Activity Title/Name: Vegetative Management/Fuel Break/Erosion Control
17. Population (Planning Activities only): N/A
18. Activity Location:
   a. Latitude & Longitude: 33.750874, -118.353112

19. Describe the problem to be mitigated:

   The City of Rolling Hills is designated as a Very High Fire Hazard Severity Zone (VHFHSZ) by the California State Fire Marshall and considered at-risk. The City has historically been subject to fires/wildfires threatening loss of life and property, and with the City’s aging population and lack of dual street egress, the loss of life risk is increased.

   The City abuts more than three (3) miles of wildland-urban interface (WUI), where the undeveloped wildland and vegetative fuels meet homeowners’ properties, both in the nature reserve and the steep-slope canyons that run through the incorporated land. According to the Society of American Foresters, the WUI zones have the most “tremendous risks to life, property, and infrastructure... and is one of the most dangerous and complicated situations firefighters face.”

   The City recognizes the severity of its vulnerability to fire and has developed a number of community fire mitigation tactics, such as:

   • policies that require property owners to create a defensible space around their home;
   • fire-safe roofing requirements;
   • City-wide smoking ban;
   • educational information on the City’s website; and
   • a monthly electronic newsletter (both posted to the City’s website and mailed) keeping all residents updated on fire hazards and mitigation guidelines.

   After reviewing the area’s fire history and patterns, including adjoining cities and unincorporated county areas, the City realized that in addition to the community fire mitigation tactics, vegetation management, a fuel break and associated erosion control needs to be addressed on the south facing city border along the WUI. Historically, these areas have experienced the worst impact from wildfires, especially when combined with the Santa Ana wind conditions. Several steep slope canyons also run from the WUI into the City creating a stronger threat of wildfire reaching the population, potentially taking out utilities, and limiting emergency vehicle access/egress.

20. Describe the scope of work:

   The City of Rolling Hills is in Los Angeles County and as described, is extremely vulnerable to fire, from the WUI at the Portuguese Bend Reserve, overhead utility lines, and canyons filled with chaparral and scrub. When fires strike,
the flames spread rapidly through the natural growth in the Reserve and canyons, and there is currently nothing to stop the fire from reaching residents' properties, taking down vital services or threatening lives. To allow firefighters a greater chance of saving lives and structures, vegetation management, including fuel breaks, mulching, and/or thinning the vegetation density will be employed. Treatment can dramatically reduce the spread and intensity of wildfire. Reducing the density of fuel by thinning and trimming trees and removing ladder fuels helps keep the fire on the ground, increasing the chances for firefighters to control the fire. The treatments the City is proposing are ways to reduce the vegetation/fuel load to assist firefighters with suppression of the fire.

This project will provide vegetative management, a fuel break, and erosion control at the City’s most fire-vulnerable interface for a cost of approximately $1,000,000 ($750,000 Federal, and $250,000 local match) including design, engineering, project management, and submission costs. The City will use general funds for the local match requirement.

The City will contract with both a fire mitigation specialist through the local Fire Department and a vegetation management/erosion control-specialized contractor to lead the mitigation and will make every effort to reach out to the small, disadvantaged, and veteran business community with its bid process. Each bidder will be asked to propose the best type(s) of mitigation, vegetation management, and erosion control. The following is the expected high-level Scope of Work and includes:

- work with the City’s designated Project Manager(s), local and regional fire officials, local representatives of the USFS and BLM (as applicable), and the Rolling Hills Community Association (RHCA)*;
- attend regular coordination meetings and provide Project updates;
- identification of the best type(s) of mitigation, vegetation management and erosion control based on the topography and geography of the area to be mitigated;
- determine the location(s) along the WUI at highest fire risk;
- prepare a draft action plan, Scope of Work, and design plans for review; and
- upon agreement of the core representatives, finalize the design and prepare to implement.

Once the above has been completed, the contractor is expected to implement the design and action plan. The funding request amount includes staff time, NOI costs (and if approved, subapplication costs), a fire mitigation specialist from/through the Fire Department, a vegetation management/erosion control firm to prepare the design and to implement then design upon approval. Actual implementation costs will depend on the size of areas to mitigate, equipment, access to areas (specialty equipment), personnel, specialized personnel, and type of mitigation chosen but will not exceed the request.

*This core group of representatives will review and agree upon the contractor’s final design and action plan.

21. Performance Period: 36 months
22. Duplicate Programs:

Is this activity eligible for funding from another federal program such as the NRCS Emergency Watershed Protection Act, FEMA Public Assistance Program, and the US Department of Agriculture/Department of the Interior Healthy Forest Restoration Act of 2002?

No

If yes, identify the program and the Disaster Survey Report, Project Worksheet, or application number(s).

23. Activity Costs:

Federal Requested Share: $ 750,000
Applicant Match: $ 250,000
Total Activity Cost: $1,000,000
24. LHMP Approval Date: Update currently under FEMA review
25. Local Hazard Mitigation Plan: Provide a narrative that identifies how the proposed project activity is in conformance with your FEMA-approved Local Hazard Mitigation Plan (LHMP). Any references to the LHMP must include the page number and/or section.

The City of Rolling Hills is committed to following through with hazard mitigation action items determined through the recent Hazard Mitigation Planning process, which resulted in an updated LHMP. The FEMA approval for the LHMP Update is expected in late 2018/early 2019.

The City sits on hilly land on the Palos Verdes Peninsula bordered by the cities of Rancho Palos Verdes and Rolling Hills Estates, and the Portuguese Bend Reserve. The topography and geography of the City and the Wildland-Urban Interface (WUI) make it especially vulnerable to fires. The City is characterized by chapparal-filled steep slope canyons running throughout, the Reserve (which is in a natural state with highly combustible fire fuel/dead vegetation) heavily landscaped properties, and tree-lined streets.

The Vegetative Management/Fuel Break/Erosion Control Project is directly in line with the City’s Local Hazard Mitigation Plan, specifically Action Item WF 6 (LHMP, pages 149-152). The need for management of surrounding wild chapparal, scrub, shrubs and trees is necessary for the protection of property, life, vital services, and firefighter safety. In addition, Action Item WF 5 (LHMP, page 149) encourages further collaboration with LACoFD, homeowners and the community to establish risk factors and mitigation potential. These discussions will take place as part of the established meetings for the Vegetative Management/Fuel Break/Erosion Control Project.

According to the LHMP (page 87), one of the most common conditions exacerbating a fire is a large fuel load (dense or ladder-type vegetation). Also, “the increased "interface" between urban/suburban areas and the open spaces created by this expansion produces a significant increase in threats to life and property from fires and pushes existing fire protection systems beyond original or current design and capability.” (LHMP, page 87)

The topography combined with combustible vegetation makes for additionally dangerous conditions: “if the percentage of uphill slope doubles, the rate of spread in wildfire will likely double. Gulches and canyons can funnel air and act as chimneys, which intensify fire behavior and cause the fire to spread faster. Solar heating of dry, south-facing slopes produces up slope drafts that can complicate fire behavior.” (LHMP, page 88)

“Fire danger in the City of Rolling Hills is most critical during the late summer and fall months, especially when Santa Ana weather conditions prevail. Plant fuels posing the greatest threat during this period will be those located on the south-facing slopes.” (LHMP, page 90)

Finally, in conjunction with the vegetative management and fuel breaks, erosion control is very important. “Fire destroys surface vegetation, leaving the soil bare and subject to erosion when the rains begin in the fall and winter. Raindrops hit the surface with undiminished impact, splashing particles of soil loose that move downhill and are carried away by running water. Fire also destroys most of the roots that hold the soil in place, allowing running water to wash the soil away. Mudslides and mudflows can result from these processes...” if not addressed. (LHMP, page 95)

The Vegetative Management/Fuel Break/Erosion Control Project furthers the plan goals of:

- Protect Life and Property;
- Partnerships and Implementation; and
- Emergency Services.
(Source: Local Hazard Mitigation Plan, pages 149-152 (WF 5 and WF 6) - Tables 9-1 and 9-2: Mitigations Action Matrix which identified the existing and future mitigation activities development by the Planning Team. Additional pages noted above.)

The Vegetative Management/Fuel Break/Erosion Control Project is a one-time Cal OES project and its implementation is intended to avoid future need for Federal Assistance funding for fires/wildfires. The City will be responsible for future maintenance as described in the contractor’s final design plan.
HAZARD MITIGATION GRANT PROGRAM
NOTICE OF INTEREST

All fields must be completed with valid input
Click on Links for Help

Control No: 0175

1. Proposal #: DR-4382
2. Name of Person Completing NGR: JULIA STEWART
3. Yes No

4. Applicant Information: 08037
Project Site:

City: CITY OF ROLLING HILLS
Address: 2 PORTUGUESE BEND ROAD
Project Location: Los Angeles
State: California Zip Code: 90274

5. Applicant Type:  
City: County State Private Non-Profit Special District Tribal

6. Legislation Districts:
Applicant
Project Site
State Assembly: 66 66
State Senate: 26 26
U.S. Congressional District: 33 33

10. Authorized Applicant Agent:
First Name: ELAINE
Last Name: JENG
Salutation: Ms.

Title: CITY MANAGER
Address: 2 PORTUGUESE BEND ROAD
City: ROLLING HILLS
Phone: 310 - 377 - 1521 Ext:
Fax #: 310 - 377 - 7288
EMail Address: EJENG@CITYOFRH.NET

11. Project Manager/Contact Person:
First Name: JULIA
Last Name: STEWART
Salutation: Ms.

Title: SENIOR PLANNER
Address: 2 PORTUGUESE BEND ROAD
City: ROLLING HILLS
Phone: 310 - 377 - 1521 Ext:
Fax #: 310 - 377 - 7288
EMail Address: JSTEWART@CITYOFRH.NET

12. Project Manager/Alternate Contact:
First Name: YOLANTA
Last Name: SCHWARTZ
Salutation: Ms.

Title: PLANNING DIRECTOR
Address: 2 PORTUGUESE BEND ROAD
City: ROLLING HILLS
Phone: 310 - 377 - 1521 Ext:
Fax #: 310 - 377 - 7288
EMail Address: YS@CITYOFRH.NET

15. Activity Type:
Project Planning 5% Activity

16. Hazard Type:
Fire

17. Activity Type:
Hazardous Fuels Reduction
Explain if Miscellaneous/Other is selected.

18. Activity Title/Name: Vegetative Management/Fuel Break/Erosion Control

1. Population (Enter one Activity Only): 1,860
15. Activity Location:
The project will take place at the interface of the city and the Portuguese Bend Reserve (WUI). The latitude/longitude provided is the estimated center of the activity.

16. Latitude: 33.750874
   Longitude: -118.353112
   E.g., 34.324862 -120.345877

17. Describe the problem to be mitigated:
The City of Rolling Hills is designated as a Very High Fire Hazard Severity Zone (VHFSZ) by the California State Fire Marshall and considered at-risk. The city has historically been subject to fires/wildfires threatening loss of life and property, and with the city's aging population and lack of dual street egress, the loss of life risk is increased.

The city abuts more than three (3) miles of wildland-urban

18. Describe the scope of work:
The City of Rolling Hills is in Los Angeles County and as described, is extremely vulnerable to fire, from the WUI at the Portuguese Bend Reserve, overhead utility lines, and canyons filled with chaparral and scrub. When fires strike, the flames spread rapidly through the natural growth in the Reserve and canyons, and there is currently nothing to stop the fire from reaching residents' properties, taking down vital services or threatening lives. To allow firefighters a greater chance of

19. Performance Period: 36 months

20. Underscoring Program:
Is this activity eligible for funding from another federal program such as the NRCS Emergency Watershed Protection Act, FEMA Public Assistance Program, and the US Department of Agriculture/Department of the Interior Healthy Forest Restoration Act of 2002?

   Yes * No . Uncertain

If yes, identify the program and the Disaster Survey Report, Project Worksheet, or application number(s).

21. Activity Costs:
   Federal Requested Share: $ 750,000
   Applicant Match: $ 250,000
   Total Activity Cost: $ 1,000,000
   Source of 25% non-federal match: CITY OF ROLLING HILLS' GENERAL FUND

22. LHMP Approval Date: JANUARY 2019

23. Local Hazard Mitigation Plan:
Provide a narrative that identifies how the proposed project activity is in conformance with your FEMA-approved Local Hazard Mitigation Plan (LHMP). Any references to the LHMP must include the page number and/or section.
The City of Rolling Hills is committed to following through with hazard mitigation action items determined through the recent Hazard Mitigation Planning process, which resulted in an updated LHMP. The FEMA approval for the LHMP Update is expected in late 2018/early 2019.
The City sits on hilly land on the Palos Verdes Peninsula bordered by the cities of Rancho Palos Verdes and Rolling Hills Estates,

Electronic Notification of NOI Status, Workshops, and Application Updates
The Hazard Mitigation Grant Program will provide immediate notification of your NOI status following our review. Please provide us with the contact information for 1 of your staff.
(If the contact is the same as entered above, please reenter the information below. This person will receive information about workshops and updates regarding the application process.)

—Contact Person: —
Name: (Last, First)
NOTE: Please print this form before clicking the Submit NOI button below.
You will not be able to print the NOI once you have pressed the Submit NOI button.
You will receive a project control number once you click on submit button. Please retain this number and include it in any correspondence with Cal OES regarding your project.

Submit NOI

*Note: Pressing the submit NOI button will save and submit your NOI to the Governor's Office of Emergency Services for Approval. Please ensure that you have filled out this form with as much detail as possible.*
Control Number: 0175: The HMGP NOI for CITY OF ROLLING HILLS has successfully been submitted to the Cal OES, Hazard Mitigation Grant Program.

Return to Cal OES
HAZARD MITIGATION GRANT PROGRAM
NOTICE OF INTEREST

CONTROL NO: 0177  Undergrounding Utility Lines – Eastfield Drive

1. DISASTER #: DR-4382
2. Name of person completing NOI: JULIA STEWART
3. NOI Instructions have been received and read: YES
4. Federal Information Processing Number (FIPS): 06037
5. Data Universal Numbering System (DUNS): 018945170
6. Applicant Name: CITY OF ROLLING HILLS
7. Applicant Address: 2 PORTUGUESE BEND ROAD
   City: ROLLING HILLS
   State: CA
   Zip Code: 90274
   Project Location: Los Angeles
8. Applicant Type: City
   EIN (for Non-Profits): (Blank)

9. Legislative Districts
   Applicant Project Site
   State Assembly 66 66
   State Senate: 26 26
   US Congressional 33 33

10. Authorized Applicant Agent:
    First Name: ELAINE
    Last Name: JENG
    Salutation: MS
    Title: CITY MANAGER
    Address: 2 PORTUGUESE BEND ROAD
    City: ROLLING HILLS
    State: CALIFORNIA
    Zip Code: 90274
    Phone: 310-377-1521
    Fax: 310-377-7288
    Email Address: ejeng@cityofrh.net

11. Project Manager/Working Contact:
    First Name: JULIA
    Last Name: STEWART
    Salutation: MS
    Title: SENIOR PLANNER
    Address: 2 PORTUGUESE BEND ROAD
    City: ROLLING HILLS
    State: CALIFORNIA
    Zip Code: 90274
    Phone: 310-377-1521
    Fax: 310-377-7288
The City of Rolling Hills is designated as a Very High Fire Hazard Severity Zone by the California State Fire Marshall. The City has historically been subject to fires/wildfires threatening loss of life and property, and with the City’s aging population and lack of dual street egress, the risk of loss of life is increased. These fires are primarily caused by one of the following three events and are typically exacerbated by the winds which impact the City regularly:

- **Nature:** Wildlife (squirrels, raccoons, rodents) interfering with power lines causing a transmitter spark and immediately following, catching surrounding vegetation and trees on fire;
- **Equipment:** Transmitter sparks and catches fire to any surrounding vegetation and trees; and
- **Natural or Human:** Wildfires created by natural (lightning strikes, earthquake ground shaking, or other) or human causes in the abutting Portuguese Bend Reserve. The natural vegetation (which is left unintended in the Reserve) creates significant fuel and causes any fire to burn quickly and at a higher intensity. Earthquake ground shaking can topple wooden utility poles and cause arcing lines resulting in fires near property, people and animals.

To decrease human impact, the City has developed a number of fire mitigation tactics, such as:

- policies that require property owners to create a defensible space around their home and a City-wide smoking ban;
- educational information on the City’s website; and
- a monthly electronic newsletter (both posted to the City’s website and mailed) keeping all residents updated on fire hazards and mitigation guidelines.

To eliminate fires caused by wildlife interference with utility lines and utility equipment failure, as well as to protect the lines during earthquake or wildfire, the City is working toward undergrounding as many utility lines along the most heavily trafficked streets and removing as many wooden poles within the City as is financially possible. The work will include undergrounding street-side as well as undergrounding from the street to the affected residents’ utility box.

This project work is included in the City’s latest Hazard Mitigation Plan Update and is considered a priority. The Project is also consistent with state and federal HMGP regulation and will meet local planning, zoning, building, and all other applicable codes.
20. Describe the scope of work:

Eastfield Drive is a long, winding street on the east side of the City of Rolling Hills. It touches one adjacent city and is the only egress point on that side of the City. The trees that line the street intertwine dangerously with the utility wires, and due to the trees’ growth patterns, it has been nearly impossible to keep the wires free and clear for any length of time. Under new AB 2911, the trees would be subject to severe cutback or removal if they threaten the utility lines. However, these trees, as with all trees in the County, are a valuable source of GHG reduction and it is imperative to preserve them.

The City also is in Los Angeles County and sits very close to active earthquake faults. Los Angeles County is a hotbed of seismic activity due to the presence of over 50 active and potentially active fault segments, an undetermined number of buried faults, and multiple blind-thrust faults. All of these faults are capable of producing severe earthquakes, downing poles, and arcing transmissions lines, which adds to the threat of fires. As with all communities in the Palos Verdes/Long Beach area, the City of Rolling Hills is located in an especially seismically-active area, even by Los Angeles County standards.

This fire mitigation project will underground approximately 4,735 lineal feet of utility lines along Eastfield Drive at the cost of $650 per linear foot ($3,077,750) and including design, engineering, project management and submission costs ($225,000), the total project cost will be approximately $3,302,750. The City will use Rule 20A Tariff Funds for the local match requirement ($825,688).

The high-level Scope of Work includes the City purchasing available Rule 20A Electric Distribution Tariff funds (with funds from the City’s General Fund) and hiring Southern California Edison (SCE) to:

- work with the City’s designated Project Manager and the Rolling Hills Community Association (RHCA);
- attend regular coordination meetings and provide Project updates;
- complete the preliminary design and engineering phases of the Project for SCE utility lines;
- secure the appropriate rights-of-way and easement use from the HOA as necessary for construction staging;
- coordinate with Frontier and Cox cable utility companies to also prepare design and engineering plans for their utility lines (the cable companies will create their design in conjunction with SCE and lay their lines in the same trenches);
- prepare an RFP and bid process to hire the construction contractor for the Project;
- oversee and coordinate with the construction contractor;
- ensure that the construction contractor completes the appropriate undergrounding of utility lines and removal of wooden poles;
- restore any landscaping, hardscape and the street to the same condition as before the construction and undergrounding; and
- remove all equipment from the area.

The City of Rolling Hills will enter into an agreement with SCE to perform and manage the design, engineering, and construction of the project. SCE will be fully responsible for all construction management, materials, and labor oversight, and will hire a construction contractor to perform the actual trenching, all other construction duties, and restoration of landscaping and roadway as required.

The Undergrounding Utility Lines, Eastfield Drive Project is a one-time project, will have an approximate useful life of more than 100 years, and will eliminate the need for future FEMA Public Assistance funding for wildfires caused by overhead lines/transmitters combined with wooden poles. The utility company, SCE, will be responsible for on-going underground maintenance as prescribed by General Order 165.

21. Performance Period: 36 months

22. Duplicate Programs:
Is this activity eligible for funding from another federal program such as the NRCS Emergency Watershed Protection Act, FEMA Public Assistance Program, and the US Department of Agriculture/Department of the Interior Healthy Forest Restoration Act of 2002?

No

If yes, identify the program and the Disaster Survey Report, Project Worksheet, or application number(s).

23. Activity Costs:

- Federal Requested Share: $2,477,062
- Applicant Match: $825,688
- Total Activity Cost: $3,302,750

Source of 25% non-federal match: Rule 20A Electric Distribution Tariff funds (purchased by the City’s general fund)

24. LHMP Approval Date: Update currently under FEMA review

25. Local Hazard Mitigation Plan: Provide a narrative that identifies how the proposed project activity is in conformance with your FEMA-approved Local Hazard Mitigation Plan (LHMP). Any references to the LHMP must include the page number and/or section.

The City of Rolling Hills is committed to following through with hazard mitigation action items determined through the recent Hazard Mitigation Planning process, which resulted in an updated LHMP. The FEMA approval for the LHMP Update is expected in late 2018/early 2019.

The need for utility line undergrounding as a means to remove the risk of fire, loss of life, and property damage due to overhead utility lines and old wooden poles (wildlife interference, equipment failure, fire, earthquake and landslides) can be found in the City’s updated LHMP. “Lifelines are the connections between communities and outside services. They include water and gas lines, transportation systems, and electricity and communication networks. Ground shaking and amplification can cause pipes to break open, power lines to fall, roads and railways to crack or move, and radio and telephone communication to cease. Disruption to transportation makes it especially difficult to bring in supplies or services. Lifelines need to be usable after earthquake to allow for rescue, recovery, and rebuilding efforts and to relay important information to the public.” (LHMP, page 59).

The topography and geography of the City make it especially vulnerable to fires, earthquakes, and landslides. Should any one of these disasters take place, the City – and surrounding cities – could experience loss of critical lifeline services, such as communication and electricity, and threaten emergency vehicle access and egress due to downed power lines, for undetermined lengths of time. Therefore, undergrounding is an action item under "MH8 - Underground communications and electric utility lines to reduce the risk of arcing line in high winds, earthquake, and fire." (page 119) as well as “WF7 - Work with Southern California Edison and LACoFD to seek funding for undergrounding of utility lines.” (page 152).

The undergrounding of power lines mitigation project furthers the plan goals of:

- Protect Life and Property;
- Partnerships and Implementation; and
- Emergency Services.

(Source: Local Hazard Mitigation Plan, page 119 (MH8) and page 152 (WF7) - Tables 9-1 and 9-2: Mitigations Action Matrix which identified the existing and future mitigation activities development by the Planning Team. Page numbers noted above.)
The Undergrounding Utility Lines, Eastfield Drive Project is a one-time project and will have an approximate useful life of more than 100+ years. The utility company, SCE, will be responsible for on-going maintenance as prescribed by the Public Utility Commission's General Order 165.
HAZARD MITIGATION GRANT PROGRAM
NOTICE OF INTEREST

All fields must be completed with valid input
Click on Links for Help

Control No: 0177

* DR-4382
JULIA STEWART

* Yes - No

06037
018945170

CITY OF ROLLING HILLS
2 PORTUGUESE BEND ROAD
ROLLING HILLS
Los Angeles

City: Rolling Hills State: California Zip Code: 90274

Applicant Address:

City Location:

State: California Zip Code: 90274

Project Site

EIN (For Private Non-Profits):

State Assembly: 66
State Senate: 26
U.S. Congressional District: 33

Applicant:

Last Name: JENG
Salutation: Ms. *

First Name: ELAINE
Title: CITY MANAGER
Address: 2 PORTUGUESE BEND ROAD
City: ROLLING HILLS
Phone: 310 - 377 - 1521 Ext:
Fax #: 310 - 377 - 7288
EMail Address: EJENG@CITYOFRH.NET

Last Name: STEWART
Salutation: Ms. *

First Name: JULIA
Title: SENIOR PLANNER
Address: 2 PORTUGUESE BEND ROAD
City: ROLLING HILLS
Phone: 310 - 377 - 1521 Ext:
Fax #: 310 - 377 - 7288
EMail Address: JSTEWART@CITYOFRH.NET

Last Name: SCHWARTZ
Salutation: Ms. *

First Name: YOLANTA
Title: PLANNING DIRECTOR
Address: 2 PORTUGUESE BEND ROAD
City: ROLLING HILLS
Phone: 310 - 377 - 1521 Ext:
Fax #: 310 - 377 - 7288
EMail Address: YS@CITYOFRH.NET

5% Activity

* Project Planning

Hazard Type:

Fire

Activity Type:

Miscellaneous/Other

Non-Structural Retrofit

Explain if Miscellaneous/Other is selected.

Activity Title Name:

UNDERGROUNDING UTILITY LINES - EASTFIELD DRIVE

1,860
10. Activity Location:
The project will take place on Eastfield Drive, City of Rolling Hills (-34.735 LF). The latitude/longitude provided is the estimated center of the activity.

Latitude & Longitude: 33.754743, -118.334902
E.g. 34.324862 -120.345677

10. Describe the problem to be mitigated:
The City of Rolling Hills is designated as a Very High Fire Hazard Severity Zone by the California State Fire Marshall. The City has historically been subject to fires/wildfires threatening loss of life and property, and with the City's aging population and lack of dual street egress, the risk of loss of life is increased. These fires are primarily caused by one of the following three events and are typically exacerbated by the winds which impact the City regularly:

11. Describe the scope of work:
Eastfield Drive is a long, winding street on the east side of the City of Rolling Hills. It touches one adjacent city and is the only egress point on that side of the City. The trees that line the street intertwine dangerously with the utility wires, and due to the trees' growth patterns, it has been nearly impossible to keep the wires free and clear for any length of time. Under new AB 2911, the trees would be subject to severe cutback or removal if they threaten the utility lines. However, these trees, as with all...

31. Performance Period: 36 months

22. Identify Programs:
Is this activity eligible for funding from another federal program such as the NRCS Emergency Watershed Protection Act, FEMA Public Assistance Program, and the US Department of Agriculture/Department of the Interior Healthy Forest Restoration Act of 2002?

Yes ☐ No ☒ Uncertain

If yes, identify the program and the Disaster Survey Report, Project Worksheet, or application number(s).

3. Activity Cost:

   Federal Requested Share: $2,477,062
   Applicant Match: $825,668
   Total Activity Cost: $3,302,750

   Source of 25% non-federal match: Rule 20A Electric Distribution Tariff funds (purchased by the City's General Fund)

24. LHMP Approval Dates:

15. Local Hazard Mitigation Plan:
Provide a narrative that identifies how the proposed project activity is in conformance with your FEMA-approved Local Hazard Mitigation Plan (LHMP). Any references to the LHMP must include the page number and/or section.
The City of Rolling Hills is committed to following through with hazard mitigation action items determined through the recent Hazard Mitigation Planning process, which resulted in an updated LHMP. The FEMA approval for the LHMP Update is expected in late 2018/early 2019.
The need for utility line undergrounding as a means to remove the risk of fire, loss of life, and property damage due to overhead...

Electronic Notification of NOI Status, Workshops, and Application Updates
The Hazard Mitigation Grant Program will provide immediate notification of your NOI status following our review. Please provide us with the contact information for 1 of your staff.
(If the contact is the same as entered above, please reenter the information below. This person will receive information about workshops and updates regarding the application process.)

Contact Person:
Name: (Last, First)
NOTE: Please print this form before clicking the Submit NOI button below. You will not be able to print the NOI once you have pressed the Submit NOI button. You will receive a project control number once you click on submit button. Please retain this number and include it in any correspondence with Cal OES regarding your project.

Submit NOI

1) YES: Pressing the Submit NOI button will save and submit your NOI to the Governor's Office of Emergency Services for Approval. Please ensure that you have filled out this form with as much detail as possible.
Control Number: 0177: The HMGP NOI for CITY OF ROLLING HILLS has successfully been submitted to the Cal OES, Hazard Mitigation Grant Program.

Return to Cal OES
HAZARD MITIGATION GRANT PROGRAM
PLANNING SUBAPPLICATION

DISASTER NUMBER:
JURISDICTION NAME:
PLAN TITLE:
CONTROL NUMBER:

THE CONTROL NUMBER IS RECEIVED AT TIME OF SUCCESSFUL NO SUBMITTAL

Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES
HAZARD MITIGATION GRANT PROGRAM (HMGP) INTRODUCTION

INTRODUCTION
As a result of the declaration of a major federal disaster, the State of California is eligible for HMGP funding. The State has established priorities to accept subapplications from subapplicants statewide, state agencies, tribal governments, local governments, and Private Non-Profits.

Hazard mitigation activities are aimed at reducing or eliminating future damages. Activities include hazard mitigation plans approvable by the Federal Emergency Management Agency (FEMA).

HMGP is successful in meeting the FEMA requirements to qualify as an Enhanced State Hazard Mitigation Plan (ESHMP) state. ESHMP accreditation has resulted in additional millions of dollars available for local agencies’ hazard mitigation plan and project funding. In order to maintain ESHMP status, further information is requested by FEMA. This information is requested as a means of assessing the pro-activity of your community or agency.

REGULATIONS
Federal funding is provided under the authority of the Robert T. Stafford Emergency Assistance and Disaster Relief Act (Stafford Act) through FEMA and the California Governor’s Office of Emergency Services (Cal OES). Cal OES is responsible for identifying program priorities, reviewing subapplications and forwarding recommendations for funding to FEMA. FEMA has final approval for activity eligibility and funding.

The federal regulations governing HMGP are found in Title 44 of the Code of Federal Regulations (44CFR), Part 201 (Planning) and Part 206 (Projects) and in Title 2 of the Code of Federal Regulations (2CFR), Part 200 (Uniform Administrative Requirements).

The subapplicant is responsible for complying with the regulations set forth in the California Environmental Quality Act (CEQA) (California Code of Regulations, Title 14, Division 6, Chapter 3, Sections 15000–15387) and any other state/local permits or requirements.

FEMA GUIDANCE
FEMA requires that all plans adhere to the Local Mitigation Planning Handbook 2013 and Hazard Mitigation Assistance Unified Guidance 2015.

TIME EXTENSIONS
Time extensions may be requested, and will be approved or denied on a case-by-case basis. To request additional time to submit a subapplication, send an email to the HMA@caloes.ca.gov mailbox. The subject line must include: “Subapplication Time Extension Request (include Disaster Number and Control Number)”. The body of the message must include justification and specific details supporting why more time is needed and how much additional time is requested.

QUESTIONS
Submit all HMGP subapplication questions to the following mailbox: HMA@caloes.ca.gov
HAZARD MITIGATION GRANT PROGRAM
ELIGIBILITY CHECKLIST

Before completing the subapplication, review the following HMGP eligibility checklist to ensure planning meets the requirements for HMGP funding.

☐ Cost Share: Cal OES will not accept subapplications with a requested federal share that exceeds $125,000 for a single jurisdiction mitigation plan or $250,000 for a multi-jurisdictional mitigation plan. Other approved planning-related activities are approved on a case by case basis for up to $125,000. Funds are provided on a 75/25 cost share basis: 75% federal and 25% non-federal cost share. Local funding match of 25% of the total planning cost is required by the subapplicant. HMGP matching funds must be from a non-federal source. State does not contribute to local funding match.

☐ Period of Performance (POP): Cal OES will not accept subapplications with performance periods exceeding 36 months.

☐ Approved Notice of Interest: Subapplicant must have an approved Notice of Interest (NOI) to submit a subapplication for HMGP funding. Only activities approved through the NOI process can be submitted for HMGP funding consideration.

☐ Scope of Work: The planning scope of work (SOW) must be consistent with the SOW provided in the approved Notice of Interest (NOI).

☐ Time Extensions: Unless a time extension has been approved before the deadline, subapplications must be postmarked by the applicable deadline to be considered for funding.

☐ Hazard Mitigation Planning Laws, Regulations and Policies Guidance: Subapplicants must use applicable State, tribal, or local mitigation planning guidance to determine the specific requirements for new plans and plan updates regarding the planning process; hazard identification and risk assessment; mitigation strategy; plan review, evaluation, and implementation; and plan adoption. For State, tribal, or local mitigation planning guidance, read the FEMA Mitigation Planning webpage.

☐ Subapplicant Eligibility: Subapplicant must be an eligible State Agency, Local Government (City, County, Special Districts) or Federally Recognized Tribe.

☐ Duplication of Programs: HMGP funding cannot be used as a substitute or replacement to fund activities or programs that are available under other federal authorities, known as Duplication of Programs (DOP).

☐ FOR MULTI-JURISDICTIONAL PLANS ONLY - Letters of Commitment (LOC): A Letter of Commitment must be included for each participating jurisdiction.

STOP

SUBAPPLICANT MUST BE ABLE TO CHECK EVERY BOX TO QUALIFY FOR HMGP FUNDING.
SUBAPPLICATION FORMAT INSTRUCTIONS

Cal OES requires the following format to be used for all HMGP subapplications. Two complete subapplications must be submitted to Cal OES. Each subapplication must be in separate binders. The first copy is logged and retained for Cal OES records. The second copy will be forwarded to FEMA for review and final determination.

COMPLETE SUBAPPLICATION PACKAGE CONSISTS OF THE FOLLOWING:

☐ TWO identical printed subapplications must be provided in 3-ring binders:
  o Each binder section must be tabbed in the format outlined below
  o Each binder must be large enough to hold all of the contents
  o The use of additional binders is permitted as needed
  o All printed attachments must be clearly titled

☐ TWO identical CD-RWs must include functional electronic versions of all documents/attachments
  o Attachments must be in one of the following formats: Microsoft Word version 2007 (or newer), Microsoft Excel or Adobe PDF
  o All electronic attachments must be clearly titled

ORGANIZATION OF THE BINDER SECTIONS MUST BE TABBED IN THE FOLLOWING FORMAT:

0. Table of Contents
1. Subapplication
2. Scope of Work
3. Schedule (Additional documentation work schedule components, Gantt chart, etc.)
4. Cost Estimate (HMGP Cost Estimate Spreadsheet and cost estimate narrative)
5. Match (Local Match Commitment Letter Template)
6. Maintenance (Planning Maintenance Letter Template)
7. Letters of Commitment for Multi-Jurisdictional Local Hazard Mitigation Plans only (Letter of Commitment Template)
8. Authorization (Agent Resolution Form and Subrecipient Grants Management Assessment Form)
9. Supporting Docs (Any extra supporting documentation)

MAIL OR DELIVER COMPLETED SUBAPPLICATIONS TO:
California Governor’s Office of Emergency Services
Hazard Mitigation Grants Program Unit
Attention: HMGP
3650 Schriever Avenue
Mather, CA 95655
# PLANNING SUBAPPLICATION FORM

## SUBAPPLICANT INFORMATION

1. **SUBAPPLICANT:**
   NAME OF STATE AGENCY, TRIBAL GOVERNMENT, LOCAL GOVERNMENT, OR SPECIAL DISTRICT APPLYING FOR FUNDING

2. **TYPE:**
   - [ ] STATE/LOCAL GOVERNMENT
   - [ ] TRIBAL GOVERNMENT
   - [ ] SPECIAL DISTRICT
   IF YOU DO NOT KNOW YOUR FEDERAL IDENTIFICATION PROCESSING SYSTEM NUMBER (FIPS #), REQUEST BY EMAILING THE FEMA@CALDAIS.CA.GOV MAILBOX

3. **FIPS #:**
   IF YOU DO NOT KNOW YOUR DATA UNIVERSAL NUMBERING SYSTEM (DUNS) #, CALL DUN & BRADSTREET (D&B) @ 1-866-705-5711 OR VISIT WWW.SAM.GOV

4. **DUNS #:**

5. **POLITICAL DISTRICT:**
   - [ ] CONGRESSIONAL:
   - [ ] STATE ASSEMBLY:
   - [ ] STATE LEGISLATIVE:
   PROVIDE ONLY THE NUMBERS OF THE POLITICAL DISTRICTS FOR THE SUBAPPLICANT

6. **PRIMARY CONTACT:**
   POINT OF CONTACT FOR YOUR PLAN. CAL OES WILL CONTACT THIS PERSON FOR QUESTIONS AND/OR REQUESTS FOR INFORMATION

   - **NAME:**
     - [ ] Mr.  [ ] Ms.  FIRST:  LAST:
   - **TITLE:**
   - **ORGANIZATION:**
   - **ADDRESS:**
   - **CITY:**  STATE:  ZIP CODE:
   - **TELEPHONE:**  Fax:
   - **EMAIL:**

7. **ALTERNATIVE CONTACT:**
   BACK-UP POINT OF CONTACT FOR YOUR PLAN. CAL OES WILL CONTACT THIS PERSON IF PRIMARY CONTACT IS UNAVAILABLE

   - **NAME:**
     - [ ] Mr.  [ ] Ms.  FIRST:  LAST:
   - **TITLE:**
   - **ORGANIZATION:**
   - **ADDRESS:**
   - **CITY:**  STATE:  ZIP CODE:
   - **TELEPHONE:**  Fax:
   - **EMAIL:**
LOCAL HAZARD MITIGATION PLAN INFORMATION

8. PLAN TYPE:

A. ACTIVITY TYPE:
Planning activity types are classified as one of the choices listed below. Pick one of the following choices that best describes the type of plan this subapplication will deliver:

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<thead>
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<tbody>
<tr>
<td>1.</td>
<td>☐</td>
<td>New Single Jurisdiction Local Hazard Mitigation Plan</td>
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<td>Select for single jurisdictions that have no existing hazard mitigation plan.</td>
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<td>FEMA APPROVAL DATE</td>
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<td>2.</td>
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<td>Update to Single Jurisdiction Local Hazard Mitigation Plan</td>
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<td>Select for single jurisdiction that have a FEMA approved plan in place.</td>
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<td>New Multi-Jurisdictional Local Hazard Mitigation Plan</td>
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<td>Select if there is no existing plan, and multiple jurisdictions will be included.</td>
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<td>FEMA APPROVAL DATE</td>
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<td>Update to Multi-Jurisdictional Local Hazard Mitigation Plan</td>
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<td>Select for multi-jurisdictions that have a FEMA approved plan in place.</td>
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<td>FEMA APPROVAL DATE</td>
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<td>5.</td>
<td>☐</td>
<td>New Tribal Mitigation Plan (In accordance with 44 CFR Section 201.7)</td>
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<td>Select for tribal federally recognized tribes that have no existing hazard mitigation plan.</td>
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<td>FEMA APPROVAL DATE</td>
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<td>Update to Tribal Mitigation Plan (In accordance with 44 CFR Section 201.7)</td>
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<td>Select for federally recognized tribes that have a FEMA approved plan in place.</td>
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<td>7.</td>
<td>☐</td>
<td>Other Planning-Related Activities</td>
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<td>Describe planning activities:</td>
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The following activities cannot be funded as mitigation planning related activities: Hazard identification or mapping and related equipment for the implementation of mitigation activities, Geographic Information System (GIS) software, hardware, and data acquisition whose primary aim is mitigation activity, public awareness or education campaigns about mitigation, project scoping or development (such as BCA, engineering feasibility studies, application development, construction design, or EHP data collection), or activities not resulting in a clearly defined product or products.

COMPLETE SECTION E IF YOU SELECTED 8.A.3. OR 8.A.4. ABOVE:

E. MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION PLAN INFORMATION:

If your plan type is multi-jurisdictional, a Letter of Commitment (LOC) from each participating jurisdiction is required. Use the template here. A separate LOC must be executed by each participating jurisdiction and submitted to the lead agency and Cal OES jointly. The subapplication must include an LOC for each identified jurisdiction clearly stating commitment to participate in the development of the plan. Being recognized as a member of an approved multi-jurisdictional plan verifies a local agency's eligibility for hazard mitigation grant funds as long as they meet the participation criteria set forth in the letter.
- Enter the names of all the jurisdictions that will be included in your plan.
- Enter the County name included in the plan.
- Enter all the congressional district(s) within plan jurisdictions from [https://www.census.gov/mycd/](https://www.census.gov/mycd/).
- Enter the exact title of the Letter of Commitment (LOC) electronic file that will be included on the required CD-RW Discs and place hard copies of each LOC in the LOC tabbed section of the binder.
- Identify the population of the jurisdiction applying for the planning grant using current census data.

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<tr>
<th>#</th>
<th>JURISDICTION</th>
<th>COUNTY</th>
<th>CONGRESSIONAL DISTRICT #</th>
<th>TITLE OF ATTACHED LOC</th>
<th>POPULATION</th>
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If more than 15 jurisdictions will be participating in your multi-jurisdictional plan; attach all information on a separate sheet and type the name of the attachment in box 1.

**STOP**


F. PLAN UPDATES:
Describe why the update to your plan is needed and describe how the update will build on your existing approved mitigation plan.

---

PLANNING INFORMATION

9. PLANNING INFORMATION:

A. PLAN TITLE:
Use the same plan title used in your approved planning NOI.

B. PLANNING LOCATION:
Provide a detailed location in the box below. Describe the planning area, including any non-contiguous land holdings or assets, and demographics.
C. EXISTING PLANS:
Identify existing plans, studies, reports, involvement for current mitigation activities (e.g., General Plan, Capital Improvement Plan, Fire Plan, etc.):

D. OTHER PLANNING ACTIVITIES/INITIATIVES:
Identify involvement with other mitigation activities (i.e., Flood Plan, Debris Plan, Local Recovery Plan, adoption and enforcement of codes/ordinances that promote mitigation, Climate Change reduction efforts, protection of environment, address sustainability, etc.).

E. CONSULTANT:
Will a consultant be hired to assist with the planning development process? Yes □ No □

If yes, include the following information in the box below or attach copies if known:
• Request for proposals (RFP’s)
• Bid process
• Description of responsibilities
• Clarify at what point the consultant’s responsibilities will be fulfilled (i.e., duties will be fulfilled when FEMA notifies jurisdiction of plan approval)

RECOMMENDATION: CONSULTANT’S DELIVERABLE RESULTS IN A FEMA APPROVED AND LOCALLY ADOPTED PLAN.

10. SCOPE OF WORK (SOW):

STATE EXACT SOW DOCUMENT TITLE:

- Describe the entire SOW of planning in clear, ample detail.
- Must provide a thorough description of all activities to be undertaken.
- Must be written in sequential order from start to finish of the plan.
- Describe method and schedule of monitoring, evaluating, and updating the plan within the 5-year cycle.

STOP □ INSERT THIS DOCUMENT IN THE SOW SECTION OF THE BINDER.
WORK SCHEDULE INFORMATION

11. PLANNING WORK SCHEDULE:

The intent of the work schedule is to provide a realistic appraisal of the time and components required to complete the plan.

- Describe the major milestones and the duration of time to complete each one.
- Show activity duration in months.
- The work schedule must include six months for State and FEMA review/revisions/approval, appropriate time for local adoption and 90 days for grant close-out.

WORK SCHEDULE EXAMPLE

<table>
<thead>
<tr>
<th>#</th>
<th>DESCRIPTION</th>
<th>TIMEFRAME</th>
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<tbody>
<tr>
<td>1</td>
<td>Procure a consultant</td>
<td>3 months</td>
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<td>2</td>
<td>Develop planning team</td>
<td>2 months</td>
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<tr>
<td>3</td>
<td>Community and stakeholder outreach</td>
<td>3 months</td>
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<tr>
<td>4</td>
<td>Planning process for hazard identification</td>
<td>3 months</td>
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<tr>
<td>5</td>
<td>Planning process for risk assessment</td>
<td>3 months</td>
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<tr>
<td>6</td>
<td>Mitigation strategy</td>
<td>2 months</td>
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<td>7</td>
<td>Maintenance plan development</td>
<td>1 month</td>
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<td>8</td>
<td>Plan draft (with community/stakeholder input)</td>
<td>3 months</td>
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<tr>
<td>9</td>
<td>Cal OES/FEMA Review/Revisions</td>
<td>6 months</td>
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<td>10</td>
<td>Local Plan Adoption</td>
<td>2 months</td>
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<td>11</td>
<td>Grant Close-out</td>
<td>3 months</td>
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</tbody>
</table>

TOTAL MONTHS: 31 months

TOTAL PLANNING DURATION (INCLUDING CLOSE-OUT) CANNOT EXCEED A 36 MONTH PERIOD OF PERFORMANCE (POP).

<table>
<thead>
<tr>
<th>#</th>
<th>DESCRIPTION</th>
<th>TIMEFRAME</th>
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</thead>
<tbody>
<tr>
<td>16</td>
<td>STANDARD VALUE (DO NOT CHANGE) Cal OES/FEMA Review/Revisions</td>
<td>6 months</td>
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<tr>
<td>17</td>
<td>Local Plan Adoption</td>
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<tr>
<td>18</td>
<td>STANDARD VALUE (DO NOT CHANGE) Grant Close-out</td>
<td>3 months</td>
</tr>
</tbody>
</table>

TOTAL MONTHS:

If more lines are needed than provided, indicate the title of document in box 1 and attach a separate work schedule in the schedule section of binder.

9/13
HAZARD INFORMATION

12. HAZARD & RISK ANALYSIS:

A. HAZARD ANALYSIS TYPE:
Select the hazard(s) below that this plan will address. Select as many as needed.

☐ BIOLOGICAL  ☐ EARTHQUAKE  ☐ LAND SUBSISTENCE  ☐ TERRORIST  
☐ CHEMICAL  ☐ FIRE  ☐ MUD/LANDSLIDE  ☐ TORNADO  
☐ CIVIL UNREST  ☐ FISHING LOSSES  ☐ NUCLEAR  ☐ TOXIC SUBSTANCES  
☐ COASTAL STORM  ☐ FLOOD  ☐ SEVERE ICE STORM  ☐ TSUNAMI  
☐ CROP LOSSES  ☐ FREEZING  ☐ SEVERE STORM(S)  ☐ WINDSTORM  
☐ DAM/LEVEE BREAK  ☐ HUMAN CAUSE  ☐ SNOW  ☐ OTHER (describe below):  
☐ DROUGHT  ☐ HURRICANE  ☐ SPECIAL EVENTS

B. DESCRIBE PAST AND FUTURE PROBLEMS/HAZARDS/RISKS:

1. Describe the problem(s) this plan is attempting to solve and the expected outcome. Describe in detail how the plan will reduce the effects of hazards and how the plan will eliminate or reduce risks.

2. History: Describe the past hazards, risk to life and risk to safety in the community. Describe the type, location and extent of hazards. Include previous occurrences (repetitive losses) and the probability of future events.

3. Describe the vulnerability to identified hazards. Includes an overall summary of each hazard and its effect on the community, including a general description of types of structures affected by each hazard.

4. List improvements to the community that eliminated or reduced hazards/risks for at least the last 25 years.

5. Describe types and numbers of existing and future structures and facilities that have the potential to occur damages and an estimate of potential dollar losses.

6. Description of mitigation goals and objectives to reduce or avoid long-term vulnerabilities to the identified hazards.
13. HMGP COST ESTIMATE SPREADSHEET:

A. COST ESTIMATE INSTRUCTIONS:

☐ Using the HMGP Cost Estimate Spreadsheet, provide a detailed cost estimate breakdown.

- Cost estimate describes the anticipated costs associated with the SOW for the proposed mitigation plan.
- Cost estimates must include detailed estimates of cost item categories.
- Only include costs that are directly related to performing the mitigation activity.
- Documentation that supports the cost estimate must be added to the budget section of the binder.
- Eligible costs must be included in both the cost estimate spreadsheet and the scope of work to be reimbursed.

<table>
<thead>
<tr>
<th>COST ESTIMATE SPREADSHEET EXAMPLE</th>
</tr>
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<tbody>
<tr>
<td>ITEM NAME</td>
</tr>
<tr>
<td>PLAN INITIATION</td>
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<tr>
<td>PUBLIC ENGAGEMENT</td>
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<tr>
<td>REVIEW OF PLANS</td>
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<tr>
<td>HAZARD/RISK ASSESSMENT</td>
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<td>LOCAL PLAN UPDATES</td>
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<td>COMPILE DRAFT</td>
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<tr>
<td>REVIEW OF DRAFT</td>
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<tr>
<td>APPROVAL/ADOPTION</td>
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<tr>
<td>PLANNING CLOSE-OUT</td>
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<td>TOTAL COST ESTIMATE</td>
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</table>

STOP DO NOT COPY EXAMPLE TO SUBAPPLICATION

B. INELIGIBLE COSTS:
The following are ineligible line items:

- Lump Sums
- "Other" Costs
- Cents (must use whole dollar amounts, round unit prices up to whole dollars)
- Contingency Costs
- Indirect Charges
- Miscellaneous Costs
- Overhead Costs

C. PRE-AWARD COSTS:
Eligible pre-award costs are costs incurred after the disaster date of declaration, but prior to grant award. Pre-award costs directly related to developing the application may be funded.

- Submission of subapplication
- Workshops or meetings related to development

SUBAPPLICANTS WHO ARE NOT AWARDED FUNDS WILL NOT RECEIVE REIMBURSEMENT FOR PRE-AWARD COSTS.

D. COST ESTIMATE NARRATIVE:
FEMA requires a cost estimate narrative that explains all projected expenditures in detail. The cost estimate narrative must mirror the cost estimate spreadsheet and should include a full detailed narrative explaining and supporting the costs listed in the Cost Estimate Spreadsheet. If your cost estimate includes City, County, or State employees’ time, include personnel titles and salary/hourly wages plus benefits for a total hourly cost. Detailed, functional timesheets must be retained.

☐ Title the document “Cost Estimate Narrative” and include in the budget section of binder.
14. FEDERAL/NON-FEDERAL SHARE INFORMATION:

A. FUNDING RESTRICTIONS:
HMGP funding is restricted to a maximum of $125,000 for each single jurisdictional planning subapplication and up to $250,000 if multi-jurisdictional. FEMA will contribute up to 75% of the total planning cost. A minimum of 25% of the total eligible costs must be provided from a non-federal source. State does not contribute to local cost share.

A jurisdiction may contribute an amount greater than the 25% non-federal share.

B. TOTAL PLANNING COST ESTIMATE:
Enter total cost formulated on HMGP Cost Estimate Spreadsheet

<table>
<thead>
<tr>
<th>FEDERAL SHARE (75% MAXIMUM)</th>
<th>REQUESTED AMOUNT:</th>
<th>ENTER $ IN BOX ABOVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERCENTAGE AMOUNT:</td>
<td>ENTER % IN BOX ABOVE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NON-FEDERAL SHARE (25% MINIMUM)</th>
<th>REQUESTED AMOUNT:</th>
<th>ENTER $ IN BOX ABOVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERCENTAGE AMOUNT:</td>
<td>ENTER % IN BOX ABOVE</td>
<td></td>
</tr>
</tbody>
</table>

STOP

VERIFY ALL AMOUNTS ENTERED ARE ACCURATE.
INCORRECT AMOUNTS WILL DELAY PROCESSING OF YOUR SUBAPPLICATION.

C. NON-FEDERAL MATCH SOURCE - MATCH COMMITMENT LETTER:
☐ Use the Local Match Commitment Letter Template to complete this section and add completed letter to the match section of the binder.

- A signed Match Commitment Letter must be provided on agency letterhead.
- The non-federal source of matching funds must be identified by name and type.
- If "other" is selected for funding type, provide a description.
- Provide the date of availability for all matching funds.
- Provide the date of the Funding Match Commitment Letter.
- Funds must be available at the time of submission unless Cal OES prior approval has been received.
- If there is more than one non-federal funding source, provide the same information for each source on an attached document.
- Match funds must be in support of cost items listed in the cost estimate spreadsheet.
- Requirements for donated contributions can be found in 2 CFR 200.306.

MAINTENANCE ASSURANCE INFORMATION

15. PLANNING MAINTENANCE INFORMATION:

A. MAINTENANCE ASSURANCE LETTER:
☐ Using the Planning Maintenance Letter Template, identify all maintenance activities required to maintain the plan.
AUTHORIZATION

The undersigned does hereby submit this subapplication for financial assistance in accordance with the Federal Emergency Management Agency’s (FEMA) Hazard Mitigation Grant Program (HMGP) and the State Hazard Mitigation Administrative Plan and certifies that the subapplicant (e.g., organization, city, or county) will fulfill all requirements of the program as contained in the program guidelines and that all information contained herein is true and correct to the best of our knowledge.

Subapplicant Authorized Agent

NAME: ____________________________

TITLE: ____________________________

ORGANIZATION: ____________________

SIGNATURE: _________________________

DATE: ______________________________
HAZARD MITIGATION GRANT PROGRAM
PROJECT SUBAPPLICATION

DISASTER NUMBER:
JURISDICTION NAME:
PROJECT TITLE:
PROJECT NUMBER:

PROJECT NUMBER IS THE CONTROL NUMBER RECEIVED AT TIME OF SUCCESSFUL NOI SUBMITTAL

Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES
HAZARD MITIGATION GRANT PROGRAM (HMGP)
INTRODUCTION

INTRODUCTION

As a result of the declaration of a major federal disaster, the State of California is eligible for HMGP funding. The State has established priorities to accept project subapplications from subapplicants state-wide, state agencies, tribal governments, local governments, and Private Non-Profits.

Hazard mitigation activities are aimed at reducing or eliminating future damages. Activities include cost effective hazard mitigation projects and hazard mitigation plans approvable by the Federal Emergency Management Agency (FEMA).

HMGP is successful in meeting the FEMA requirements to qualify as an Enhanced State Hazard Mitigation Plan (ESHMP) state. ESHMP accreditation has resulted in additional millions of dollars available for local agencies’ hazard mitigation plan and project funding. In order to maintain ESHMP status, further information is requested by FEMA. This information is requested as a means of assessing the pro-activity of your community or agency.

PUBLIC ASSISTANCE

HMGP does not fund repairs for damages that result after a disaster. If your project is aimed at repairing a damaged facility resulting from a federally declared disaster, contact the Public Assistance (PA) Program at disasterrecovery@caloes.ca.gov.

TIME EXTENSIONS

Time extensions may be requested, and will be approved or denied on a case-by-case basis. To request additional time to submit a subapplication, send an email to the HMA@caloes.ca.gov mailbox. The subject line must include: “Subapplication Time Extension Request (include Disaster Number and Project Control Number)”. The body of the message must include justification and specific details supporting why more time is needed and how much additional time is requested.

QUESTIONS

Submit all HMGP subapplication questions to the following mailbox: HMA@caloes.ca.gov
HAZARD MITIGATION GRANT PROGRAM
REGULATIONS

Federal funding is provided under the authority of the Robert T. Stafford Emergency Assistance and Disaster Relief Act (Stafford Act) through FEMA and the California Governor's Office of Emergency Services (Cal OES). Cal OES is responsible for identifying program priorities, reviewing subapplications and forwarding recommendations for funding to FEMA. FEMA has final approval for activity eligibility and funding.

The federal regulations governing HMGP are found in Title 44 of the Code of Federal Regulations (44CFR), Part 201 (Planning) and Part 206 (Projects) and in Title 2 of the Code of Federal Regulations (2CFR), Part 200 (Uniform Administrative Requirements).

The Council on Environmental Quality (CEQ) has developed regulations to implement the National Environmental Policy Act (NEPA). These regulations, as set forth in Title 40, Code of the Federal Regulations (CFR) Parts 1500-1508, require an investigation of the potential environmental impacts of a proposed federal action, and an evaluation of alternatives as part of the environmental assessment process. The FEMA regulations that establish the agency-specific process for implementing NEPA are set forth in 44 CFR Part 10. FEMA will lead the NEPA clearance process.

The subapplicant is responsible for complying with the regulations set forth in the California Environmental Quality Act (CEQA) (California Code of Regulations, Title 14, Division 6, Chapter 3, Sections 15000–15387) and any other state/local permits or requirements.

FEMA GUIDANCE

FEMA requires that all projects adhere to the Hazard Mitigation Assistance Unified Guidance 2015.
HAZARD MITIGATION GRANT PROGRAM
ELIGIBILITY CHECKLIST

Before completing the subapplication, review the following HMGP eligibility checklist to ensure project meets the requirements for HMGP funding.

☐ Construction/Ground Breaking: No construction or ground breaking activities are allowed prior to FEMA approval. HMGP does not fund projects that are in progress or projects that have already been completed.

☐ Approved Notice of Interest: Subapplicant must have an approved Notice of Interest (NOI) to submit a subapplication for HMGP funding. Only activities approved through the NOI process can be submitted for HMGP funding consideration.

☐ Scope of Work: The project scope of work (SOW) must be consistent with the SOW provided in the approved Notice of Interest (NOI).

☐ Benefit Cost Analysis: Benefit Cost Analysis (BCA) Toolkit Version 5.3.0 must be used to conduct the BCA. FEMA will only consider subapplications that use a FEMA-approved BCA methodology. Documentation to support BCA must be included in subapplication. Projects with a benefit cost ratio (BCR) of less than 1.0 will not be considered. BCA will be verified by FEMA and Cal OES upon subapplication submittal. 5% Initiative Projects do not need a BCA.

☐ Subapplicant Eligibility: Subapplicant must be an eligible State Agency, Local Government (City, County, Special Districts), Federally Recognized Tribe or Private Nonprofit (PNP) Organization. PNP is defined as private nonprofit educational, utility, emergency, medical, or custodial care facility, facilities providing essential governmental services to the general public and such facilities on Indian reservations (see 44 CFR Sections 206.221(e) and 206.434(a)(2)).

☐ LHMP/MJHMP: Subapplicant must have a FEMA approved and adopted Local or Multi Jurisdictional Hazard Mitigation Plan (LHMP or MJHMP) to be eligible for HMGP funding. If a jurisdiction has its own governing body, jurisdiction must be covered under its own plan. LHMP's/MJHMP's expire five years after FEMA approval. Failure to update plan before expiration date may cause project deobligation.

☐ Cost Share: Local funding match of 25% of the total project cost is required by the subapplicant. HMGP matching funds must be from a non-federal source. State does not contribute to local funding match.

☐ Period of Performance: Projects must be completed (including close-out) within the 36 month Period of Performance (POP). POP begins upon FEMA approval of the subapplication.
HAZARD MITIGATION GRANT PROGRAM
ELIGIBILITY CHECKLIST
(continued)

☐ Complete Subapplication: Failure to include all required documentation will delay the processing of your subapplication and may result in denial of project. The SOW, cost estimate, cost estimate narrative, work schedule and BCA must accurately mirror each other to be considered for funding. The budget narrative must include a detailed description of every cost estimate line-item, including the methodology used to estimate each cost.

☐ Regulations: Subapplications that are inconsistent with state and federal HMGP regulations, or do not meet eligibility criteria will not be considered.

☐ Duplication of Programs: HMGP funding cannot be used as a substitute or replacement to fund activities or programs that are available under other federal authorities, known as Duplication of Programs (DOP).

☐ Time Extensions: Unless a time extension has been approved before the deadline, subapplications must be postmarked by the applicable deadline to be considered for funding.

☐ CEQA Requirement: The subapplicant is responsible for complying with the regulations set forth in the California Environmental Quality Act (CEQA) (California Code of Regulations, Title 14, Division 6, Chapter 3, Sections 15000–15387). Environmental data is required for project. Environmental review is typically the most time consuming aspect of project funding approval.

STOP SUBAPPLICANT MUST BE ABLE TO CHECK EVERY BOX TO QUALIFY FOR HMGP FUNDING.
SUBAPPLICATION FORMAT INSTRUCTIONS

Cal OES requires the following format to be used for all HMGP subapplications. Two complete subapplications must be submitted to Cal OES. Each subapplication must be in separate binders. The first copy is logged and retained for Cal OES records. The second copy will be forwarded to FEMA for review and final determination.

COMPLETE SUBAPPLICATION PACKAGE CONSISTS OF THE FOLLOWING:

☐ TWO identical printed subapplications must be provided in 3-ring binders
  - Each binder section must be tabbed in the format outlined below
  - Each binder must be large enough to hold all of the contents
  - The use of additional binders is permitted as needed
  - All printed attachments must be clearly titled

☐ TWO identical CD-RWs must include functional electronic versions of all documents/attachments
  - Attachments must be in one of the following formats: Microsoft Word Version 2007 (or newer), Microsoft Excel or Adobe PDF
  - Benefit Cost Analysis (BCA) 5.3.0 must be included in a .zip file format
  - All electronic attachments must be clearly titled

ORGANIZATION OF THE BINDER SECTIONS MUST BE TABBED IN THE FOLLOWING FORMAT:

0. Table of Contents
1. Subapplication
2. Scope of Work
3. Designs
4. Studies
5. Maps
6. Photos
7. Schedule (Additional documentation work schedule components, Gantt chart, etc.)
8. Cost Estimate (HMGP Cost Estimate Spreadsheet and cost estimate narrative)
9. Match (Local Match Commitment Letter Template)
10. BCA Report (BCA Version 5.3.0 report and BCA supporting documentation)
11. Maintenance (Project Maintenance Letter Template)
12. Environmental (FEMA’s Site Information, Environmental Review and Checklist and all other environmental documentation)
13. Authorization (Agent Resolution Form and Subrecipient Grants Management Assessment Form)
14. Supporting Docs (Any additional supporting documentation)

MAIL OR DELIVER COMPLETED SUBAPPLICATIONS TO:
California Governor's Office of Emergency Services
Hazard Mitigation Grants Program Unit
Attention: HMGP
3650 Schriever Avenue
Mather, CA 95655

6/18
# PROJECT SUBAPPLICATION FORM

## SUBAPPLICANT INFORMATION

1. **SUBAPPLICANT:**
   NAME OF STATE AGENCY, TRIBAL GOVERNMENT, LOCAL GOVERNMENT, PRIVATE NON-PROFIT OR SPECIAL DISTRICT APPLYING FOR FUNDING

2. **TYPE:**
   STATE/LOCAL GOVERNMENT ☐ TRIBAL GOVERNMENT ☐ PRIVATE NON-PROFIT ☐ SPECIAL DISTRICT ☐
   IF YOU DO NOT KNOW YOUR FEDERAL IDENTIFICATION PROCESSING SYSTEM NUMBER (FIPS #), REQUEST BY EMAILING THE [HMA@CALOES.CA.GOV](mailto:HMA@CALOES.CA.GOV) MAILBOX

3. **FIPS #:**
   IF YOU DO NOT KNOW YOUR DATA UNIVERSAL NUMBERING SYSTEM (DUNS) #, CALL DUN & BRADSTREET (D&B) @ 1-866-705-5711 FOR INFORMATION

4. **DUNS #:**

5. **COUNTY:**
   THE NAME OF THE COUNTY WHERE THE PROPOSED PROJECT IS LOCATED

6. **POLITICAL DISTRICT NUMBERS:**
   PROVIDE ONLY THE NUMBERS OF THE POLITICAL DISTRICTS FOR THE SUBAPPLICANT
   
   **CONGRESSIONAL:**
   **STATE ASSEMBLY:**
   **STATE LEGISLATIVE:**

7. **PRIMARY CONTACT:**
   POINT OF CONTACT FOR YOUR PROJECT. CAL OES WILL CONTACT THIS PERSON FOR QUESTIONS AND/OR REQUESTS FOR INFORMATION
   
   **NAME:**
   [ ] Mr.  [ ] Ms.  **FIRST:**  **LAST:**
   **TITLE:**
   **ORGANIZATION:**
   **ADDRESS:**
   **CITY:**  **STATE:**  **ZIP CODE:**
   **TELEPHONE:**  **FAX:**
   **EMAIL:**

8. **ALTERNATIVE CONTACT:**
   BACK-UP POINT OF CONTACT FOR YOUR PROJECT. CAL OES WILL CONTACT THIS PERSON IF PRIMARY CONTACT IS UNAVAILABLE
   
   **NAME:**
   [ ] Mr.  [ ] Ms.  **FIRST:**  **LAST:**
   **TITLE:**
   **ORGANIZATION:**
   **ADDRESS:**
   **CITY:**  **STATE:**  **ZIP CODE:**
   **TELEPHONE:**  **FAX:**
   **EMAIL:**
9. LOCAL HAZARD MITIGATION PLAN (LHMP) REQUIREMENT:

A. NAME/TITLE OF YOUR LHMP: 

B. LOCAL SINGLE JURISDICTIONAL MULTIHAZARD MITIGATION PLAN: 
   DATE SUBMITTED TO CAL OES: 
   DATE APPROVED BY FEMA: 
   DATE ADOPTED BY LOCAL AGENCY: 

OR

LOCAL MULTI JURISDICTIONAL MULTIHAZARD MITIGATION PLAN: 
   DATE SUBMITTED TO CAL OES: 
   DATE APPROVED BY FEMA: 
   DATE ADOPTED BY LOCAL AGENCY: 
   LEAD AGENCY: 

C. IF YOUR PROJECT IS REFERENCED IN YOUR LHMP, INDICATE WHERE THE PROPOSED PROJECT CAN BE FOUND; USE N/A FOR NOT APPLICABLE BOXES:

<table>
<thead>
<tr>
<th>CHAPTER</th>
<th>PART</th>
<th>SECTION</th>
<th>PAGE</th>
</tr>
</thead>
</table>

DO NOT INCLUDE A COPY OF YOUR PLAN WITH SUBAPPLICATION.

D. PROVIDE A SHORT NARRATIVE DETAILING HOW YOUR PROJECT AlignS WITH THE RISK AND HAZARD ASSESSMENTS, STRATEGIES, GOALS AND/OR OBJECTIVES OF YOUR PLAN:

COMMUNITY INFORMATION

10. COMMUNITY PARTICIPATION:

A. CHECK BOX(ES) IF YOUR COMMUNITY PARTICIPATES IN ANY OF THE FACTORS BELOW: 
Select a column appropriate to your type of project. Acronyms include: Community Wildfire Protection Plan (CWPP), California Environmental Quality Act (CEQA), Community Rating System (CRS) Plan and Unreinforced Masonry (URM) Participation.

<table>
<thead>
<tr>
<th>FIRE</th>
<th>FLOOD</th>
<th>EARTHQUAKE</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ CWPP, FIRE WIRE, FIRE SAFE</td>
<td>☐ CRS PLAN</td>
<td>☐ SHAKEOUT DRILL PARTICIPATION</td>
</tr>
<tr>
<td>☐ CURRENT CEQA ACTIVITY</td>
<td>☐ CURRENT CEQA ACTIVITY</td>
<td>☐ CURRENT CEQA ACTIVITY</td>
</tr>
<tr>
<td>☐ DEFENSIBLE SPACE</td>
<td>☐ HYDROLOGY STUDY</td>
<td>☐ URM PARTICIPATION</td>
</tr>
</tbody>
</table>

B. PROVIDE A NARRATIVE DESCRIPTION OF ALL OF FACTORS SELECTED FROM LIST ABOVE:

C. IS YOUR JURISDICTION REQUIRED TO PROVIDE PUBLIC NOTICE OF THIS PROJECT? 
☐ Yes  ☐ No  If yes, provide details:
11. PROJECT TITLE: 

MUST USE THE SAME PROJECT TITLE ORIGINALLY USED IN THE APPROVED NOTICE OF INTEREST (NOI). IF YOU NEED TO CHANGE YOUR PROJECT TITLE, CONTACT CAL OES AT HMA@CALOES.CA.GOV

12. PROJECT LOCATION:

A. IDENTIFY THE COUNTY/COUNTIES WHERE THE ACTIVITY WILL OCCUR:

B. LATITUDE/LONGITUDE COORDINATES:
FEMA requires that all projects be geo-coded using latitude and longitude (lat/long) using NAD-83 or WGS-84 datum. The lat/long coordinates must be expressed in degrees including five or more decimal places (e.g., latitude 36.999221, longitude -109.044883).

<table>
<thead>
<tr>
<th>LATITUDE</th>
<th>LONGITUDE</th>
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</thead>
</table>

IF THERE ARE MORE THAN ONE SET OF LAT/LONG COORDINATES, PROVIDE ON SEPARATE DOCUMENT AND ADD TO MAP SECTION OF BINDER.

C. STRUCTURE COORDINATES:
• For projects that protect buildings or other facilities, provide coordinates for each structure at either the front door of the structure or the intersection of the public road and driveway that is used to access the property.
• For large activity areas, such as detention basins or vegetation management projects, the location must be described by three or more coordinates that identify the boundaries of the project.
• The polygon created by connecting the coordinates must encompass the entire project area.

D. STAGING AREA:
Describe the project staging area. This is the area where the project equipment, materials and/or debris will be staged. Include a vicinity map with the proposed staging area(s) in the map section of the binder.

AERIAL MAP(S) OF STAGING AREA(S) MUST BE INCLUDED IN SUBAPPLICATION.

E. SEA LEVEL RISE (SLR):
1. Is the risk to the project increased by SLR due to project location and project activity type? Yes ☐ No ☐
2. Was SLR considered and included in the mitigation measures implemented in this project? Yes ☐ No ☐

F. SITE PHOTOS:
☐ A minimum of three ground photos per project site are required. Include in photo section of the binder.
G. MAPPING REQUIREMENTS:
Provide the following mapping elements in the map section of the binder:
☐ If project area has been mapped using GIS software, include the completed Shapefiles on CD-RW.
☐ Include a vicinity map of the general area showing major roads. Aerial photographs may be used as vicinity maps.
☐ Prominently mark the project location on the vicinity map.
☐ Provide a detailed project map that clearly identifies the project boundaries.
☐ Project map must show all lat/long coordinates provided in the project description.
☐ Vicinity map and the project map must both have a north arrow and scale.

ℹ️ DO NOT SEND ROLLED MAPS – MAPS MUST BE FOLDED UNTIL 8.5” x 11” IN SIZE.

H. PUBLIC ASSISTANCE (PA) PROGRAM FUNDING:
List any Public Assistance Disaster Survey Reports (DSR) or Project Worksheets (PWS) that were completed at the project location from previous disasters. List all current engagement with PA for this current disaster and include date(s) if known:

I. DEED RESTRICTIONS THAT LIMIT FEDERAL FUNDING:
Is there a deed restriction or permanent conservation easement on the property at the project site that would prohibit federal disaster funding (e.g., a previously FEMA funded acquisition of a structure on this property)? If yes, describe in detail:

13. PROJECT DESCRIPTION:

A. APPLICATION TYPE:
☐ Project ☐ 5% Activity
5% activities are defined as mitigation actions that are consistent with your local hazard mitigation plan and meet all HMGP requirements, but may be difficult to conduct a standard BCA to prove cost-effectiveness. Examples: early earthquake warning system, back-up generators for critical facilities, public awareness campaign, mitigation specific community outreach activities.

B. PROJECT TYPE:
Select at least one project type; select as many as needed to accurately describe project.

<table>
<thead>
<tr>
<th>☐ EARTHQUAKE</th>
<th>☐ FIRE</th>
<th>☐ FLOOD</th>
<th>☐ OTHER</th>
</tr>
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<tbody>
<tr>
<td>☐ CODE ENFORCEMENT</td>
<td>☐ DEFENSIBLE SPACE</td>
<td>☐ ACQUISITION</td>
<td>☐ CRITICAL FACILITY GENERATOR(S)</td>
</tr>
<tr>
<td>☐ NON-STRUCTURAL</td>
<td>☐ FIRE RESISTANT BUILDING MATERIALS</td>
<td>☐ DRY FLOOD PROOFING</td>
<td>☐ DROUGHT</td>
</tr>
<tr>
<td>☐ STRUCTURAL</td>
<td>☐ FIRE VEGETATION MANAGEMENT</td>
<td>☐ FLOOD CONTROL</td>
<td>☐ TSUNAMI</td>
</tr>
<tr>
<td>☐ NON-STRUCTURAL &amp; STRUCTURAL</td>
<td>☐ SOIL STABILIZATION</td>
<td>☐ ELEVATION</td>
<td>☐ WIND</td>
</tr>
<tr>
<td>☐ CLIMATE RESILIENCE MITIGATION ACTION (CRMA): Projects that mitigate risk through restoration of the natural environment</td>
<td>☐ OTHER:</td>
<td></td>
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</tr>
</tbody>
</table>

10/18
C. DESCRIBE PROBLEM/HAZARDS/RISKS:
Describe the problem this project is attempting to solve and the expected outcome. Describe the hazards and risks to life, safety and any improvements to property in the project area for at least the last 25 years. Describe in detail how the project reduces hazard effects and risks.

D. DESCRIBE RECENT EVENTS THAT INFLUENCED THE SELECTION OF THIS PROJECT:
Describe recent events (e.g. changes in the watershed, discovery of a new hazard, zoning requirements, inter-agency agreements, etc.) that influenced the selection of this project.

E. SCOPE OF WORK (SOW):
STATE EXACT SOW DOCUMENT TITLE:

1. Describe the entire SOW of the project in clear, concise, ample detail.
2. Must provide a thorough description of all tasks and activities to be undertaken.
3. Must be written in sequential order from start to finish of the project.
4. Describe any land acquisition activities, and/or right-of-way or access easements that need to be obtained.
5. If structural, discuss how the structure/building/facility will be constructed or retrofitted.
6. Include building or structure dimensions, material types, depth and width of excavations, volume of materials excavated, type of equipment to be used, staging and parking areas, and any phasing of the project.
7. If any tunneling is proposed, describe the method and any temporary trenches or pits.
8. Describe any demolition activities that need to occur prior to construction or retrofitting.

STOP □ INSERT THIS DOCUMENT IN THE SOW SECTION OF THE Binder.

F. HAS YOUR JURISDICTION PREVIOUSLY RECEIVED HMGP FUNDING?
☐ Yes ☐ No ☐ Unknown If yes, provide disaster number(s):

G. HAS YOUR JURISDICTION RECEIVED ANY OTHER FUNDING?
Describe all other funding received for this project and all other recent projects. Identify the funding source (i.e., Federal, State, Private, etc.).

H. RELATED PROJECTS:
Describe any other projects or project components (whether or not funded by FEMA), which may be related to the proposed project, or are in (or near) the proposed project area. FEMA must look at all projects to determine a cumulative effect. FEMA reviews all interrelated projects under NEPA regulations.

I. HAZARD ANALYSIS TYPE:
Select the hazard(s) below that this project will protect against. Select as many as needed.

☐ BIOLOGICAL ☐ CHEMICAL ☐ CIVIL UNREST ☐ COASTAL STORM ☐ CROP LOSSES ☐ DAM/LEVEE BREAK ☐ DROUGHT ☐ EARTHQUAKE ☐ FIRE ☐ FISHING LOSSES ☐ FLOOD ☐ FREEZING ☐ HUMAN CAUSE ☐ HURRICANE ☐ LAND SUBSISTENCE ☐ MUD/LANDSLIDE ☐ NUCLEAR ☐ SEVERE ICE STORM ☐ SEVERE STORM(S) ☐ SNOW ☐ SPECIAL EVENTS ☐ TERRORIST ☐ TORNADO ☐ TOXIC SUBSTANCES ☐ TSUNAMI ☐ WINDSTORM ☐ OTHER (describe below):
J. DESIGN PLANS:
- If your project requires design plans, plans should be prepared to supplement the SOW and attached in the design section of the binder. If the project involves ground disturbance, (e.g. enlarging ditches or culverts, diversion ditches, detention basins, storm water improvements, etc.) include the following:
  1. **Scale:** Plans should be drawn to scale (e.g. 1” to 100’ or 1” to 200’) depicting the entire land parcel, showing buildings, improvements, underground utilities, other physical features, dimensions and cross sections.
  2. **Identification:** Indicate agency name, land owner, civil engineer, soil engineer, geologist, map preparer, and date of map preparation. Also, indicate the name of the project.
  3. **Legend/Orientation:** Include a legend explaining all lines and symbols. Identify property acreage and indicate direction with a north arrow (pointing to top or right hand side of the plan).
  4. **Dimensions:** Show property lines and dimensions. Also, show boundary lines of project and their dimensions if only a portion of the property is being utilized for the project.
  5. **Structures:** Identify all existing and proposed buildings and structures including storm drains, driveways, sidewalks and paved areas.
  6. **Utilities:** Indicate names and location of utilities on property (water, sewage, gas, electric, telephone, cable).
  7. **Roads/Easements:** Indicate location, names, and centerline of streets and recorded roads. Identify any utility, drainage or right-of-way easements on the property.
  8. **Drainage:** Show the location, width and direction of flow of all drainage courses on site.
  9. **Grading/Topographic Information:** Show existing surface contours on-site and bordering the property.
  10. **Parking:** Show all construction parking and staging areas and provide dimensions.
  11. **Cross Sections:** Provide cross sections of proposed buildings, structures or other improvements, and any trenches, temporary pits or catchment basins.

- If applicable, provide studies and engineering documentation, including any Hydrology and Hydraulics (H&H) data.

- If applicable, provide drawings or blueprints that show the footprint and elevations.

**DO NOT SEND PRINTED COPIES OF DESIGN PLANS, DRAWINGS OR BLUE PRINTS LARGER THAN 8.5’ x 11” SIZE. DO NOT SEND ROLLED COPIES (FOLD TO OBTAIN 8.5” x 11” SIZE).**

K. PROJECT ALTERNATIVES:
Identify three project alternatives:

1. **ALTERNATIVE #1 – NO ACTION:**
   Describe the No Action alternative below. The No Action alternative evaluates the consequences of taking no action and leaving conditions as they currently exist.

2. **ALTERNATIVE #2 – PROPOSED ACTION:**
   Describe the Proposed Action alternative below. The Proposed Action alternative is the proposed project to solve the problem. Explain why the proposed action is the preferred alternative. Identify how the preferred alternative will solve the problem, why the preferred alternative is the best solution for the community, why and how the alternative is environmentally preferred and why the project is the economically preferred alternative.

3. **ALTERNATIVE #3 – SECOND ACTION ALTERNATIVE:**
   Describe the Second Action alternative below. The Second Action alternative described must also solve the described problem. State why this alternative wasn’t chosen. It must be a viable project that could be substituted in the event the proposed action is not chosen.
WORK SCHEDULE INFORMATION

14. PROJECT WORK SCHEDULE:

The intent of the work schedule is to provide a realistic appraisal of the time and components required to complete the project.

- Describe each of the major work elements and milestones in the description section below.
- Project subapplication examples are: construction, architectural, design, engineering, inspection, testing, permits, project management, mobilization and de-mobilization.
- State the total timeframe anticipated for each of the work elements.
- State the total timeframe anticipated to complete the project.
- Work schedule must mirror SOW, budget and BCA.OPTIONAL: Provide the work schedule in GANTT chart form as supplemental documentation in the work schedule section of the binder Include this information as an example.

TOTAL PROJECT DURATION (INCLUDING CLOSE-OUT) MUST NOT EXCEED A 36 MONTH PERIOD OF PERFORMANCE (POP).

<table>
<thead>
<tr>
<th>#</th>
<th>DESCRIPTION</th>
<th>TIMEFRAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Kick-off, 90% design meetings</td>
<td>3 months</td>
</tr>
<tr>
<td>2.</td>
<td>Final contract drawing development</td>
<td>5 months</td>
</tr>
<tr>
<td>3.</td>
<td>Open bids and award contract</td>
<td>4 months</td>
</tr>
<tr>
<td>4.</td>
<td>Construction - Mobilization</td>
<td>5 months</td>
</tr>
<tr>
<td>5.</td>
<td>Construction - Demolition</td>
<td>4 months</td>
</tr>
<tr>
<td>6.</td>
<td>Construction - Concrete and conduit work</td>
<td>2 months</td>
</tr>
<tr>
<td>7.</td>
<td>Construction - Trenching</td>
<td>2 weeks</td>
</tr>
<tr>
<td>8.</td>
<td>Construction - Utility relocation</td>
<td>4 months</td>
</tr>
<tr>
<td>9.</td>
<td>Construction - Electrical installation</td>
<td>1 month</td>
</tr>
<tr>
<td>10.</td>
<td>Construction - Site Restoration</td>
<td>1 week</td>
</tr>
<tr>
<td>11.</td>
<td>Construction - Complete punch list</td>
<td>2 months</td>
</tr>
<tr>
<td>12.</td>
<td>Construction - Demobilization</td>
<td>1 week</td>
</tr>
<tr>
<td>13.</td>
<td>Project Close-out and record drawings</td>
<td>2 months</td>
</tr>
<tr>
<td>14.</td>
<td>Grant Close out</td>
<td>3 months</td>
</tr>
</tbody>
</table>

TOTAL MONTHS: 36 months

If more lines are needed than provided, indicate the title of document in box 1 and attach a separate work schedule in the schedule section of binder.
15. HMGP COST ESTIMATE SPREADSHEET:

A. COST ESTIMATE INSTRUCTIONS:

☐ Using the HMGP Cost Estimate Spreadsheet, provide a detailed cost estimate breakdown.

- Cost estimate describes the anticipated costs associated with the SOW for the proposed mitigation activity. Cost estimates must include detailed estimates of cost item categories.
- Only include costs that are directly related to performing the mitigation activity. If additional work, such as remodeling, additions, or improvements are being done concurrently with the mitigation work, do not include these costs in the submitted budget.
- Documentation that supports the budget must be attached to the subapplication in the budget section of the binder.
- Total costs must be consistent with the requested federal share plus the matching funds and must be consistent with the project cost in the Benefit Cost Analysis (BCA), SOW and work schedule.

<table>
<thead>
<tr>
<th>ITEM NAME</th>
<th>Unit</th>
<th>Qty</th>
<th>UNI F COST</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pre-Award Costs: Develop BCA</td>
<td>HR</td>
<td>4</td>
<td>$150</td>
<td>$600</td>
</tr>
<tr>
<td>2. Temp. Inlet Filter Rolls</td>
<td>EA</td>
<td>4</td>
<td>$250</td>
<td>$1000</td>
</tr>
<tr>
<td>3. Temp. Fiber Roll</td>
<td>LF</td>
<td>1850</td>
<td>$3</td>
<td>$5550</td>
</tr>
<tr>
<td>4. Hydraulic Mulch</td>
<td>SQYD</td>
<td>1000</td>
<td>$2</td>
<td>$2000</td>
</tr>
<tr>
<td>5. Plane Asphalt Concrete Pavement</td>
<td>SQYD</td>
<td>650</td>
<td>$22</td>
<td>$14300</td>
</tr>
<tr>
<td>6. Street Sweeping for 30 days</td>
<td>EA</td>
<td>30</td>
<td>$350</td>
<td>$10500</td>
</tr>
<tr>
<td>7. Roadway Excavation</td>
<td>CY</td>
<td>70</td>
<td>$40</td>
<td>$2800</td>
</tr>
<tr>
<td>8. Aggregate Base, Class 2</td>
<td>CY</td>
<td>210</td>
<td>$75</td>
<td>$15750</td>
</tr>
<tr>
<td>9. Remove Concrete Pavement</td>
<td>SQYD</td>
<td>650</td>
<td>$340</td>
<td>$10640</td>
</tr>
<tr>
<td>10. Asphalt Concrete, Type B</td>
<td>TON</td>
<td>180</td>
<td>$150</td>
<td>$27000</td>
</tr>
<tr>
<td>11. Asphalt Concrete, Levelling</td>
<td>TON</td>
<td>10</td>
<td>$300</td>
<td>$3000</td>
</tr>
<tr>
<td>12. Asphalt Concrete, Type A</td>
<td>LF</td>
<td>235</td>
<td>$15</td>
<td>$3525</td>
</tr>
<tr>
<td>13. Asphalt Concrete, Type F</td>
<td>LF</td>
<td>125</td>
<td>$8</td>
<td>$120</td>
</tr>
<tr>
<td>14. Place Asphalt Concrete</td>
<td>SQFT</td>
<td>15</td>
<td>$8</td>
<td>$120</td>
</tr>
<tr>
<td>15. 18&quot; Corrugated Steel Pipe Riser</td>
<td>LF</td>
<td>5</td>
<td>$125</td>
<td>$625</td>
</tr>
<tr>
<td>16. 24&quot; Reinforced Concrete Pipe</td>
<td>LF</td>
<td>275</td>
<td>$170</td>
<td>$46750</td>
</tr>
<tr>
<td>17. 84&quot; Reinforced Concrete Pipe Install</td>
<td>LF</td>
<td>572 LF</td>
<td>$400</td>
<td>$228800</td>
</tr>
<tr>
<td>18. Precast Concrete Box Culvert</td>
<td>LF</td>
<td>44</td>
<td>$1500</td>
<td>$66000</td>
</tr>
<tr>
<td>19. Curb Inlet - Type B-1 (L=9')</td>
<td>EA</td>
<td>1</td>
<td>$6000</td>
<td>$6000</td>
</tr>
<tr>
<td>20. Curb Inlet - Type B-1 (L=13')</td>
<td>EA</td>
<td>1</td>
<td>$6300</td>
<td>$6300</td>
</tr>
<tr>
<td>21. Curb Inlet - Type B-1 (L=15')</td>
<td>EA</td>
<td>1</td>
<td>$5800</td>
<td>$5800</td>
</tr>
<tr>
<td>22. Storm Drain Cleanout - Type A-8</td>
<td>EA</td>
<td>3</td>
<td>$7500</td>
<td>$22500</td>
</tr>
<tr>
<td>23. 8&quot; PVC Sewer</td>
<td>LF</td>
<td>89</td>
<td>$100</td>
<td>$8900</td>
</tr>
<tr>
<td>24. Cellular Block (Precast)</td>
<td>SQFT</td>
<td>4100</td>
<td>$20</td>
<td>$82000</td>
</tr>
<tr>
<td>25. Project Identification Sign</td>
<td>EA</td>
<td>2</td>
<td>$1000</td>
<td>$2000</td>
</tr>
</tbody>
</table>

Total Project Cost Estimate: $573480

B. INELIGIBLE COSTS:
The following are ineligible line items:

- Lump Sums
- "Other" Costs
- Contingency Costs
- Indirect Charges
- Miscellaneous Costs
- Overhead Costs
- Cents (must use whole dollar amounts, round unit prices up to whole dollars)

C. PRE-AWARD COSTS:
Eligible pre-award costs are costs incurred after the disaster date of declaration, but prior to grant award. Pre-award costs directly related to developing the application may be funded.

- Developing a BCA
- Preparing design specifications
- Submission of subapplication
- Gathering environmental and historic data
- Workshops or meetings related to development

Subapplicants who are not awarded funds will not receive reimbursement for pre-award costs.

D. COST ESTIMATE NARRATIVE:
FEMA requires a cost estimate narrative that explains all projected expenditures in detail. The cost estimate narrative is intended to mirror the cost estimate spreadsheet and should include a full detailed narrative to support the cost estimates listed in the HMGP Project Cost Estimate Spreadsheet. If your cost estimate includes City, County, or State employees' time (your agency), include personnel titles and salary/hourly wages plus benefits for a total hourly cost. Detailed timesheets must be retained.

☐ Title the document “Cost Estimate Narrative” and include in the budget section of the binder.
16. FEDERAL/NON-FEDERAL SHARE INFORMATION:

A. FUNDING RESTRICTIONS:
   There is no restriction or cap on the federal share that may be requested for each project subapplication. FEMA will contribute no more than 75 percent of the total project cost. A minimum of 25 percent of the total eligible costs must be provided from a non-federal source. State does not contribute to local cost share.
   
   **For example:** for a $10,000,000 total project cost, the federal requested share (75 percent) would be $7,500,000. The non-federal match share (25 percent) provided would be $2,500,000.

   *The sum of the federal and non-federal shares must equal the total project cost.
   *The federal share **MUST NOT** exceed 75 percent.

B. TOTAL PROJECT COST ESTIMATE:  
   Enter total cost formulated on **HMGP Cost Estimate Spreadsheet**
   
<table>
<thead>
<tr>
<th>FEDERAL SHARE (75% MAXIMUM)</th>
<th>REQUESTED AMOUNT:</th>
<th>ENTER $ IN BOX ABOVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERCENTAGE AMOUNT:</td>
<td>ENTER $ IN BOX ABOVE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NON-FEDERAL SHARE (25% MINIMUM)</td>
<td>REQUESTED AMOUNT:</td>
<td>ENTER $ IN BOX ABOVE</td>
</tr>
<tr>
<td>PERCENTAGE AMOUNT:</td>
<td>ENTER % IN BOX ABOVE</td>
<td></td>
</tr>
</tbody>
</table>

C. NON-FEDERAL MATCH SOURCE: MATCH COMMITMENT LETTER:  
   - Use the **Local Match Commitment Letter Template** to complete this section and add completed letter to the match section of the binder.
   - A signed Match Commitment Letter must be provided on agency letterhead.
   - The non-federal source of matching funds must be identified by name and type.
   - If "other" is selected for funding type, provide a description.
   - Provide the date of availability for all matching funds.
   - Provide the date of the Funding Match Commitment Letter.
   - The funds must be available at the time of submission unless prior approval has been received from Cal OES.
   - If there is more than one non-federal funding source, provide the same information for each source on an attached document.
   - Match funds must be in support of cost items listed in the cost estimate spreadsheet.
   - Requirements for donated contributions can be found in 2 CFR 200.306.
17. BENEFIT/COST EFFECTIVENESS INFORMATION

A. BCA INSTRUCTIONS:
FEMA will only consider subapplications from subapplicants that use a FEMA-approved methodology to conduct the Benefit Cost Analysis (BCA). BCA must be legible, complete and well-documented.

- Project BCAs must demonstrate cost-effectiveness through a Benefit Cost Ratio (BCR) of 1.0 or greater.
- Projects with a BCR of less than 1.0 will not be considered for funding.
- Total project cost must be used in the BCA.
- Maintenance of a completed HMGP project is not an eligible reimbursement activity, but must be included in the BCA.

☐ BCA Version 5.3.0 is the only software that is allowed to conduct a BCA. Some project types may qualify for pre-calculated benefits. Additional information on the BCA Toolkit is available at: https://www.fema.gov/benefit-cost-analysis.

The FEMA BCA Technical Assistance Helpline is available to provide assistance with FEMA’s BCA software by calling 1-855-540-6744 or via email at BCHelpLine@FEMA.dhs.gov. The FEMA helpline is only to be utilized for technical assistance questions. The FEMA helpline will not verify the accuracy of your BCA.

B. BCA INFORMATION:
Once the BCA is completed, enter information requested below.

1. NET PRESENT VALUE OF PROJECT BENEFITS:  

2. TOTAL PROJECT COST ESTIMATE:  

3. BENEFIT COST RATIO:  

C. ANALYSIS TYPE:
☐ FLOOD ☐ WILDFIRE ☐ EXEMPT (5% PROJECTS) ☐ EARTHQUAKE
☐ HURRICANE WIND ☐ DROUGHT ☐ PRE-CALCULATED ☐ LANDSLIDE
☐ DAMAGE FREQUENCY ASSESSMENT (DFA)

D. ANALYSIS DATE (date BCA was conducted):  

E. PROVIDE BCA HARD AND SOFT COPIES IN FORMAT DESCRIBED BELOW:
☐ Copy the exported BCA in a .zip file format and add to the CD-RW.
☐ Provide a hard copy of the report in the BCA section of the binder.
MAINTENANCE ASSURANCE INFORMATION

18. PROJECT MAINTENANCE INFORMATION:

A. MAINTENANCE ASSURANCE LETTER:
   ☐ Using the Project Maintenance Letter Template, identify all maintenance activities
   required to preserve the long-term mitigation effectiveness of the project.
   • Examples of maintenance include: inspection of the project, cleaning and grubbing,
     trash removal, replacement of worn out parts, etc.
   • Attach a maintenance schedule, estimated annual costs, and a signed maintenance
     commitment letter for the useful life of the project.

NATIONAL FLOOD INSURANCE PROGRAM (NFIP)

19. NFIP INFORMATION:

i CONTACT YOUR COUNTY OR LOCAL FLOODPLAIN ADMINISTRATOR FOR NFIP INFORMATION.

A. NFIP PARTICIPATION:
   1. Is the jurisdiction where the project is located participating in the NFIP? YES ☐ NO ☐
      a. If yes, are they in good standing? YES ☐ NO ☐
      b. If no, explain:

B. PROJECT LOCATION:
   1. Is this project located in a floodplain or floodway designated on a FIRM? YES ☐ NO ☐
      a. Mark the project location on the FIRM and attach to subapplication in the maps
         section of the binder.
   2. Provide the following information for the location of the project:
      a. FIRM panel number:
      b. FIRM zone designations:
      c. NFIP community ID number:

C. LAST COMMUNITY ASSISTANCE VISIT (CAV) DATE:

ENVIRONMENTAL INFORMATION

20. ENVIRONMENTAL INFORMATION:

A. FEMA ENVIRONMENTAL CHECKLIST:
   ☐ Complete the FEMA Site Information, Environmental Review, and Checklist and attach to
   the environmental section of the binder. Provide a detailed response to each question.
   Attach supporting documentation in compliance with FEMA’s frontloading requirements.
PROJECT CONDITIONS

Indicate by checking each box below that you will adhere to these listed project conditions.

☐ If during implementation of the project, ground-disturbing activities occur and artifacts or human remains are uncovered, all work will cease and FEMA, Cal OES, and the State Historic Preservation Officer (SHPO) will be notified.

☐ If deviations from the approved scope of work result in design changes, the need for additional ground disturbance, additional removal of vegetation, or will result in any other unanticipated changes to the physical environment, FEMA will be contacted and a re-evaluation under NEPA and other applicable environmental laws will be conducted.

☐ If wetlands or waters of the U.S. are encountered during implementation of the project, not previously identified during project review, all work will cease and FEMA will be notified.

☐ Due to the Federally mandated Environmental and Historic Preservation (EHP) review; no construction will occur for this project prior to FEMA and Cal OES approval.

AUTHORIZATION

The undersigned does hereby submit this subapplication for financial assistance in accordance with the Federal Emergency Management Agency’s (FEMA) Hazard Mitigation Grant Program (HMGPG) and the State Hazard Mitigation Administrative Plan and certifies that the subapplicant (e.g., organization, city, or county) will fulfill all requirements of the program as contained in the program guidelines and that all information contained herein is true and correct to the best of our knowledge.

Subapplicant Authorized Agent

NAME: ____________________________

TITLE: ____________________________

ORGANIZATION: ___________________

SIGNATURE: _______________________

DATE: ___________________________