

**EXHIBIT F**  
**NOTICE TO PROCEED**

**Fire Station 5 Resiliency and Relocation, City of Santa Rosa**

Pursuant to the Master Standard Agreement (“Agreement”) entered into on the 5th day of October 2021, by and between the California Department of Housing and Community Development (“Department”) and City of Santa Rosa (“Subrecipient”), this NOTICE TO PROCEED (“NTP”) is entered into and effective as of the date signed by the Department as indicated below. This NTP sets forth specific details concerning the individual project proposed by Subrecipient for the STAND-ALONE Mitigation Resilient Infrastructure project located at the project address listed below and related approved activities by Subrecipient (the “Project”). This Project is subject to, and hereby incorporates by this reference, the terms of the Agreement and is subject to the overall program funding allocation amount for Subrecipient as determined by the Department and set forth in the Agreement. There may be other Projects either already existing under the Agreement, or that may be proposed in the future. The budget for this Project, when added together with the total cumulative budgets of all existing Approved Projects for Subrecipient, may not exceed the total funding allocation for Subrecipient.

**1. Project Details**

Project Name: Fire Station 5 Resiliency and Relocation

Project Address: 38.48584700, -122.71064989

Project Description: Relocation of Fire Station 5

Grants Network Unique Identifier (Contract Number): 17-DRMIT-17003-00006

The CDBG-MIT Eligible Activity(ies):

- Acquisition, construction, rehabilitation and improvements of public facility (Sec. 105(a)(14))

The National Objective to be achieved for each activity as a result of this Approved project:

- Urgent Need Mitigation

The number of individuals benefitting from each activity as a result of this project:

- Total beneficiaries: 10,842
- Total low/mod beneficiaries: 2,195

## 2. Project Budget and Project Scope of Work

- A. The Project shall follow the budget and scope of work (hereinafter “Project Work”) as described in the Project Application, which is on file through Grants Network and a copy of which is attached hereto and incorporated herein by reference (the “Project Application”).

Total Project Cost: \$23,077,702

Total MIT-RIP Award: \$16,939,076.00

Activity Costs (Project Costs): \$13,726,172.34

Activity Delivery Costs: \$3,212,903.66

Other funding sources (only applicable if total project cost is more than DR award amount): \$6,138,626.00

The Project budget is attached below and is collectively comprised of two documents: 1) the Grants Network Budget Worksheet (Attachment 2), and 2) the Total Activity Budget Worksheet (Attachment 3).

The Grants Network Budget Worksheet is the high-level budget and official budget approved by the Department for the Project. Any adjustments to this budget will result in either a budget revision or written amendment to the Agreement. The Total Activity Budget Worksheet is a tentative, detailed project budget submitted with the Project Application. It may be modified without resulting in a budget revision or formal amendment to the Agreement. Any modifications to the Total Activity Budget Worksheet must be submitted by Subrecipient in writing for review and approval by the Department.

- B. All written materials or alterations submitted as addenda to the original Project Application and which are approved in writing by the Department Contract Coordinator are hereby incorporated into the Project Application. The Department reserves the right to require the Subrecipient to modify any or all parts of the Project Application in order to comply with DR-Infrastructure and/or MIT-RIP program requirements, as well as federal and/or state laws, regulations, guidelines, or requirements, as all of the same may be amended from time to time.
- C. Any proposed revision(s) to the Project Work must be submitted in writing for review and approval by the Department in its sole discretion and may require a written amendment to this NTP. Any approval, to be effective, must be made in writing by the Department.

- D. Subrecipient shall withhold as retention five percent (5%) of all DR-Infrastructure and/or MIT-RIP funded Contractor payments. No retention payments shall be released to the Contractor or reimbursed to the Subrecipient until receipt and approval by the Department of all required Approved Project completion documents identified in Exhibit B, Section 6, of the Agreement.

### **3. Performance Milestones, Project Schedule and Term of Agreement**

The Agreement is effective on the date shown in the STD 213 form. Subrecipient shall meet all milestones identified in the Agreement, including without limitation those identified in Exhibit A and B thereof and those provided below. Failure by Subrecipient to meet performance milestones may result in, among other things, the Department taking action to withhold future reimbursements or payments relating to the Project and requiring Subrecipient to submit a Correction Action Plan, as outlined in Exhibit A, Section 6.B, of the Agreement.

- A. Performance Milestones: Subrecipient must:
- Submit Project Application by 1/31/2022.
  - Complete Design and engineering by 10/05/2023.
  - Initiate construction, reconstruction, acquisition, or rehabilitation on the Project by 10/05/2024.
  - Complete Approved project activities for this Project by 12/31/2026.
  - Fully obligate Project funds by August 31, 2027.
- B. Project Schedule: Subrecipient has provided the following anticipated project schedule:
- See the Subrecipient Project Schedule attached as Attachment 4 hereto. The Department understands that the project schedule tasks and dates will be adjusted outward from the effective date of the NTP.
- C. Term of Agreement and Expenditure Deadline: The Expenditure Deadline and the Agreement Expiration Date for all Approved Projects under the Agreement are set forth in Exhibit A of the Agreement.
- D. Project Closeout: Project closeout activities must be completed no later than ninety (90) calendar days after the completion of each Approved Project. See Exhibit B, Section 6, for details.

### **4. Subrecipient Reporting Requirements**

- A. Subrecipient must timely submit the reports described below. The Department reserves the right to request additional detail and support for any report made. Reports must be submitted to the Department by the deadlines identified and in

the formats provided by the Department and via the Department's Grants Network unless otherwise specified in the discretion of the Department. The Subrecipient's performance under this Agreement will be assessed in part on whether it has submitted the reports on a timely basis.

- 1) Monthly Activity Report: Subrecipient must submit a Monthly Activity Report that addresses the following, at a minimum: (a) a description of the current status of the Project Work; (b) a description of activities to be undertaken in the next reporting period; (c) a description of any problems or delays encountered or anticipated in Project Work and a course of action taken to address them; (d) a description of actions taken to meet Project Work expenditure deadlines; and (e) a summary of Project Work fiscal status, including award amount, funds drawn, and remaining balance to be spent. Unless otherwise waived in writing by the Department, Monthly Activity Reports must begin on the 10<sup>th</sup> calendar day of the second month following execution of this Agreement and must continue monthly through the receipt and approval by the Department of the Project Completion Report described below.
- 2) Monthly Program Income Report: Program Income, if identified as a funding source for any Approved Project, must be included in the Project budget and must be fully expended prior to drawing Grant Funds. During the term of this Agreement, if Program Income is generated, the Subrecipient must submit a Monthly Program Income Report certifying the amount of Program Income generated, retained, and expended. Program Income remaining at the end of each quarter and at the expiration of this Agreement in excess of \$35,000 must be remitted to the Department.
- 3) Semi-Annual Labor Standards Report: During the term of construction for each Approved Project, each April 1<sup>st</sup> and October 1<sup>st</sup>, the Subrecipient must submit the Labor Standards Cover Memo, the HUD Form 4710 and the Davis Bacon Labor Standards Report 5.7 (if applicable). These forms are located on the Department's website and are also available upon request.
- 4) Project Completion Report: [Submitted by the Subrecipient as a part of the closeout package] at the completion of construction and once a Project is placed in service.

By signing below, Subrecipient acknowledges and agrees to all terms and conditions of this Notice to Proceed, all of which are fully incorporated into and made a part of the Agreement by this reference.

Authorized Signatory:



\_\_\_\_\_  
[Subrecipient Name]

**Jason Nutt, Assistant City Manager**

\_\_\_\_\_  
Signatory Name and Title

**02/17/2026**

\_\_\_\_\_  
Date

Authorized Signatory:

\_\_\_\_\_  
California Department of Housing and Community  
Development

\_\_\_\_\_  
Julie Axt, Section Chief

\_\_\_\_\_  
2/18/26

\_\_\_\_\_  
Date

Attached to Signatory Name and Title

1. Project Application
2. Grants Network Budget
3. Total Activity Budget Worksheet
4. Project Schedule
5. Duplication of Benefits (DOB)
6. Authority to Use Grant Funds (AUGF)

**ATTACHMENT 1**  
**PROJECT APPLICATION**

## Applications: City of Santa Rosa - MIT-RIP - 1 (Fire Station 5 Resiliency and Relocation)

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**Profile**

Laura.Munafo@hagertyconsulting.com

**Record Title**

City of Santa Rosa - MIT-RIP - 1 (Fire Station 5 Resiliency and Relocation)

**Org Name**

Help Text: Record Title Format: [Jurisdiction Name] - [Program Name] - [Project Number]Ex: Sacramento County - DR-Infrastructure - 1\*Project Numbers are based on the number of projects you are submitting for the grants.

**Which Grant Program are you submitting for?**

MIT-RIP

**What is the MIT-RIP Project Type?**

Stand-alone Infrastructure

**Eligible Applicant (City/County)**

City of Santa Rosa

Help Text: Eligible Applicants are those cities and counties identified in Section 2.2.3 of the DR-Infrastructure Policies and Procedures.

**What disaster is the project related to?**

DR-4344

**Was this project submitted for FEMA PA or FEMA HMGP?**

Yes

**Was this project denied by FEMA?**

Yes

**If denied by FEMA, provide description**

The City of Santa Rosa sought FEMA funding to relocate Fire Station 5 to a new location to mitigate the risk of future damage from a wildfire. However, the concern raised by FEMA was that the relocation of the Fire Station was not completely outside of the burn area. FEMA determined that the project was not eligible because the City did not show that the Fire Station 5 is and will be subject to repetitive heavy damage and found that the relocation would not be cost effective. The City of Santa Rosa selected a location that is closer to the limits of the Tubbs burn area and allows for defensive space, as rebuilding Fire Station 5 fully outside of the High Fire Zone would put the surrounding communities at risk. The City submitted its first appeal in December 2019 and a second appeal in August 2020. The denial letters for the first and second appeals are attached.

Help Text: Provide a narrative description and/or scope of work for the stand-alone infrastructure projects that includes project location and the benefits of the project for disaster recovery, mitigation, resilience, low-to moderate-income populations, and the most impacted and distressed areas.

**If denied by FEMA, provide documentation**

FS5\_FEMA Denial Documentation.pdf

### **Stand-alone Project Description and/or Scope of Work**

The City of Santa Rosa seeks mitigation program funds to enable the City to address remaining unmet needs caused by the Tubbs Fire of 2017. This approach is consistent with the concepts identified in HUD's Federal Register. The City of Santa Rosa's Fire Station #5 (FS5) provides critical fire and EMS service to the City's Fountaingrove area, which was decimated during the 2017 Tubbs Fire. FS5 burned down during the fire, and in order to mitigate future risk, the City intends to relocate this critical community facility. The previous site, located at 2201 Newgate Court Santa Rosa, CA 95404, was located on the crest of a hill with multiple ravines directed at it, increasing the location's vulnerability to wildfire. The new site is located at the intersection of Fountaingrove Parkway and Stagecoach Road. The distance between the new fire station location and the next fire station (FS11) will be 2.5 miles, compared to a distance of 3.5 miles between the old fire station location and FS11. For more information, please refer to the attached BCA memo.

As noted in the Environmental Assessment, the new project site is 2.11 acres and is part of a larger 62.46-acre parcel which has a street address of 1400 Fountaingrove Parkway (APN 173-670-022). The 2.11-acre project site is currently undeveloped and does not have a numbered street address.

The relocated fire station will benefit the estimated 10,842 persons within the project's service area, and the more secure location offers the opportunity to protect community facilities and help expedite the return of normalcy to the lives of the vulnerable populations.

The City intends to use the MIT-RIP funding for rebuilding this critical facility to a more resilient standard including, but not limited to:

Increasing the square footage to provide space for upstaffing additional crews during critical fire and weather events

Providing storage of additional equipment to be used during fire and weather events

Adding a community room that can be used as a meeting space for community education, a Temporary Refuge Area (TRA), a command post, or a Department Operations Center (DOC) during an emergency

The Fire Department seeks to utilize innovative designs and building materials to provide for a resilient and hardened station at the selected site, as well as innovating hardscape and landscape materials surrounding the site. The relocation, hardening and mitigation of the facility will allow for protection of community members, homes, and critical infrastructure, such as power, schools, hospitals, and healthcare services. In addition, improved protection of the surrounding communities would aid in increasing recovery functions after a fire, and would indirectly help the local economy as it would serve as a resource to residents to help them recover more rapidly, which would help maintain the customer base needed for many local businesses.

A relocated and more secure and hardened fire station and site would enhance emergency response and re-entry to damaged areas. Risk would be reduced to emergency responders and vulnerable populations, and emergency response facilities would be more readily accessible during and after fire events.

The MIT-RIP funds are expected to be eligible for all construction and construction oversight on the project, except the utility relocation and adjacent service road surface treatment. For more information, please see the attached project cost estimate for our understanding of eligible and ineligible costs.

### **Project Timeline**

2022-1-24 2184 Fire Station 5 design build project schedule.pdf

Help Text: Please provide a timeline of the submitted project.

### **How have mitigation against future risk and future resilience needs of the community been designed into your project?**

The Tubbs Fire, which started in Calistoga and destroyed portions of Santa Rosa, became the most destructive wildfire in modern California history, flattening 4,655 homes, 94 commercial buildings and 894 outbuildings — barns and sheds — for a total of 5,643 structures. Additionally, 310 buildings were damaged. The Tubbs Fire in Santa Rosa charred 36,807 acres, including FS5, Coffey Park and Fountaingrove neighborhoods, and mobile home parks, and killed 22 people. The scale and scope of the proposed project will address future risk and resilience needs by relocating the Fire Station 5 from almost the center of the burn area to the outlying burn area boundary to allow for the protection of 13,617 people and reduce the burden on taxpayers. The Fire Station serves as a critical facility to support the community and improve public health and safety, and the relocation of the site will allow for increased resiliency and support for the 3,448 residences and 51 commercial or other properties during and after emergency events.

Help Text: Provide a narrative describing how the scale and scope of the proposed project account for and aim to address future risks and resilience

needs.

**Project City**

City of Santa Rosa

**Project Latitude/Longitude at the geographical center of the project**

38.48584700, -122.71064989

Help Text: Format the Latitude and Longitude of the project in decimal form (e.g. 39.332962, -123.22534)

**Upload Project Location Map**

Fire Station 5\_Project Location Maps.pdf

Help Text: Upload a map showing the project's location

**Upload Project Service Area Map Including Relationship to the MID**

Fire Station 5\_Service Area\_MID Map.pdf

Help Text: Upload a map showing the project's service area including the relationship to the Most Impacted and Distressed Area (MID)

**Upload Project Service Area Benefit Map**

Fire Station 5\_Service Area Benefit Map.pdf

Help Text: Upload a map showing who benefits from the project

**What is the National Objective being met by this project?**

Urgent Need Mitigation National Objective

Help Text: In accordance with 24 CFR 570.208, Section 104(b)(3) of the HCDA, and as further outlined within the waivers and alternative requirements at 84 FR 45838, all CDBG-MIT CDBG-DR Infrastructure Program Policies and Procedures 48 funded activities must either benefit low- and moderate-income persons (LMI) or meet an Urgent Need Mitigation (UNM).

**Explain how the MIT-RIP proposed project meets the Urgent Need Mitigation National Objective**

This project meets the requirements for the Urgent Need Mitigation National Objective. The existing conditions are of recent origin - Fire Station #5, which provides critical fire and EMS services to the City's Fountaingrove neighborhood, was destroyed during the 2017 Tubbs Fire, and the Fire Station is currently operating in a temporary location that is only under a temporary permit since it does not meet the Wildland Urban Interface requirements. To continue to provide assistance to the community and mitigate future risk, there is a need to relocate the Fire Station to a permanent location. The new location will provide increased space for additional equipment and crews during emergency events, as well as a community room that can be used during emergencies. The City is unable to finance the relocation of the fire station on its own and other sources of funding are not available.

Help Text: Describe how project benefits are quantified for the Urgent Need Mitigation National Objective

Help Text: Upload the Urgent Need Mitigation National Objective Documentation

**Upload quantitative data showing how the project meets the Urgent Need Mitigation National Objective**

**What is the total number of persons served by this project?**

10,842

**What is the number of total LMI persons served by this project?**

2,195

**What is the LMI population percentage benefited by the project?**

16.09

Help Text: LMI population percentage benefited calculation is from the LMI service area worksheet

**Upload the LMI Benefit Worksheet (aka Activity Beneficiary Worksheet)**

FS5\_Activity Beneficiary Form.pdf

Help Text: Upload a completed LMI Benefit Worksheet provided by HCD

**Select the MID that the project is located in**

Sonoma County

Help Text: Select the HUD-identified Most Impacted and Distressed County or Zip Code that the project is located in

**Project Status**

Design and Engineering Underway

Help Text: Provide the current status of the project.

**Has a NEPA Environmental Review been completed?**

No

**Provide a narrative of what NEPA Environmental Review work has been done and if any other entity has completed the NEPA Environmental Review Report on your behalf**

HCD review of the NEPA EA Administration draft was completed with comments on 8/25/21. HCD did not request to re-review the document after the comments are addressed. The City of Santa Rosa sent the NEPA EA Administration draft for HCD reference on 11/19/21. Public Notice of the FONSI and upload of the NEPA EA document to the state clearinghouse was posted on December 3, 2021. The public review period of the FONSI and NEPA EA was completed on December 20, 2021. The final NEPA EA and FONSI are attached to the application. HCD notified City of specific HUD NOI-RROF and separate public review of the form document was initiated on January 20, 2022 and will conclude on January 30, 2022; no public comments have been received to date. The NEPA Environmental Review (ER) process is expected to be completed by March 2022. The acquisition of the property will not occur until at least one business day after the NEPA ER is complete.

**Have you applied for other sources of funds for this project?**

Yes

**If yes, please explain how much have you applied for, if the funds have been awarded, and what is/are the amount(s)**

As described below and in the attached denial letters, the City of Santa Rosa applied for FEMA funding for this project and subsequently submitted two appeals which were denied by FEMA. To fill the funding gap, in addition to the CDBG-MIT funding being requested, the City plans to utilize a total estimated \$6,228,835.50 from its capital budget to complete the project.

**Are there any project funds that are committed?**

Yes

Help Text: Describe what other project funds are contributing to the project

**If yes, provide a status of the project funds**

The City anticipates committing local funding to complete the construction of the project.

**If yes, provide a timeline of the project funds**

Once the final project budget is determined, the City will commit the funding to cover the additional costs of construction.

**Direct Project Cost Amount Requested from HCD**

\$15,549,487

Help Text: Provide the project cost requested from HCD

**Activity Delivery Cost Amount Requested**

\$1,299,380

Help Text: Provide the amount of funds requested from HCD to ensure delivery of the project. Activity Delivery Funds (ADCs) cover the costs of staff directly carrying out the activity in addition to engineering, design, architecture, and environmental services that are necessary for successful completion of the activity (see Section 3.4 in Policies and Procedures)

**Total Amount Requested from HCD**

\$16,848,867

Help Text: Total Amount Requested from HCD including Direct Project Costs and Activity Delivery Costs

**Basis for Cost Estimate / CDBG-DR Funding Need**

N/A

Help Text: Provide a description of the basis for the cost estimate and/or unmet need of the project.

**Basis for Cost Estimate / CDBG-MIT-RIP Funding Need**

Based on the current project cost estimate, the City requests \$16,848,866.50 in MIT funding.

The project cost estimate was created by the City and a City contracted professional consultant utilizing industry standards. The cost estimate summary pages (Page 1 and 2 of the attached document) identify the eligible and noneligible cost estimates, the Direct and Indirect Costs and the funding breakdowns estimated to date. The following pages are the Consultant Estimate of Probable Cost received in February of 2021; it was considering the typical Design-Bid-Build process and therefore is able to be used for cost reasonableness of the proposed project delivery of Design-Build when reviewing the cost proposals. Per our procurement policy the selection of the Design-Builder will be by determined Best Value. The basis of this cost estimate was expecting Mid-range quality by the Design-Builder and will be used to provide engineers judgement of the cost reasonableness of the proposals for the Design-Build contract.

**Provide cost estimate documentation (from a professional engineer, etc.)**

2022-1-28 Fire Station 5 Complete Project cost estimate.pdf

Help Text: The documentation should clearly demonstrate the reasoning of the cost estimate and support the description of the cost estimate and/or unmet need.

**Was the project denied by FEMA for PA or HMGP funds?**

Yes

**If yes, provide a reason why the project was denied by FEMA (additional documentation may be requested)**

The City of Santa Rosa sought FEMA funding to relocate Fire Station 5 to a new location to mitigate the risk of future damage from a wildfire. However, the concern raised by FEMA was that the relocation of the Fire Station was not completely outside of the burn area. FEMA determined that the project was not eligible because the City did not show that the Fire Station 5 is and will be subject to repetitive heavy damage and found that the relocation would not be cost effective. The City of Santa Rosa selected a location that is closer to the limits of the Tubbs burn area and allows for defensive space, as rebuilding Fire Station 5 fully outside of the High Fire Zone would put the surrounding communities at risk. The City submitted its first appeal in December 2019 and a second appeal in August 2020. The denial letters for the first and second appeals are attached.

Help Text: Provide a description of why the project was denied by FEMA, additional documentation may be requested.

**Explain how this is an eligible CDBG activity.**

The construction of the fire station is an eligible Public Facilities and Improvements activity. Pursuant to Section 105(a)(2) of the Housing and Community Development Act, CDBG funds may be used for the "the acquisition, construction, reconstruction, or installation (including design features and improvements with respect to such construction, reconstruction, or installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government), and site or other improvements".

Help Text: For FEMA PA and HMGP Projects, input N/A for how this is an Eligible CDBG activity. See Sections 2.4.2 and 2.5.1 the DR-Infrastructure Policies and Procedures.

**Which community lifeline(s) will this project protect?**

Safety and Security, Communication, Health and Medical

Help Text: More than one Community Lifeline can be selected.

**How will this project reduce risk to community lifeline(s)?**

A fire station not only provides safety and security to its residents by providing essential emergency services including health and medical transportation, it also serves as a point of distribution and communication for the community. Following an emergency event, the presence of the fire station along with firefighters allows for the community to feel safe and secure while they rebuild.

**How will you quantitatively measure improved resilience for underserved communities and vulnerable populations?**

As the Fire Station 5 was lost during the Tubbs fire, this project will provide improved resiliency for underserved communities and vulnerable populations by providing essential emergency services. As explained in the BCA memo, "accounting for residual risk to residential structures is difficult to ascertain. In a major event like the Tubbs Fire, we can expect that communities will sustain heavy losses. In this case, we are asserting that a better protected fire station will be more capable of coordinating fire suppression efforts and thus protect more structures. Hence, the residential damages after mitigation are 20% of the residential damages before mitigation". The mitigation of residential damages and continuity of services will improve resilience for the underserved communities and vulnerable populations within the project's service area.

**Upload quantitative data showing a project's anticipated impact on improved resilience for underserved communities and vulnerable populations**

17-DRMIT-17003-00006-Am.1  
NOI Date: 11/02/2020  
Approved Date: 04/13/2021  
Amended Date: 01/13/2026

**How will you quantitatively measure increased environmental justice for underserved communities and vulnerable populations?**

The EPA defines environmental justice as "the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies" (<https://www.epa.gov/environmentaljustice>). The attached BCA completed for this project shows the benefits of the construction of the new fire station, which will increase mitigate risk and increase resilience for the populations within the service area.

Help Text: For more on Environmental Justice see the EPA: <https://www.epa.gov/environmentaljustice>

**Upload quantitative data showing a project's anticipated impact on increased environmental justice for underserved communities and vulnerable populations**

**How will you quantitatively measure the impact the proposed project will have on current and future risk?**

As explained in the attached BCA memo, "accounting for residual risk to residential structures is difficult to ascertain. In a major event like the Tubbs Fire, we can expect that communities will sustain heavy losses. In this case, we are asserting that a better protected fire station will be more capable of coordinating fire suppression efforts and thus protect more structures. Hence, the residential damages after mitigation are 20% of the residential damages before mitigation". The relocation of the fire station will reduce risk to the community and residential structures, and provide measurable improvements in capacity for upstaffing and storage of equipment for emergency events.

Help Text: Eligible projects must be able to show anticipated impact on current and future risks. The impact must be measured and reported throughout the lifetime of the project.

**Upload quantitative data showing a project's anticipated impact on current and future risks**

Fire Station 5 BCA Memo.pdf

**Upload Proposed Operations and Maintenance Plan**

Projected O&M Manual for City of SR FS.pdf

Help Text: HUD requires all Mitigation projects include an Operation and Maintenance Plan. Please upload the projected O&M plan.

**Further Supporting Documentation**

FS5\_Additional Documentation\_EA\_FONSI\_Topography.pdf

**Average Score**

0.00

## Budget Worksheet

Please complete the Budget Worksheet for your jurisdiction's entire project. The project budget should be broken out between Activity and Activity Delivery. Please complete your requested Activity Delivery budget using the "Activity Delivery" field. Add the remainder of your project budget in the "Activity" field. Include as much detail and as many line items as possible in your Activity Delivery budget. The detailed line items will be used by the Department to assess allocability, eligibility, and the reasonableness of the Activity Delivery project budget requested for MIT-RIP. Activity Delivery costs include, but are not limited to: staff time to develop the project solicitation and application materials, staff time to underwrite projects, staff time to prepare the environmental review record, and engineering, architectural and design costs related to a specific project. Please leave the "General Administration" field blank. General Administration is not included in the allocation.

**Have you completed and submitted your Budget Worksheet?**

Yes

You must complete your Budget Worksheet. Submitting an incomplete budget will result in the return of your application.

**View Budget Worksheet**

<https://portal.ecivis.com/peerBudget/A55D5201-5895-4FC3-8F16-08A7E7E4370C>












## Project Goals

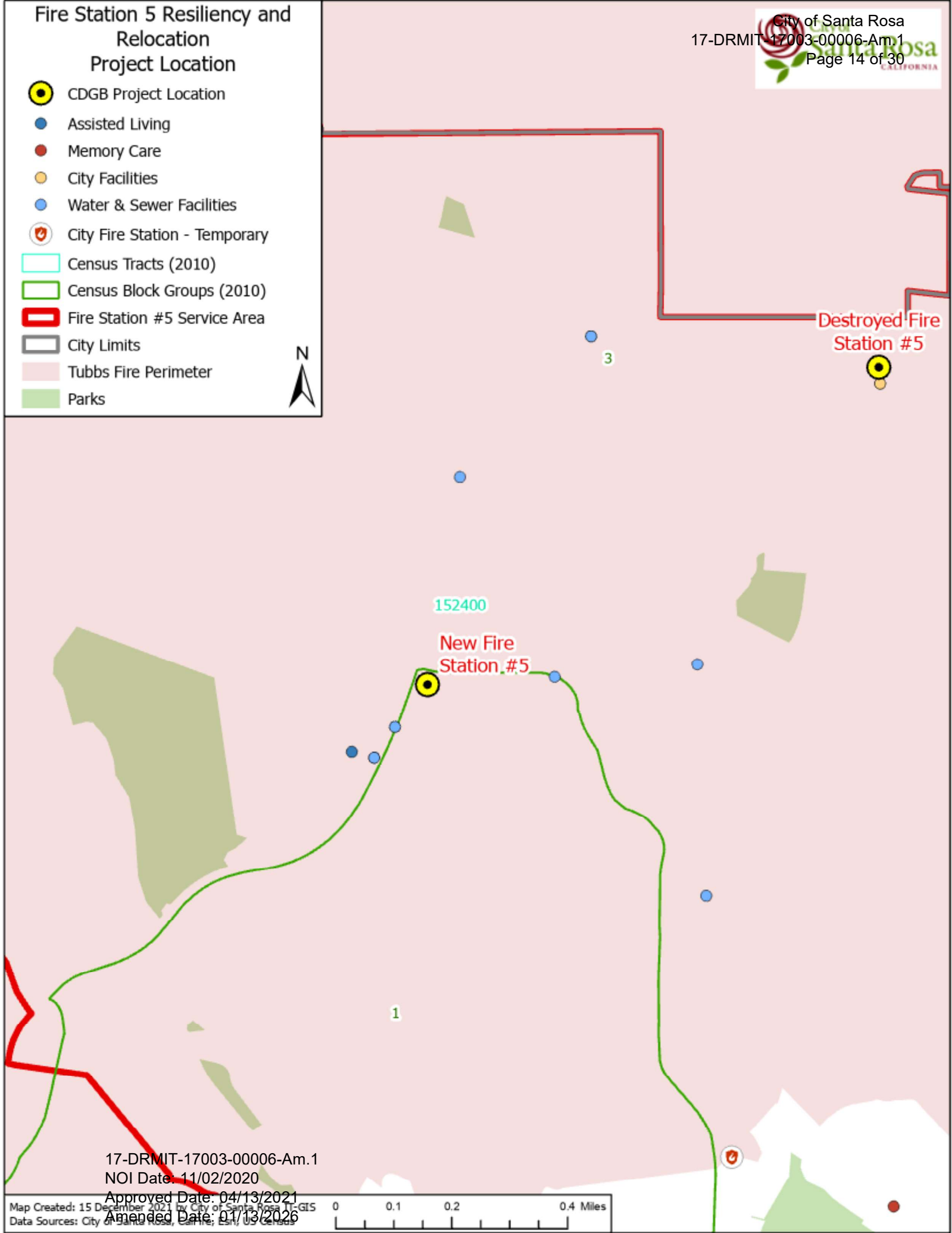
Please complete the Goals Worksheet for this project. These are only proposed goals for the project. Upon construction completion, actual accomplishments and beneficiaries must be reported.

**Have you completed and submitted your Goals Worksheet?**



# Fire Station 5 Resiliency and Relocation Project Location

-  CDGB Project Location
-  Assisted Living
-  Memory Care
-  City Facilities
-  Water & Sewer Facilities
-  City Fire Station - Temporary
-  Census Tracts (2010)
-  Census Block Groups (2010)
-  Fire Station #5 Service Area
-  City Limits
-  Tubbs Fire Perimeter
-  Parks



17-DRMIT-17003-00006-Am.1  
 NOI Date: 11/02/2020

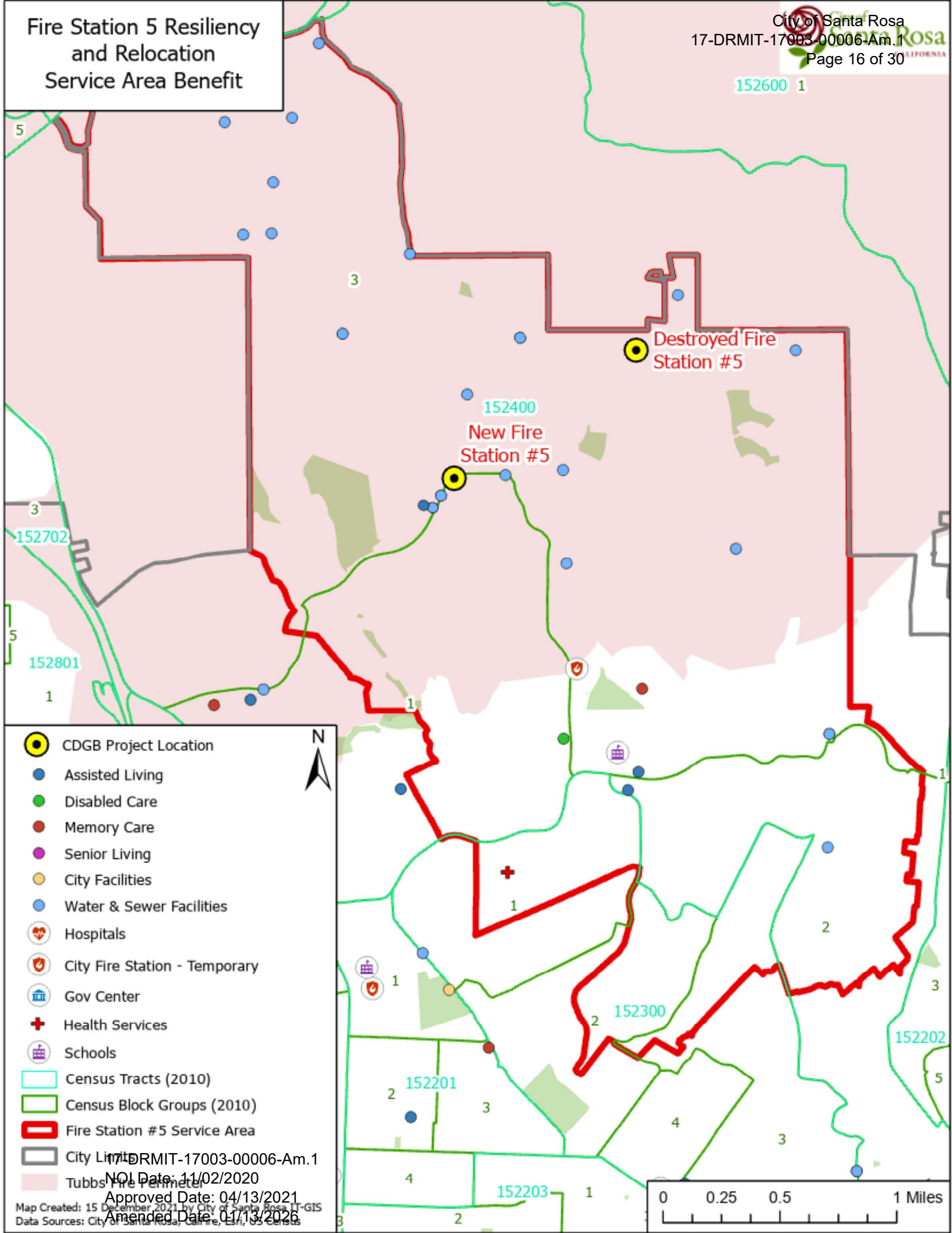
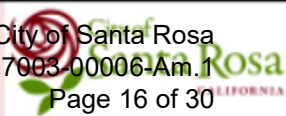
Approved Date: 04/13/2021  
 Amended Date: 01/13/2026

Map Created: 15 December 2021 by City of Santa Rosa, IT-GIS  
 Data Sources: City of Santa Rosa, Esri, U.S. Census





# Fire Station 5 Resiliency and Relocation Service Area Benefit

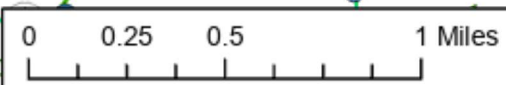


**Legend**

- CDGB Project Location
- Assisted Living
- Disabled Care
- Memory Care
- Senior Living
- City Facilities
- Water & Sewer Facilities
- Hospitals
- City Fire Station - Temporary
- Gov Center
- Health Services
- Schools
- Census Tracts (2010)
- Census Block Groups (2010)
- Fire Station #5 Service Area
- City Limits
- Tubbs Fire Perimeter

17-DRMIT-17003-00006-Am.1  
 NOL Date: 11/02/2020  
 Approved Date: 04/13/2021  
 Amended Date: 01/13/2026

Map Created: 15 December 2021 by City of Santa Rosa IT-GIS  
 Data Sources: City of Santa Rosa, CalFire, Esri, US Census



**ATTACHMENT 2**  
**GRANTS NETWORK BUDGET**

**Budget Report**

Passthrough Agency: California Department of Housing and Community Development  
Program: 17DR-Infrastructure & 17MIT-RIP Project Applications (NTP)  
Stage: Budget-to-Actual

Report Date: 08/03/2023  
Requested By: Jason Nutt  
jnutt@cityofsr.ca.gov

**Budget Items**

Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share	Type
	Design-builder bonds, insurance, and overhead	contractor's bonds, insurance and overhead costs	0	\$0.00	\$0.00	\$274,549.00	\$0.00		\$0.00	Direct Cost
	Design-builder cost for construction of Fire Station building and site work	3 Apparatus Bays that can also be converted into a forward command post, 6 dorms allowing for updating, generator, parking, grading, landscaping	0	\$0.00	\$0.00	\$13,200,292.00	\$0.00		\$0.00	Direct Cost
	Design-builder design assistance during construction	Architectural and Engineering support during construction phase. Typically reviews of submittals, RFIs etc.	0	\$0.00	\$0.00	\$200,000.00	\$0.00		\$0.00	Direct Cost
	Change Order #2 issued to the Design-Builder	Site drainage	0	\$0.00	\$0.00	\$59,475.34	\$0.00		\$0.00	Direct Cost
	Change Order #3 issued to the Design-Builder	Treatment of a large eucalyptus tree stump	0	\$0.00	\$0.00	\$11,856.00	\$0.00		\$0.00	Direct Cost
<b>Activity Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,726,172.34</b>	<b>\$0.00</b>		<b>\$0.00</b>	

**General Administration**

	test	test	0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	Direct Cost
<b>General Administration Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	

**Activity Delivery**

	Construction Management and Inspection	Consultant Construction Manager, including Special Inspection, Inspection of Record, Biologist, Archeologist, Paleontologist services required per the Mitigation and Monitoring Reporting Program	0	\$0.00	\$0.00	\$1,967,888.00	\$0.00		\$0.00	Direct Cost
	Design-builder design	Architectural and Engineering permit drawings and specifications	0	\$0.00	\$0.00	\$1,100,000.00	\$0.00		\$0.00	Direct Cost
	Permits	Encroachment, Water permitting, plancheck and connection fees	0	\$0.00	\$0.00	\$111,457.00	\$0.00		\$0.00	Direct Cost
	Change Order #2 issued to the Design-Builder	Redesign of the site drainage to be compliant with the CEQA IS/MIND and NEPA EA	0	\$0.00	\$0.00	\$33,555.66	\$0.00		\$0.00	Direct Cost
<b>Activity Delivery Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,212,903.66</b>	<b>\$0.00</b>		<b>\$0.00</b>	

**Other**

<b>Category</b>	<b>Title</b>	<b>Description</b>	<b>Units</b>	<b>Unit Cost</b>	<b>Extended Cost</b>	<b>Direct Cost</b>	<b>Indirect Cost</b>	<b>GL Account</b>	<b>Cost Share</b>	<b>Type</b>
Other			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>Other Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	

**Grant Total**

<b>Grant Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,939,076.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	
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**ATTACHMENT 3**  
**TOTAL ACTIVITY BUDGET WORKSHEET**

**Budget Report**

Passthrough Agency: California Department of Housing and Community Development  
Program: 17DR-Infrastructure & 17MIT-RIP Project Applications (NTP)  
Stage: Budget-to-Actual

Report Date: 08/03/2023  
Requested By: Jason Nutt  
[jnutt@cityofsr.ca.gov](mailto:jnutt@cityofsr.ca.gov)

**Budget Items**

Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share	Type
	Design-builder bonds, insurance, and overhead	contractor's bonds, insurance and overhead costs	0	\$0.00	\$0.00	\$274,549.00	\$0.00		\$0.00	Direct Cost
	Design-builder cost for construction of Fire Station building and site work	3 Apparatus Bays that can also be converted into a forward command post, 6 dorms allowing for updating, generator, parking, grading, landscaping	0	\$0.00	\$0.00	\$13,200,292.00	\$0.00		\$0.00	Direct Cost
	Design-builder design assistance during construction	Architectural and Engineering support during construction phase. Typically reviews of submittals, RFIs etc.	0	\$0.00	\$0.00	\$200,000.00	\$0.00		\$0.00	Direct Cost
	Change Order #2 issued to the Design-Builder	Site drainage	0	\$0.00	\$0.00	\$59,475.34	\$0.00		\$0.00	Direct Cost
	Change Order #3 issued to the Design-Builder	Treatment of a large eucalyptus tree stump	0	\$0.00	\$0.00	\$11,856.00	\$0.00		\$0.00	Direct Cost
<b>Activity Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,726,172.34</b>	<b>\$0.00</b>		<b>\$0.00</b>	

**General Administration**

	test	test	0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	Direct Cost
<b>General Administration Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	

**Activity Delivery**

	Construction Management and Inspection	Consultant Construction Manager, including Special Inspection, Inspection of Record, Biologist, Archeologist, Paleontologist services required per the Mitigation and Monitoring Reporting Program	0	\$0.00	\$0.00	\$1,967,888.00	\$0.00		\$0.00	Direct Cost
	Design-builder design	Architectural and Engineering permit drawings and specifications	0	\$0.00	\$0.00	\$1,100,000.00	\$0.00		\$0.00	Direct Cost
	Permits	Encroachment, Water permitting, plancheck and connection fees	0	\$0.00	\$0.00	\$111,457.00	\$0.00		\$0.00	Direct Cost
	Change Order #2 issued to the Design-Builder	Redesign of the site drainage to be compliant with the CEQA IS/MIND and NEPA EA	0	\$0.00	\$0.00	\$33,556.66	\$0.00		\$0.00	Direct Cost
<b>Activity Delivery Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,212,903.66</b>	<b>\$0.00</b>		<b>\$0.00</b>	

**Other**

Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share	Type
Other			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
<b>Other Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	

**Grant Total**

<b>Grant Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,939,076.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	
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**ATTACHMENT 4**  
**SUBRECIPIENT PROJECT SCHEDULE**



**Date:** January 30, 2025

**To:** Angela Adams  
Disaster Recovery Section  
California Housing & Community Development (HCD)

**From:** Dan Hennessey, Director  
Transportation and Public Works

**Subject:** 17-DRMIT-17003-00006 Fire Station 5  
Time Extension Request

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**Current expenditure deadline:** Reference to Exhibit F Notice to Proceed Fire Station 5, City of Santa Rosa: 3C Term of Agreement, the Subrecipient shall complete all Approved Project activities on or before the expenditure deadline of August 31, 2025. Project closeout activities are due 90-days after Completion of Approved Project.

**New proposed expenditure deadline:** The Subrecipient shall complete all Approved Project activities on or before the expenditure deadline of March 1, 2026. Project closeout activities are due 90-days after Completion of Approved Project.

**Reason for deadline extension:** Following the signed Exhibit F Notice to Proceed in August 2022, the Subrecipient has acted quickly and responsibly to move forward Project Activities by awarding the design-build contract for the project in January 2023, and the fully executed contract was completed in April 2023; however, the project experienced delays.


**Project Delay #1:** Design and engineering were required prior to receiving permits, the first permit for grading activities was issued in October 2023. By this date, a significant El Nino event was occurring, which predicted higher than normal rainfall amount for northern California. That weather prediction, combined with a site with over 10% slope, created a significant environmental risk in starting construction on site; therefore, the construction start was delayed until April 2024.

**Project Delay #2:** Prior to construction start in April 2024, a bird and bat survey was conducted in accordance with the project's Mitigation Monitoring and Reporting Program (MMRP). The biologist performing the survey reported an active hummingbird nest in a tree on the adjacent property, close to the Subrecipient's property line. In accordance with the MMRP and Migratory Bird Act, the Subrecipient was obligated to provide a buffer zone excluding construction around the bird nest, which extended on to the Subrecipient's property and impacted the project's critical path construction work. This caused an approximately 4-week delay until the nest was no longer inhabited and the biologist notified that the buffer zone could be removed.

**Project Delay #3:** Despite the Subrecipient and Design-Builder's efforts to coordinate with utility companies early and often on the project to relocate existing utilities required to build the fire station, two utility companies did not meet lead times set by the utility companies and impacted the critical path and project schedule. This caused an approximately 8-week delay on the project.

Project Delay #4: The building foundation and slab pour prior to the rainy season is critical to the project schedule. The foundation work and slab pour were expected to be completed in October 2024, however, due to the utility company delays this was pushed to start in November 2024, and now expected to be completed February 2025. The area received significant rainfall November and December, resulting in schedule setbacks, as the Design-Builder not only experienced the delay from the rain day, but also setbacks in site clean-up between rain events and before forward progress could continue.

Currently, the Design-Builder's schedule expects construction completion in October 2025; however, the Subrecipient requests additional time to account for any further delays that may occur prior to completion, and to complete the close out process with the Design-Builder, which Public Contracting Code requires that the Subrecipient retain 5% of each payment and the retention final payment cannot be made until at least 35 days following the Notice of Completion (currently expected around November/December 2025).

  
Dan Hennessey (Jan 30, 2025 10:24 PST)  
Dan Hennessey  
Director of Transportation and Public Works

01/30/2025  
Date

**ATTACHMENT 5**  
**DUPLICATION OF BENEFITS (DOB)**

## DUPLICATION OF BENEFITS AFFIDAVIT

### INSTRUCTIONS

The affidavit is divided into three (3) components:

1. Disaster recovery assistance, insurance, and/or other assistance received
2. Attachments
3. Signature(s)

Read each component in full and provide the accurate information.

### Part 1. Duplication of Benefits Affidavit

This affidavit must be completed by all applicant(s) that have applied for and/or received any assistance from the CDBG-DR funded State of California 2017 DR-Infrastructure Program being offered by the California Department of Housing and Community Development (HCD) OR from the CDBG-MIT funded State of California 2017 MIT Resilient Infrastructure Program being offered by the California Department of Housing and Community Development (HCD). The information within this affidavit will provide the California Department of Housing and Community Development (HCD) with vital information for processing the application required by the Stafford Act Section 312 on Duplication of Benefits.

In the table below, indicate with an "X" the program(s) for which you are applying AND any program you have received funds from. Also state the purpose of the assistance and current status of the funds.

#### Fire Station #5 Resiliency and Relocation

Source	Purpose of Assistance <i>Ex: Rehabilitation &amp; improvements of roads</i>	Current Status of Funds <i>Ex: Obligated from FEMA, Pending Approval, etc.</i>	Amount Received (\$)
<input type="checkbox"/> Insurance			\$0
<input type="checkbox"/> FEMA Public Assistance (PA)			\$0
<input type="checkbox"/> FEMA Hazard Mitigation Grant Program (HMGP)			\$0
<input type="checkbox"/> CARES Act / American Rescue Plan Act			\$0
<input type="checkbox"/> U.S. Army Corps of Engineers			\$0
<input type="checkbox"/> State of California			\$0
<input type="checkbox"/> Utility Settlement			\$0

<input checked="" type="checkbox"/> Budgeted Local Funds	Construction of Fire Station #5		\$6,228,835.50
<input type="checkbox"/> Other: _____			\$0
<input type="checkbox"/> Other: _____			\$0

**Part 2. Attachments**

Attached to this affidavit are copies of any and all acceptable document for each of the above referenced sources of funds identified as a result of the October 2017 and December 2017 fires, mudflows, and debris flows identified as presidentially declared disasters, DR-4344 and DR-4353.

**Part 3. Signature(s)**

I certify that the information provided in this questionnaire is true and accurate to the best of my knowledge. I understand that if this information is not correct, it may affect the amount of any funds I may receive or may lead to the recapture of disbursed funds by HCD and/or HUD.

Jason Nutt – Assistant City Manager  
 Applicant Printed Name

\_\_\_\_\_  
 Co-Applicant Printed Name

[Handwritten Signature]  
 Applicant Signature

\_\_\_\_\_  
 Co-Applicant Signature

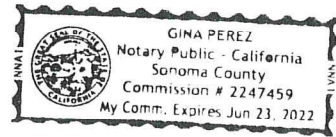
Dated this the 28<sup>th</sup> day of January, 202~~1~~<sup>7</sup>. Dated this the 28<sup>th</sup> day of January, 202~~1~~<sup>7</sup>. SUBSCRIBED AND SWORN TO before me, by the above-named Affiant(s) this, the 28<sup>th</sup> day of January, 202~~1~~<sup>7</sup>, to certify which witness my hand and official seal.

[Handwritten Signature: Gina Perez]  
 Signature of Notary

Gina Perez  
 Notary Public State of California - Printed Name

June 23, 2022  
 Date Notary's Commission Expires

NOTARY SEAL



**WARNING:** The information provided on this form is subject to verification by the State of California and the U.S. Department of Housing and Urban Development (HUD) at any time. Title 18, Section 1001 of the U.S. Code states that knowingly and willingly making a false or fraudulent statement to a department of the United States Government can result in termination of assistance and civil and criminal penalties.

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

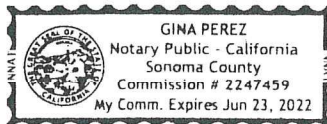
State of California

County of Sonoma }

On January 28, 2022 before me, Gina Perez, Notary Public  
*Date Here Insert Name and Title of the Officer*

personally appeared Jason Nutt  
*Name(s) of Signer(s)*

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Gina Perez  
*Signature of Notary Public*

Place Notary Seal and/or Stamp Above

**OPTIONAL**

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_

Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_

Corporate Officer – Title(s): \_\_\_\_\_

Partner –  Limited  General

Individual  Attorney in Fact

Trustee  Guardian of Conservator

Other: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

Corporate Officer – Title(s): \_\_\_\_\_

Partner –  Limited  General

Individual  Attorney in Fact

Trustee  Guardian of Conservator

Other: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_

**ATTACHMENT 6**  
**AUTHORITY TO USE GRANT FUNDS (AUGF)**

# Authority to Use Grant Funds

U.S. Department of Housing and Urban Development  
Office of Community Planning and Development

City of Santa Rosa  
17-DRMIT-17003-00006-Am.1  
Page 30 of 30

<b>To:</b> (name & address of Grant Recipient & name & title of Chief Executive Officer)  Clare Hartman, Interim Assistant City Manager and Deputy Director-Planning City of Santa Rosa 100 Santa Rosa Avenue Santa Rosa, CA 95404	<b>Copy To:</b> (name & address of SubRecipient)
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------

We received your Request for Release of Funds and Certification, form HUD-7015.15 on	01/31/2022
Your Request was for HUD/State Identification Number	B-18-DP-06-0002

All objections, if received, have been considered. And the minimum waiting period has transpired. You are hereby authorized to use funds provided to you under the above HUD/State Identification Number. File this form for proper record keeping, audit, and inspection purposes.

**Project Activity:**  
Permanent Fire Station 5 Rebuild Project

**Grant Program:**  
Community Development Disaster Recovery Mitigation Infrastructure Program

**Project Location:**  
Northwest portion of a larger property located at 1400 Fountaingrove Parkway (APN 173-670-022).


**Description of the Proposed Project:**  
The approximately 2.11-acre project site. The site is currently undeveloped and does not have a separate address listed by the city. The project rebuilds the former fire station that was located on Newgate Court, approximately 4,000 feet northeast of the project site, which burned in the 2017 Tubbs Fires. The project is a replacement of a temporary fire station located approximately 4,000 feet southeast from the proposed project site at 3480 Parker Hill Road. The project includes construction of an approximately 11,000 square-foot, two-story, fire station building, and auxiliary items includes on-site parking, road improvements and a relocated service road for the adjacent property.

**Mitigation Measures:**  
The grantee is required to meet all mitigation measures identified in the Environmental Assessment and must include in the Environmental Review Record documentation demonstrating compliance.

**Estimated Total Project Cost:**  
\$23, 076,518

**Estimated Total CDBG-MIT-RIP Funded Amount:**  
\$16,175.080

(This AUGF was revised on 6/2/22 to correct funding source as MIT-RIP. Original AUGF approved and signed 2/17/22. This correction is administrative and does not reflect any changes to the project description or the environmental review record. The original AUGF is included in the project file.)

Typed Name of Authorizing Officer <b>Jessica Hayes</b> Title of Authorizing Officer Disaster Recovery Branch Chief	Signature of Authorizing Officer X 	Date (mm/dd/yyyy) 6/2/2022
Previous Approved Date: 11/02/2020 Amended Date: 04/13/2021 Amended Date: 01/13/2026		form HUD-7015.16 (2/94) ref. Handbook 6513.01






# CDBG Fire Station 5\_ Exhibit F Am.1 17-DRMIT-17003-00006 final

Final Audit Report

2026-02-17

Created:	2026-02-17 (Pacific Standard Time)
By:	Sarah Molinari (smolinari@srcity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAg0J2C9YIm_RxionTwqLzu6gSCrYs5F7P

## "CDBG Fire Station 5\_ Exhibit F Am.1 17-DRMIT-17003-00006 final" History

-  Document created by Sarah Molinari (smolinari@srcity.org)  
2026-02-17 - 11:03:35 AM PST
-  Document emailed to Jason Nutt (jnutt@srcity.org) for signature  
2026-02-17 - 11:12:40 AM PST
-  Email viewed by Jason Nutt (jnutt@srcity.org)  
2026-02-17 - 11:12:52 AM PST
-  Document e-signed by Jason Nutt (jnutt@srcity.org)  
Signature Date: 2026-02-17 - 12:03:20 PM PST - Time Source: server
-  Agreement completed.  
2026-02-17 - 12:03:20 PM PST