

STANDARD AGREEMENT - AMENDMENT

STD 213A (Rev. 4/2020)

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED **23** PAGES

AGREEMENT NUMBER

17-MITPPS-21011

AMENDMENT NUMBER

1

Purchasing Authority Number

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

CONTRACTOR NAME

County of Mendocino

2. The term of this Agreement is:

START DATE

1/9/2023

THROUGH END DATE

2/29/2028

3. The maximum amount of this Agreement after this Amendment is:

\$295,000

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

Per subrecipient request, the Department agrees to extend the contract expiration date an additional 32 months, from June 25, 2025 to February 29, 2028. Additionally, the Department approves subrecipient's scope of work and budget revisions, including the increase in budget up to \$295,000. There is no National objective for a planning project. Exhibit A and Exhibit F are hereby replaced with Exhibit A (Rev. 02/2025) and Exhibit F (Rev. 02/2025), attached hereto and made a part hereof.

*All other terms and conditions shall remain the same.**IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.***CONTRACTOR**

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

County of Mendocino

CONTRACTOR BUSINESS ADDRESS

501 Low Gap Rd, Room 1010 Ukiah, CA 95482

CITY

Ukiah

STATE

CA

ZIP

95482

PRINTED NAME OF PERSON SIGNING

Darcie Antle

TITLE

Chief Executive Officer

CONTRACTOR AUTHORIZED SIGNATURE



DATE SIGNED

06/16/2025**STATE OF CALIFORNIA**

CONTRACTING AGENCY NAME

Department of Housing & Community Development

CONTRACTING AGENCY ADDRESS

651 Bannon Street

CITY

Sacramento

STATE

CA

ZIP

95811

PRINTED NAME OF PERSON SIGNING

Edona Evans

TITLE

Contracts Office Manager, Contract Services Section

CONTRACTING AGENCY AUTHORIZED SIGNATURE



DATE SIGNED

6/17/2025

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

Exempt per: SCM Vol. 1 4.04.A.3 (DGS memo dated 06/12/1981)

EXHIBIT A

AUTHORITY, PURPOSE AND SCOPE OF WORK

1. Authority & Purpose

The California Department of Housing and Community Development (hereinafter "Department") is the lead and responsible entity for administering the Community Development Block Grant – Mitigation (hereinafter "CDBG-MIT") funds appropriated under Public Law 115-123 and allocated to the State of California by the U.S. Department of Housing and Urban Development (hereinafter "HUD"). CDBG-MIT supports the State of California to carry out strategic and high-impact activities to mitigate disaster risks and reduce future losses in areas impacted by the Federal Emergency Management Agency's Major Disaster Declaration DR-4344 in October 2017 and DR-4353 in December 2017/January 2018. CDBG-MIT Planning and Public Services Program (hereinafter "MIT-PPS") projects are funded by CDBG-MIT funds to address risks to, or across, community lifelines that support human health and safety and provide mitigation for individual and community-based systems.

2. Scope of Agreement

A. Grant Funds

Subject to the terms and conditions of this Standard Agreement (hereinafter "Agreement"), the Department has allocated and agrees to provide grant funds in the maximum amount identified below to the subrecipient identified as "Contractor" on page 1, Section 1 of the STD 213 form (hereinafter "Subrecipient") for all Work (defined below) identified in this Agreement (hereinafter "Subrecipient Award"). All payments made to the Subrecipient will adhere to the provisions described in Exhibit B, Section 4 (Method of Payment) herein. In no instance shall the Department be liable for any costs in excess of this amount, nor for any unauthorized or ineligible costs or expenses. The Subrecipient Award is and shall not exceed \$500,000 per project and \$2,500,000 per subrecipient.

This Agreement governs the Subrecipient Award and each individual Project thereafter proposed by the Subrecipient and approved by the Department (each an "Approved Project", and collectively the "Approved Projects"), the budget for each of which is to constitute some portion of the Subrecipient Award. The cumulative total amount of all Approved Projects shall not exceed the total amount of the Subrecipient Award.

B. Implementation of Agreement

By entering into this Agreement and thereby accepting the Award of grant funds, the Subrecipient agrees to comply with and implement this Agreement

EXHIBIT A

in a manner satisfactory to the Department and HUD and consistent with all applicable laws, regulations, policies and procedures that may be required from time to time as a condition of the Department providing the grant funds, including but not limited to, all applicable CDBG-MIT Program Administration and Compliance requirements set forth by this Agreement, and in accordance with the Application documentation previously provided by the Subrecipient and made a part hereof. The Department's providing of grant funds under this Agreement is specifically conditioned on Subrecipient's compliance with this provision and all terms and conditions of this Agreement, the most recently published version of the Department's CDBG- MIT Action Plan for 2017 disasters (<https://www.hcd.ca.gov/community-development/disaster-recovery-programs/cdbg-dr/cdbg-mit-2017/index.shtml>) and any amendments thereto, related Federal Register notices, and the requirements of the authorities cited above, as the same may be amended from time to time.

This Agreement is subject to written modification and termination as necessary by the Department in accordance with requirements contained in any future state or federal legislation and/or state or federal regulations. All other modifications must be in written form and approved by both parties.

3. **Subrecipient Scope of Work**

The Subrecipient scope of work (hereinafter "Work") for this Agreement shall consist of the following:

The Subrecipient shall perform the funded activities described in the Work, as detailed in Exhibit F. All written materials or alterations submitted as addenda to the original Application and which are approved in writing by the Department are hereby incorporated as part of the Application. The Department reserves the right to require the Subrecipient to modify any or all parts of the Application in order to comply with CDBG-MIT program requirements. The Department reserves the right to monitor all Work to be performed by the Subrecipient, its contractors, and subgrantees in relation to this Agreement. Any proposed revision to the Work must be submitted in writing for review and approval by the Department and may require an amendment to this Agreement. Approval shall not be presumed unless such approval is made by the Department in writing.

- A. For the purposes of performing the Work, the Department agrees to provide the amount(s) identified in Exhibit B Budget as detailed in Exhibit F, Additional Provisions. Unless amended, the Department shall not be liable for any costs in excess of the total approved budget. The Department shall not, under any conditions, be liable for any unauthorized or ineligible costs.

EXHIBIT A

- B. Planning activity(ies), as defined in the MIT-PPS Policies and Procedures, do not have to meet a CDBG-Mitigation National Objective. Public Service activity(ies), as defined in the MIT-PPS Policies and Procedures, shall meet one of the two CDBG-Mitigation National Objectives:
 - 1. Benefit to Low/Moderate Income Persons; or
 - 2. Urgent Need Mitigation
- C. Subrecipient shall collect data and submit reports to the Department in accordance with the reporting requirements detailed in Section 24 of Exhibit D herein.
- D. The Subrecipient shall monitor all Approved Projects in accordance with the requirements of Section 1.9 of the MIT-PPS Policies and Procedures.

4. **Effective Date and Commencement of Work**

- A. This Agreement is effective upon approval by the Department representative's signature on page one of the fully executed Standard Agreement, STD 213 (the "Effective Date").
- B. Subrecipient agrees that no Work toward the implementation of the project activity or program activity, as identified in Exhibit F, shall commence without prior written authorization from the Department prior to the execution of this Agreement by the Department.

5. **Term of Agreement and Performance Milestones**

- A. Term of Agreement:

All grant funds must be expended at least ninety (90) calendar days prior to the Agreement expiration date. Time is of the essence with regard to the expenditure of funds by Subrecipient.

This Agreement will expire **on the date** set forth in section 2 of the STD **213A**.

- B. Performance Milestones: Subrecipient shall adhere to the performance milestones below. Time is of the essence with respect to all such milestones.

EXHIBIT A

1. Subrecipient must submit monthly report data in accordance with the requirement of Section 1.24 of the MIT-PPS Policy and Procedure to HCD during the term of this Agreement.
2. Subrecipient must fully expend all MIT-PPS activity funds within three years of execution of this Agreement, unless provided in writing by the Department. If Subrecipient fails to fully expend MIT-PPS activity funds within three years of execution of this Agreement, the Department reserves the right to disencumber the Subrecipient's Award amount in this Agreement by the amount then unspent.

Failure to meet performance milestones:

If any performance milestones listed above are not met, the Department reserves the right to withhold further payments to Subrecipient until such time as satisfactory progress is made toward meeting the performance measures. Subrecipient shall diligently work with MIT-PPS staff to submit: (a) a written mitigation plan specifying the reason for the delay; (b) the actions to be taken to complete the task that is the subject of the missed measure deadline; and, (c) the date by which the completion of said task will occur.

The Department reserves the right to reallocate unobligated grant funds within the MIT-PPS program, in its sole and absolute discretion if the Department determines the Subrecipient is unable to meet the performance milestones in a timely manner following the failure to meet said milestones. The Department reserves all rights and remedies available to it in case of a default by Subrecipient of its responsibilities and obligations under the terms of this Agreement. All remedies available to the Department are cumulative and not exclusive.

- C. The Subrecipient and its Contractors, as applicable, shall adhere to all performance and Project milestones as established above.

8. **MIT-PPS Program Contract Management**

- A. Department Contract Manager: The Department Contract Manager for this Agreement is the MIT-PPS Program Manager or the Program Manager's designee. Written communication regarding this Agreement shall be directed to the Department Contract Manager at the following address:

CA Department of Housing and Community Development
Division of Financial Assistance – MIT-PPS

EXHIBIT A

P.O. Box 952054
Sacramento, CA 94252-2054

- B. Contract Management: Day-to-day administration of this Agreement shall take place via Grants Network, including but not limited to:
1. Financial Reports (Funds Requests)
 2. Activity Reports
 3. Other Reports, as required
 4. Submittal of any and all requested supporting documentation
 5. Standard Agreement Issuance and Amendments
- C. Subrecipient Contract Administrator: The Subrecipient Contract Administrator (must be a Subrecipient employee) is identified in Exhibit G, Profile. Unless otherwise directed by the Department, any notice, report, or other communication required by this Agreement shall be directed via Grants Network or written to the Subrecipient's Contract Administrator at the contact information identified in Exhibit G, Profile.

ADDITIONAL PROVISIONS**Mendocino County – Fire-Hazard Abatement Ordinance Implementation Planning**

1. **Project Overview**
2. **THE NATIONAL OBJECTIVE TO BE ACHIEVED AS A RESULT OF THIS PROJECT: N/A**

Per 84 FR 45838, Planning activities do not require a national objective be established as they are considered to already address the national objectives without the limitation of any circumstances

3. **THE NUMBER OF INDIVIDUALS BENEFITTING AS A RESULT OF THIS PROJECT:**
 - Total beneficiaries: 85,225
 - Total low/mod beneficiaries: 39,090

Mendocino County – Fire-Hazard Abatement Ordinance Implementation Planning and Capacity Building

PROJECT OVERVIEW

The Subrecipient will be responsible for completing a planning project related to abatement ordinance implementation planning. With funding from the Year 2017 CDBG MIT-PPS program of HCD.

The major tasks that the Subrecipient will perform in connection with the provision of the eligible planning project include, but are not limited to, the following:

1. Develop a planning project to enable the County to implement a new ordinance language concerning the abatement of hazardous vegetation and combustible material to reduce fire hazards.
2. Research best practices, prepare plans, and identify future actions through gathering data from like areas.
3. Evaluate best practices and mechanisms required to enforce effective hazard abatement in rural communities to refine the County's approach.
4. Create a comprehensive plan that enhances public safety and mitigates fire hazards in Mendocino County. The resulting plan should also assess resources needed to enforce the hazard-abatement ordinance effectively and propose procedures for reporting and implementing abatement activities.

Mendocino County's Fuel Abatement Ordinance and Enforcement Planning project will devise an improved regulatory approach for the County to address hazardous vegetation and combustible material to reduce fire hazards. The project will research approaches taken by other communities to encourage and enforce hazardous fuel abatement requirements to ensure public safety, complete a comparative analysis of existing ordinance language to refine the County's existing, unworkable ordinance language, develop a recommended approach for Mendocino County's fuel abatement program, develop updated ordinance language and create a forecast of the resource allocation needed for the County to adopt and implement the plan to aid in future implementation of the ordinance.

This project will result in a plan that evaluates best practices and mechanisms required to enforce effective hazard abatement in rural communities to refine the County's approach. In reviewing approaches and ordinances of other similar communities, the County expects to evaluate best practices that can be incorporated into a recommended strategy for Mendocino County's fuel abatement program as well as how the County's new ordinance, County Code Chapter 8/77, which provides for the abatement of hazardous vegetation and combustible material to reduce fire hazards, may best be applied or modified.

The project's plan and activities, which are expected to be completed within the timeline outlined below, will allow the County to refine ordinance language and enforcement mechanisms while developing a forecast of the resource allocation needed for implementation. Understanding the challenges and opportunities in undertaking hazard abatement activities and assessing future staffing and resource needs related to resolving issues is a crucial focus of the plan. One of the most challenging

aspects of the County's current abatement approach is the significant cost associated with enforcement, and this project will seek to identify and quantify the potential costs of various approaches to encouraging and requiring hazardous fuel reduction and hazard abatement. Overall, the project aims to create a comprehensive plan that will enhance public safety and mitigate fire hazards in Mendocino County with a focus on developing a functional process that is less resource-intensive and, therefore, more enforceable than the current approach.

The project takes place in Mendocino County, including zip code 95470, a MID area. The project will benefit the entire county, including LMI populations. According to HUD data, Mendocino County is 45.87% LMI.

NATIONAL OBJECTIVE

Planning projects do not require a national objective.

PROJECT BENEFICIARIES

Proposed Total Beneficiaries: 85,225

Proposed Total Low-to-Moderate Income Beneficiaries: 39,090

DELIVERABLE NARRATIVE

Deliverable 1: Amended Contract with HCD

Deliverable 2: Contractor Contract

Deliverable 3: Research Findings & Alternative Analysis

Deliverable 4: Action Summary & Workplan

Deliverable 5: Updated Ordinance Language

Deliverable 6: Close Out

Deliverable 7: Monthly Activity Report

Deliverable 8: Monthly Financial Report

TASK NARRATIVE

Deliverable 1: Amended Contract with HCD

Task 1.1: Submit requested materials to HCD by requested deadlines

Task 1.2: Review documents and execute contract

Deliverable 2: Contractor Contract

Task 2.1: Prepare RFP and issue RFP

Task 2.2: Review proposals, select successful vendor, execute contract

Deliverable 3: Research Findings & Alternative Analysis

Task 3.1: Contractor to meet with project team and determine research parameters.

Task 3.2: Contractor to research approaches taken by other communities to encourage and enforce hazardous fuel abatement to ensure public safety.

Task 3.3: Contractor to examine specific ordinance language used in other communities for commonalities and differences within both the County's existing ordinance.

Task 3.4: Contractor to meet with project team, including counsel, to discuss findings of research.

Task 3.5: Contractor to synthesize research findings, including discussion of approaches, costs, pros and cons of various models, project team feedback, and differences in structure between other agencies and Mendocino County that could influence efficacy and enforcement. Analysis will include

an alternatives analysis of various potential approaches with cost comparisons including startup estimates and long-term cost considerations.

Task 3.7: Contractor to meet with project team, including counsel, to discuss analysis.

Deliverable 4: Action Summary & Workplan

Task 4.1: Contractor to meet with project team, including counsel, and determine parameters.

Task 4.2: Contractor, based on the information generated in Tasks 3 and feedback from project team, to develop a recommended approach for Mendocino County's fuel abatement program.

Task 4.3: Contractor to meet with project team, including counsel, to discuss draft action summary and workplan.

Task 4.4: Contractor to prepare recommended action summary with workplan for completing the recommended action.

Deliverable 5: Updated Ordinance Language

Task 5.1: Contractor to meet with project team, including counsel, and determine parameters.

Task 5.2: Contractor based on the recommended action identified in Task 4, to develop updated ordinance language and a forecast of the resource allocation needed for the County to adopt and implement the new ordinance.

Task 5.3: Contractor to meet with project team, including counsel, to discuss draft updated ordinance language and workplan.

Task 5.4: Contractor to revise ordinance language based on feedback in Task 5.3 for Board of Supervisor review along with summary report of necessary resource allocation.

Task 5.5: Review plan with project team, including counsel.

Task 5.6: Present plan to Board of Supervisors. Receive and incorporate plan feedback.

Task 5.7: Finalize plan

Deliverable 6: Close Out

Task 6.1: County to gather all financial documentation including expense receipts and any other required financial records and ensure all expenses are accurately accounted for.

Task 6.2: County to prepare final financial report detailing how grant funds were spent.

Task 6.3: County to prepare final programmatic reports and supporting documentation.

Task 6.4: Final reports and documentation are submitted by the specified deadline and documents are archived for future reference or audit purposes.

Deliverable 7: Monthly Activity Report

Task 7.1: Collect monthly report from subcontractor.

Task 7.2: Enter data and submit in grants portal.

Deliverable 8: Monthly Financial Report

Task 8.1: Collect invoices and issue payments.

Task 8.2: Enter data and submit in grants portal.

PROJECT SCHEDULE

The project will take place over 42 months including amending the agreement with HCD.

1. Amend agreement with HCD.

2. Issue procurement for planning services within 90 days of executing the amended agreement, review proposals, select successful vendor and execute contract.
3. Research approaches taken by other communities, examine specific ordinance language, discuss with project team and analyze findings.
4. Develop a recommended approach for Mendocino County's fuel abatement program and draft action summary with workplan.
5. Develop updated ordinance language and a forecast of the resource allocation needed for the County to adopt and implement the new ordinance.
6. Grant Closeout.

Deliverable	Timeline
1. Amend Agreement with HCD	2 months
2. Contractor Contract	8 months
3. Research Findings & Alternative Analysis	6 months
4. Action Summary & Workplan	8 months
5. Updated Ordinance Language	12 months
6. Close Out	6 months
7. Monthly Activity Report	Ongoing throughout project
8. Monthly Financial Report	Ongoing throughout project

Applications: Mendocino County Fire-Hazard Abatement Ordinance Implementation Planning and Capacity Building

Mitigation – Planning and Public Services (MIT-PPS)

Profile

ungx@mendocinocounty.org

What project type are you applying for?

Planning

Do you commit to having capacity to carry out program activities?

Yes

If yes, please describe the capacity and staffing in detail.

This is a proposal to establish capacity for implementing enforcement of Mendocino County's new fire-hazard abatement ordinance.

*Updated by NX (5/4/21)

Information received by HCD via email from ungx@mendocinocounty.org (4/12/21)

See more information in attachment titled "CBDG Abatement - Round 1 Draft 2"

Question:

The application indicates that this Project is to build capacity. Can you please confirm that you have enough capacity to implement this Project?

Answer:

Mendocino County does not currently have sufficient resources to implement or enforce our recently adopted Fire-Hazard Abatement Ordinance. The requested funds would provide capacity for the program to be implemented on a trial basis, so that we can develop supporting methods and processes and train a corps of volunteers who could support certain aspects of the program on an ongoing basis. It would also allow us to gain concrete data about the need for mitigation beyond what can be accomplished through education and outreach, and to document the costs and benefits of sustaining an ongoing enforcement program. Partnerships have already been developed with the Mendocino County Fire Safe Council (MCFSC) and Fire Aside consultants to proceed with this Project once funded.

*Updated by NX (5/4/21)

Information received by HCD via email from ungx@mendocinocounty.org (4/12/21)

See more information in attachment titled "CBDG Abatement - Round 1 Draft 2"

Question:

How will this Project build capacity and lead into MIT-RIP round 2?

Answer:

This project will not lead into a MIT-RIP round 2 application. It is a complete project in itself. The entry in our original application stating that there would be a subsequent MIT-RIP application was in error.

Are you applying for more than one Planning Activity?

Yes

Planning Activity

Capacity Building

Is this planning project to build capacity to implement projects under the Resilient Infrastructure Program?

Yes

Is the project regional in approach?

No

17-MITPPS-21011

Approved Date: 7/16/2021

Prep Date: 2/13/2025

Does the project include collaboration amongst jurisdictional and nonprofit partners?

No

Eligible Applicants are required to identify which of the 2017 declared disasters the submitted project is related to. The disaster(s) related to the project can be determined by the MID area(s) the project serves or benefits. CDBG-MIT does not require a project tie-back to the 2017 declared disaster.

What disaster is this project related to?

DR-4344

Eligible applicant type

County

Is this a project on behalf of another government entity or special district other than the Eligible Applicant?

No

Project Title

Mendocino County Fire-Hazard Abatement Ordinance Implementation Planning and Capacity Building

Org Name

County of Mendocino

Provide a snapshot summary of the project.

On February 9, 2012 the Mendocino County Board of Supervisors voted unanimously to adopt a new ordinance creating County Code Chapter 8.77 to provide for the abatement of hazardous vegetation and combustible material to reduce fire hazards. The new ordinance stems, in part, from years of complaints from rural residents concerned about neighboring properties that are endangering their community with neglected and overgrown flammable vegetation and invasive species, as well as accumulations of flammable rubbish and litter. Because most home ignition in a wildfire event is caused by drifting embers, which can travel up to a mile and still be an ignition danger, property owners who do not adequately reduce hazards on their properties increase risk for a wide area of the surrounding community.

Unfortunately, the County of Mendocino does not currently have available staff or funding to support this important new ordinance with an enforcement program. The current request is for funding to research, prepare plans, identify actions, and trial, on an outsourced basis, the eventual implementation of an efficient code-enforcement program to actualize the new ordinance. This funding would also allow Mendocino County to begin gathering data on the extent of the need for abatement and, equally importantly, to simultaneously develop and test a system of addressing the problem through community training, education and facilitated action.

The program would provide for setting in place basic software and protocols for trained members of the public to log and assess potential issues, and to generate educational warning notices to landowners who need to reduce fire hazards on their properties. The Mendocino County Fire Safe Council (MCFSC) would assess and trial steps required to enforce the new hazard-abatement ordinance, including accepting online reporting of fire hazards using a system co-developed with Fire Aside Inc; issuing notices to property owners to make them aware of hazards and maintenance steps required to mitigate them; and tracking follow-up actions including evaluations and inspections, setting the stage for possible future issuing of citations, penalties, and enforcement actions. This program can enable tremendous progress toward reduction of damage and suffering countywide, extrapolated indefinitely into the future. It will educate landowners about how to better protect their properties and neighbors from losses of life and property in a major wildfire event, enhance aesthetics and community pride, and most likely improve neighbor relations and general community resiliency at the same time.

Running an initial process relying on community-initiated input and informal requests for abatement will allow the County to develop data about the scope of abatement problems and assess future staffing needs before hiring full-time staff for resolving problems that the informal process cannot address.

*Updated by NX (5/4/21)

Information received by HCD via email from ungx@mendocinocounty.org (4/12/21)

See more information in attachment titled "CBDG Abatement - Round 1 Draft 2"

Question:

Can you provide more detail and clarification on the Community Training/ Education referenced in the application and if it's included in this Project? If not, is this Project planning for those items?

Answer:

The current project is primarily a Community Training/Education effort that will also serve to build capacity and expertise for an eventual County enforcement program. The program includes two levels of Community Training/Education. First, we would provide training to members of the significant countywide network of Neighborhood Fire Safe Councils (NFSCs) and other interested community members in evaluating reported fire hazards that potentially violate state or county codes. These trained volunteers would then issue practice notices, to be evaluated by program staff and provide further training if needed to improve future evaluations.

Secondly, after approval by the program manager, educational notices would be issued to homeowners who need to abate hazards on their properties. Staff would be available to work with those homeowners to verify that they understand the hazards their property poses for themselves and their community, and follow up to determine whether the educational notice resulted in remedial action.

Upload project description, if available.

Project Location Description

This activity benefits Mendocino County

Does the project fall into one of these zip codes/counties?

95470 – Mendocino County

Public Services projects must select a National Objective. Planning projects do not require a National Objective. The Urgent Need Mitigation (UNM) national objective is for CDBG-MIT activities that aim to address risks that do not tie back to the disaster events of the 2017 CDBG-DR funding, or subsequent disasters. Projects using the UNM national objective must provide documentation that demonstrates a measurable and verifiable impact on reducing risks at the completion of the activity. Projects using the LMI national objective are those that have a benefit to Low to moderate income person, which is defined as persons having incomes not more than the “moderate-income” level (80% Area Median Family Income) set by the federal government for the HUD-assisted Housing Programs.

Does the project benefit an LMI population or area?

Yes

Describe how the project benefits a LMI area (additional material and information may be required)

This project benefits the entirety of Mendocino County, including all areas/populations designated as LMI. Overall, the County of Mendocino population is 45.87% LMI.

Upload document of data supporting the LMI population to be benefitted and/or a map of the service area (Optional)

Mendocino County Block Groups.pdf

Does the project service area benefit the MID?

Yes

Describe how the project benefits a MID area (additional material and information may be required)

Mendocino County includes MID areas within FEMA-designated disaster DR-4344, the Redwood Complex Fire that began on the night of October 8–9, 2017. Our MID area residents have become particularly sensitive to fire hazards in their neighborhoods, and are eager for support where risks are identified. The County Supervisor who represents the population within the designated disaster area was in fact the main proponent of the recently adopted ordinance. The current proposed project would allow the County to begin effectively addressing hazards in that area, which includes a high proportion of vulnerable populations, to prevent the 2017 severity of damage and distress from ever occurring again.

Upload documentation that supports how the project benefits a MID area (Optional)

Mendocino County Block Groups.pdf

What Census Tracts/Block Groups are served by this project?

The project serves all Census Block Groups in Mendocino County. The block numbers can be found in the pdf Mendocino County Block Groups.

*Updated by NX (5/4/21)

Information received by HCD via email from ungx@mendocinocounty.org (4/12/21)

See more information in attachment titled "CBDG Abatement - Round 1 Draft 2"

Question:

Please confirm that the service area is the entire county and includes the MID Zip Code.

Answer:

Confirmed

What is the total dollar amount of the project?

295,000

Anticipated CDBG-MIT funding need (\$ amount)

295,000

17-MITPPS-21011

Approved Date: 7/16/2021

Prep Date: 2/13/2025

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

No

Project Budget broken down by eligible activity and activity costs**Basis of Total Project Cost and Amount of CDBG-MIT requested**

This is a planning and public service program grant whose deliverable is an abatement-reporting and education program, including an assessment of the need for formal county enforcement action and the creation of a plan for implementing that formal program. The budget labor estimates are in four primary sections: 1) an estimate of time that will be required for County or contract personnel to plan both the abatement reporting process and for the county to develop a formal enforcement process; 2) the cost of Fire Aside Inc software to automate the reporting and tracking of abatement requests and send notice to homeowners; 3) labor for MCFSC to provide overall local management of the project, and for a half-time MCFSC abatement officer; and 4) labor for County of Mendocino personnel to administer and report on the grant.

Budget details are provided in the attached file.

*Updated by NX (5/4/21)

Information received by HCD via email from ungx@mendocinocounty.org (4/12/21)

See more information in attachment titled "CBDG Abatement - Round 1 Draft 2"

Question:

Can you please provide additional detail on the budget and information about the software budget line item?

Answer:

The software budget information is based on a quote from Fire Aside, a company that specializes in customer software to support fire-hazard mitigation projects. Fire Aside has developed software for conducting defensible-space home inspections for Marin County. The MCFSC has met with Fire Aside to discuss the specific needs of Mendocino County's project. Adapting this highly congruous software will enable the program to launch quickly and efficiently once funding is available. Fire Aside can supply their supporting detail on request.

Describe prior experience and previous success in implementing planning and/or public services projects.

This project will be similar to the County of Mendocino's Planning and Building Services' enforcement of the County Building Code. The scale and scope of the current project can be expected to be smaller than that process, which has been operating successfully for decades.

Is the proposed project identified as a priority project in your hazard mitigation plan?

Yes

What community lifeline will this project protect? Health and Safety are prioritized in the Planning and Public Services program.

Safety & Security

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

This proposal squarely addresses the Safety and Security lifeline; abatement of significant fire hazards is critical to reducing and potentially even eliminating safety and security risks to lives and property. However, abatement cannot happen without encouragement. Educating and spurring landowners toward mitigating the County's most grievous fire hazards will make the entire region better prepared for wildfire, potentially slowing or stopping its spread far beyond the effects of current efforts.

This project will ultimately make responders' jobs far easier during a major wildfire incident, and reduce damage and destruction to essential County infrastructure and key community resources in other Community Lifeline categories: emergency-shelter venues (Food, Water & Shelter), hospitals and clinics (Health & Medicine), cell towers and emergency-alert systems (Communications), and roads, bridges and transit features (Transportation).

How will this project improve resilience for protected classes, underserved communities, and vulnerable populations?

Many of the County's low-income residents live in areas of highest wildfire risk outside cities, among steep hills reached by one-lane dirt roads, limited telecommunications access, little neighborhood organization, and other critical vulnerabilities. Pushing

landowners to take responsibility for fire hazards on their properties will make residences safer for low-income renters who could otherwise become the victims of neglected maintenance. Low-income landowners can take advantage of assistance programs provided by the Mendocino County Fire Safe Council.

These efforts will make vulnerable community members' homes, as well as their neighbors' homes, more fire-safe countywide. Notices generated by this project will also provide education about improving fire safety, increasing awareness, preparedness and resiliency throughout the community and reducing the impact of future disasters.

*Updated by NX (5/4/21)

Information received by HCD via email from ungx@mendocinocounty.org (4/12/21)

See more information in attachment titled "CBDG Abatement - Round 1 Draft 2"

Question:

Can you please provide additional detail on how this project will improve resilience for protected classes, underserved communities, and vulnerable populations?

Answer:

Mendocino County's population is highly vulnerable by many measures, with high proportions in protected classes and underserved communities. Our population is 45.87% LMI, and compared to California as a whole, it is significantly older (23.23% over 65 vs. 15.24%), and poorer (median household income \$54.4K, with 14.28% of households in poverty, compared to \$82.6K and 9.39% statewide). Our unemployment rate is 6.59% (vs. 5.76 statewide) and our population is less educated, with only 23.94% having attained a BA degree or higher compared to 33.9% statewide. (ref.

<http://www.healthymendocino.org/demographicdata?id=260> accessed 4/4/21). 16.7% of Mendocino's population is disabled, compared to 12.6% statewide. 34% of Mendocino's population is non-white or Hispanic, and 9.2% have limited English proficiency. Also, 59% of homes in Mendocino County are considered to be at high or very high risk from wildfire. (<https://www.listocalifornia.org/wp-content/uploads/2020/11/MendocinoDD9.19.pdf>)

Mendocino's local economy is also struggling under the impact of numerous challenges, including changes in the cannabis industry, a freeway bypass, and recent wildfire disasters with no significant relief in sight. Making homes and neighborhoods better protected from wildfire damage will clearly increase resilience for disadvantaged communities during future events.

The proposed program aims at educating residents who are not adequately addressing wildfire hazards—and eventually abating those hazards. Vulnerable homes and properties make all nearby homes more vulnerable as well. A recent analysis conducted by the University of California Extension found that individual home loss from the 2018 Camp Fire in Paradise was directly linked to distance from the nearest burned home, i.e., more vulnerable houses mean more vulnerable neighborhoods. This program is directly targeted at reducing hazard levels at the County's most vulnerable properties.

As noted in our application, most of our population is in high or very high wildfire risk zones. Mendocino County is a mostly rugged mountainous area of 3,878 square miles—nearly 30% larger than Delaware and Rhode Island combined—with a population of 86,801 and a population density of only 22.4 people per square mile. It has no interstate highway, and the narrow, winding roads connecting coastal and inland communities are often washed out or blocked by landslides.

Most of Mendocino's population is in high or very high wildfire risk zones, as illustrated by recent wildfire events. During the 2017 Redwood Complex Fire alone, more than 8,500 people fled for their lives from hurricane-force firestorms that struck suddenly in the middle of the night, with hundreds fleeing on foot because roads were blocked by flaming trees. Nine people lost their lives, and more than 500 families were left homeless. On July 27, 2018, the Ranch and River fires started within hours of each other near the communities of Ukiah and Hopland respectively. Both fires grew rapidly, nearly merging. In order to more effectively manage the fires, officials combined them into the Mendocino Complex Fire. It spread through portions of Mendocino, Lake, Colusa, and Glenn Counties, and caused the evacuation of more than ten communities.

The Mendocino Complex Fire burned 459,123 acres, a record-breaking size at the time; the Ranch Fire alone reached 410,203 acres to become the largest modern California wildfire at the time. It destroyed 280 structures while damaging 37 others, causing at least \$267 million in damages. It also forced the closure of Highway Routes 20 and 175 in Mendocino County and Routes 20, 29 and 175 in Lake County. The impact to the transportation system included extensive damage to Highways 20 and 175 in both counties. The cost of removing hazardous trees, replacing metal beam guard rails, signage, fencing, and drainage systems, unclogging ditches and stabilizing denuded slopes, and other roadway impacts in both Mendocino and Lake Counties, totaled over

\$10,500,000.

The August (2020) Complex Fire, which burned 298,000 acres inside the Mendocino National Forest as well as considerable acreage in five other counties, is now the largest fire in modern California history, destroying 935 buildings and resulting in 1 firefighter death. The Oak Fire north of Willits last fall burned 1,100 acres and resulted in the evacuation of over 3,200 people and the destruction of 56 structures.

These data indicate that Mendocino County's population is underserved, vulnerable and at high risk. This project is essential to help remove mitigate hazards from high-risk properties in the middle of our communities, where they are most likely to put homes and lives at risk.

Can this project be replicated in other communities?

Yes

If yes, provide a description.

This Project can be replicated in two main areas. First, we will develop and document a process for allowing concerned residents to assist in an informal process to encourage the reduction of dangerous fuel build-up. Successful rollout of this trial system will provide an inexpensive option for other communities to replicate. Secondly, Mendocino County will be developing a plan to implement its new ordinance in cases that require formal enforcement. That process should be repeatable as well.

Will you be able to quantitatively measure the impact the proposed project will have on current and future risk?

Yes

Explain how you will quantitatively measure the impact of the proposed project on current and future risk.

We will track all instances of submitted complaints, responses, notices sent, citations issued, inspections triggered, and compliance steps taken. These data will ultimately measure how many properties have been successfully brought into compliance with basic fire-safety requirements.

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

Given a 3 year Period of Performance and Assuming Spring 2021 start date, what is your expected period of performance? (anticipated start date and completion date)

Summer 2021 will be spent in planning and developing procedures for the new program, hiring the project lead and adapting and testing of the tracking software. We are requesting staffing for an 18-month development period beginning in fall 2021. Completion date is projected as June 30, 2023.

Proposed Project Timeline

APPLICABLE LOCAL POLICIES AND PLANS

Do you have procurement policies and procedures?

Yes

If yes, upload your procurement policies and procedures.

01Purchasing.pdf

If yes, but the policies and procedures are in another previously uploaded document, please name the document.

Do you have a current hazard mitigation plan?

Yes

If yes, upload your plan

Mendocino LHMP Merged.pdf

If yes, but the plan is in another previously uploaded document, please name the document.

In using HUD funds for projects, Subrecipients must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended by the Uniform Relocation Act Amendments of 1987 (URA or Uniform Act).

Do you have existing policies and procedures to ensure compliance with the Uniform Relocation Act (URA)?

No

If no, please provide a status.

The County has no written policy on the URA but will comply with all state and federal regulations applicable to the project.

Do you have policies and procedures for completing National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) environmental reviews?

No

If no, please provide a status.

The County has no written policy on the CEQA but will comply with all state and federal regulations applicable to the project. The County routinely conducts, either in-house or via consultants, environmental review of proposed projects to ensure compliance with all applicable environmental regulations, including the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA).

Section 3 of the Housing and Urban Development Act of 1968 (Section 3), as amended, requires that economic opportunities generated by CDBG-DR funds be targeted toward Section 3 residents. A Section 3 plan must establish standards and procedures to be used to ensure that the objectives of Section 3 are met and records, reports, and other documents or items to demonstrate compliance with Section 3 regulations are maintained.

Do you have a Section 3 plan?

No

If no, please provide a status.

The County has no written policy on Section 3 but will comply with all state and federal regulations applicable to the project.

Do you have anti-lobbying policies and procedures?

Yes

If yes, upload your anti-lobbying policies and procedures.

political activity.pdf

If yes, but the policies and procedures are in another previously uploaded document, please name the document.

Do you have conflict of interest policies and procedures?

Yes

If yes, upload your conflict of interest policies and procedures.

2018ConflictOfInterestCode.pdf

If yes, but the policies and procedures are in another previously uploaded document, please name the document.

Do you have non-discrimination policies and procedures?

Yes

If yes, upload your non-discrimination policies and procedures.

Non-discrimination merged.pdf

If yes, but the policies and procedures are in another previously uploaded document, please name the document.

Do you have timekeeping policies and procedures?

No

If no, please provide a status.

There is no written policy on timekeeping, however, County staff are required to track their time in an online timesheet by projects and activities.

Do you have financial management policies and procedures?

Yes

If yes, upload your financial management policies and procedures.

accounting standard practice manual.pdf

If yes, but the policies and procedures are in another previously uploaded document, please name the document.**Do you affirm that your policies and procedures are consistent with 2 CFR part 200?**

Yes

ORGANIZATIONAL STRUCTURE, CAPACITY, AND AUTHORITY**What is your governing board meeting schedule?**

The Board of Supervisors meet at least twice a month, typically every other Tuesdays. The meeting schedule can be found at <https://mendocino.legistar.com/Calendar.aspx>

Documentation for staff experience may include one or both of the following: A narrative description of the experience details of key staff for this project and whether they are new hires or existing staff. A chart of staff by experience in CDBG and/or federal grants management AND experience related to content of the project applied for.

Staff Experience: How many staff do you have with experience in CDBG or federal grants management? How many staff do you have with experience related to content of the project being applied for?

org chart.docx

Debarment Check

sam.gov capture.pdf

Government Agency Taxpayer ID Form

GovtTINForm Signed.pdf

Payee Data Record STD 204 Form

STD204 Signed.pdf

Have you reviewed the sample authorizing resolution?

Yes

Budget Worksheet**View Budget Worksheet**<https://portal.ecivis.com/#/peerBudget/D0547125-9BE9-4A25-AA5E-96F37D39242E>**Goals Worksheet****View Application Goals**<https://portal.ecivis.com/#/peerGoals/FC4E2FB5-9C17-4F4B-A2D6-EA41F56F3183>**Additional Information**

CDBG Abatement - Round 1 Draft 2.docx

Additional Information

PPS Planning Duplication of Benefits Affidavit.pdf

Additional Information

PPS Implmentation Duplication of Benefits Affidavit.pdf

Additional Information

Implementation Hazard Abatement CDBG-MIT PPS DOB Calculator.xlsx

Additional Information

Planning Hazard Abatement CDBG-MIT PPS DOB Calculator.xlsx

Additional Information

Hazard Abatement Planning Exemption signed.pdf

Additional Information

Anti-lobbying Certification Fire Hazard Planning.pdf

Additional Information

2018ConflictOfInterestCode.pdf

Additional Information

Fire abatement Planning Scope.docx

Additional Information

Timekeeping Procedure.docx

Additional Information

Additional Information

File Upload

File Upload

Additional Information

Additional Information

Additional Information

Additional Information

of Reviews

1

of Denials

0

Average Score

File Upload

File Upload

File Upload

File Upload

Applications: File Attachments

Upload document of data supporting the LMI population to be benefitted and/or a map of the service area (Optional)

Mendocino County Block Groups.pdf

Upload documentation that supports how the project benefits a MID area (Optional)

Mendocino County Block Groups.pdf

Staff Experience: How many staff do you have with experience in CDBG or federal grants management? How many staff do you have with experience related to content of the project being applied for?

org chart.docx

Mendocino County Fire Hazard Abatement Ordinance Implementation Planning and Capacity Building – Budget Narrative

County grant admin cost of \$3,876 is for record keeping, reporting, and monitoring to HCD. Subcontractor project management at a rate of \$42 overseeing the project over 1 year, including design, meeting scheduling and facilitation, reporting the process and education campaign, manage the software development process, overall and project management.

County IT software development: This aligns with Deliverable 3 to have a completed software that will automatically issue notices, retain data, and have a manual for volunteers and staff to learn how to operate the software. This includes IT staff time working with the project manager and stakeholders to design and select a software according to the process of the work plan. This also includes time for IT staff to work with a software vendor for installment and integration.

County legal consultation: This aligns with Deliverables 4 to have a finalized notice that could be sent out to property owners not complying with the abatement ordinance and Deliverable 5 to have a finalized work plan with process and procedures on how to implement the abatement ordinance. This includes county counsel staff time in reviewing the draft notices, provide feedback, review the abatement ordinance, participate in meetings, and provide legal counsel on the process work plan and noticing procedures.

Code enforcement: Aligns with Deliverable 5 to create the end result of a finalized work plan with process and procedures enforce the abatement ordinance. This includes staff time of Planning & Building Services Department, specifically the code enforcement division to participate in the planning meetings, reviewing the abatement ordinance, creating the process for the work plan, and provide consultation on code enforcement issues relating to the plan.

Software automation and support: This supports Deliverables 3 and 5 to have an automated system that aligns with the completed work plan in Deliverable 5. This includes purchasing of a software and support costs associated with the software purchase.

AMMENDMENT NARRATIVE:

The Mendocino County Fuel Abatement Ordinance and Enforcement Planning project is a research and planning initiative that aims to identify the best practices and approaches used by other communities to enforce effective hazard-abatement in rural areas. The project will explore different ordinance language and mechanisms and evaluate how they can be incorporated into Mendocino County's existing program and ordinance. Please see attachment for more detailed narrative.

Budget Report**Passthrough Agency:** California Department of Housing and Community Development**Program:** CDBG-Mitigation Planning & Public Services NOFA**Project Name/Title:** Mendocino County Fire-Hazard Abatement Ordinance Implementation Planning and Capacity Building**Org Name:** County of Mendocino**Award/Contract Number:** 17-MITPPS-21011**Stage:** Budget-to-Actual**Report Date:** 02/14/2025**Requested By:** Xuyen Mallelaungx@mendocinocounty.org**Budget Items**

Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share	Type
Activity										
New Subcategory										
	Activity	Activity Costs	1	\$253,721.81	\$253,721.81	\$253,721.81	\$0.00		\$0.00	Direct Cost
Activity Total			1	\$253,721.81	\$253,721.81	\$253,721.81	\$0.00		\$0.00	
General Administration										
General Administration Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Activity Delivery										
New Subcategory										
	Activity Delivery	Activity Delivery Costs	1	\$41,278.19	\$41,278.19	\$41,278.19	\$0.00		\$0.00	Direct Cost
Activity Delivery Total			1	\$41,278.19	\$41,278.19	\$41,278.19	\$0.00		\$0.00	
Other										
Other										
Other Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Grant Total			2	\$295,000.00	\$295,000.00	\$295,000.00	\$0.00		\$0.00	

Budget Report, Created by Xuyen Mallela, ungx@mendocinocounty.org, 02/14/2025

Source: eCivis™ Portal

<http://www.ecivis.com/>