

STANDARD AGREEMENT - AMENDMENT

STD 213A (Rev. 4/2020)

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 26 PAGESAGREEMENT NUMBER
17-MITPPS-21018AMENDMENT 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

City of Petaluma

2. The term of this Agreement is:

START DATE

9/16/2022

THROUGH END DATE

10/31/2026

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

\$240,000

1. 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 16 months, from June 25, 2025 to October 31, 2026. Exhibit A and Exhibit F are hereby replaced with Exhibit A (Rev. 03/2025) and Exhibit F (Rev. 03/2025), 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.)

See Attached

CONTRACTOR BUSINESS ADDRESS	CITY	STATE	ZIP
See Attached	See Attached	See Attached	See Attached
PRINTED NAME OF PERSON SIGNING	TITLE		
See Attached	See Attached		
CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED		
See Attached	See Attached		

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Department of Housing and Community Development

CONTRACTING AGENCY ADDRESS

651 Bannon Street, Suite 400

PRINTED NAME OF PERSON SIGNING

Diana Malimon

CONTRACTING AGENCY AUTHORIZED SIGNATURE

Diana Malimon

CITY

Sacramento

STATE

CA

ZIP

95811

TITLE

Contract Services Section Manager

DATE SIGNED

06/20/2025

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

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

STATE OF CALIFORNIA
STANDARD AGREEMENT
STD 213A

CONTRACTOR

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

City of Petaluma

CONTRACTOR BUSINESS ADDRESS 11 English Street	CITY Petaluma	STATE CA	ZIP 94952
PRINTED NAME OF PERSON SIGNING Peggy Flynn		TITLE City Manager	
CONTRACTOR AUTHORIZED SIGNATURE 		DATE SIGNED 6/18/2025	
PRINTED NAME OF PERSON SIGNING Brian Cochran		TITLE Assistant City Manager	
CONTRACTOR AUDITOR SIGNING 		DATE SIGNED 6/18/2025	

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.

Exhibit F

ADDITIONAL PROVISIONS

City of Petaluma - Feasibility Study Establishing a Resiliency Hub at Community Center for Emergency Use

1. Project Overview:

- See attached application below

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: 58,650
- Total low/mod beneficiaries: 18,095

Exhibit F

City of Petaluma Scope of Work - Feasibility Study to Replace Aging Generators for Critical City Facilities, including Communications Center

1. Detailed Activity Description

Generator replacement can minimize the effects of power outages during earthquake, extreme heat, severe storms, wildfire, and high wind hazard events in the City, as they will supply back-up power during a power outage. City facilities will also need backup power during “planned” PSPS. The City will need reliable emergency backup power when Pacific Gas & Electric (PG&E) power lines are affected by natural hazard events. While the Local Hazard Mitigation Plan originally envisioned replacement of diesel generators with new diesel generators, the City has since adopted a Climate Emergency Framework which prioritizes switching from fossil fuel infrastructure to renewable resources. A feasibility study of diesel and battery backup sources and any impediments toward the transition to renewable energy backing up critical facilities would be studied.

This project is directly in-line with the City’s climate emergency goals, which will help mitigate future disasters as one part of the City’s actions to stop contributing to the positive feedback loop of burning fossil fuels, worsening the climate, and needing more fossil fuels to power facilities when the cleaner electric grid is down due to more intense heat waves or fires – climate change exacerbated disasters. By studying how the City’s critical facilities can be powered by clean energy, even during power shutoffs, the City will be able to take the first step to break that cycle. This project will include site-specific studies of electrical capacity on existing circuits, available transmission capacity from PG&E, interior upgrades that may be necessary or preferable to maximize building utilization in a microgrid environment, and determining the best technology and equipment to provide clean backup power during power shutoffs (e.g. lithium ion batteries vs. vanadium flow batteries vs. fuel cell powered by non-fossil fuel produced hydrogen).

Studying the feasibility of providing this clean backup power will not produce the funding necessary to purchase and install the equipment; this project will only develop a scope for implementation.

The City of Petaluma will be responsible for completing a planning project related to generator replacement feasibility study with funding from the Year 2017 CDBG MIT-PPS program of HCD.

2. Deliverable Narrative

- **Deliverable 1- Consultant Procurement and Contract**
 - Guidelines
 - Program Forms and Document Templates
 - Planning RFP/RFQ
 - Independent Cost Analysis Procurement Package (and contracts if

Exhibit F

- applicable)
 - Procurement and Contract Management Policy
 - Financial Management Policy
 - Procurement Package (and contracts if applicable)
 - Procurement and Contract Management Policy
 - NEPA Clearance
- **Deliverable 2- Professional Services Contract**
 - City Standard Professional Services Agreement
- **Deliverable 3- Public Awareness Plan**
 - Submit documentation as required in the Monitoring Document
- **Deliverable 4-Monthly Activity Reports**
 - Plan Drafts/Data
 - Progress Reports
 - Timelines with Milestones
- **Deliverable 5- Monthly Financial Reports**
 - Financial Reports
 - Beneficiary Reports
- **Deliverable 6-Reporting**
 - Progress Presentations/Memos
 - Semi-Annual and Annual Reports
- **Deliverable 7-Notice of Completion**
 - Final Financial Reports
 - Final Activity Reports
- **Deliverable 8- Monitoring**
 - Complete the applicable monitoring checklist with HCD

3. Task Narrative

Develop a feasibility study that considers replacing aging diesel generators with new diesel generators, alternate fuel back-up sources, and battery back-up sources and any impediments toward the transition to renewable energy back up options for critical facilities.

The feasibility study will include the following:

1. Site-specific studies of electrical capacity on existing circuits,
2. Available transmission capacity from PG&E,
3. Interior upgrades that may be necessary or preferable to maximize building utilization in a microgrid environment,
4. Determination of the best technology and equipment to provide clean backup

Exhibit F

power during power shutoffs (e.g. lithium ion batteries vs. vanadium flow batteries vs. fuel cell powered by non-fossil fuel produced hydrogen).

5. Review of initial back-up power inventory of critical facilities
6. Assessment and initial recommendations of the following:
 - a. Community Center
 - b. Police Department
 - c. Fire Stations #1, #2, and #3
 - d. Senior Center
 - e. Teen Center
 - f. Cavanaugh Center
 - g. City Hall
 - h. Field Office
 - i. Corps Yard
 - j. Airport Assessment
 - k. Transit Center
 - l. Stormwater pump system
 - m. Street signal and bridge operations

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

- Deliverable: Consultant Procurement and Contract
 - Task 1. Prepare Consultant RFP
 - Task 2. Identify Consultant Scope of Work and Deliverables
 - Task 3. Prepare Independent Cost Estimate
 - Task 4. Document Appropriate Procurement Type (Informal small purchase, RFP, RFQ, etc.)
 - Task 5. Solicit Proposals (via email, online posting, job board, etc.)
 - Task 6. Collect questions and share answers via solicitation process
 - Task 7. Review proposals, complete interviews, and Select Consultant
 - Task 8. Share with HCD and receive HCD approval
 - Task 9. Execute Professional Services Agreement
- Deliverable: Draft Report - Data, Site Specific Information, Analysis, Feasibility, Facility Improvements, Recommendation
 - Task 1. Collect utility data from all involved sites
 - Task 2. Conduct research and data to analyze
 - Task 3. Plan analysis and development efforts
 - Task 4. Compile data and research findings

Exhibit F

- Task 5. Review draft report with Consultant and provide comments
 - Task 6. Provide draft plan to HCD
- Deliverable: Final Report
 - Task 1. Review final report for completeness and accuracy and to confirm consultant met all contractual objectives
 - Task 2. Provide final plan with HCD
- Deliverable: Monthly Activity Reports
 - Task 1. Collect report(s) from consultant(s)
 - Task 2. Review report(s)
 - Task 3. Enter report(s) in Grants Network and submit to HCD
- Deliverable: Monthly Financial Reports
 - Task 1. Collect invoices for reimbursement
 - Task 2. Enter invoice data in Financial Report
 - Task 3. Upload back-up invoices and submit to HCD for payment via Grants Network

Exhibit F

Timeline – Amendment 1

The following is the anticipated tasks and deliverables for the project:

Item	Task / Deliverable	Start Date	Completion Date
Consultant Procurement and Contract			
1	Prepare Consultant RFP	June 2024	June 2024
2	Identify Consultant Scope of Work and Deliverables	July 2024	July 2024
3	Prepare Independent Cost Estimate	July 2024	July 2024
4	Document Appropriate Procurement Type	August 2024	August 2024
5	Solicit Proposals	August 2024	August 2024
6	Collect Questions and Share Answers	September 2024	September 2024
7	Review procurement responses, conduct interviews and complete evaluation	September 2024	September 2024
8	Share with HCD and receive HCD approval	October 2024	October 2024
9	Execute Professional Services Agreement	November 2024	December 2024
Draft Report - Data, Site Specific Information, Analysis, Feasibility, Facility Improvements, Recommendation			
10	Collect utility data from all involved sites	December 2024	January 2025
11	Conduct research and data to analyze	January 2025	May 2025
12	Plan analysis and development efforts	May 2025	May 2025
13	Compile data and research findings	June 2025	June 2025
14	Review draft report with Consultant and provide comments	June 2025	August 2025
15	Provide draft plan to HCD	August 2025	August 2025
16	Final Report		
17	Review final report for completeness and accuracy and to confirm consultant met all contractual objectives	October 2025	December 2025
18	Provide final plan to HCD	December 2025	February 2026
Monthly Activity Reports			
19	Collect report(s) from consultant(s)	ongoing	ongoing
20	Review report(s)	ongoing	Ongoing
21	Enter report(s) in Grants Network and submit to HCD	ongoing	ongoing

Exhibit F

22	Monthly Financial Reports	ongoing	ongoing
23	Collect invoices for reimbursement	ongoing	ongoing
24	Enter invoice data in Financial Report	ongoing	ongoing
25	Upload back-up invoices and submit to HCD for payment via Grants Network	ongoing	ongoing
Grant Closeout		March 2026	October 2026

Applications: Petaluma, City of - Feasibility Study to Replace Aging Generators for Critical City Facilities, i...

Mitigation – Planning and Public Services (MIT-PPS)

Profile

pcarter@cityofpetaluma.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.

The City of Petaluma has 371 employees, including 14 in our Finance Department, 16 in our Community Development Department, and 107 in our Public Works and Utilities Department. The City of Petaluma Finance Department manages grants from Federal, State, and regional sources. The Community Development Department manages grant funding through the CDBG program, including \$450,000 in funding resulting from the CARES Act funding. The Planning Department has 14 staff assigned, and will be responsible for developing the City's General Plan, which will address climate risks and the creation of a Climate Action Plan. The Public Works and Utilities Department manages capital improvement projects, feasibility studies, and construction projects on an ongoing basis, with \$52,004,000 of capital project slated for FYs 21-25. Petaluma's staff is well situated to manage and complete the projects submitted through the CDBG Mitigation program in the timeframes submitted.

*Updated by NX (5/4/21)

Information received by HCD via email from pcarter@cityofpetaluma.org (4/23/21)

See more information in attachment titled "Overall Questions"

Question:

How will your current staff manage all projects if all of the projects submitted to the MIT-PPS Program were awarded?

Answer:

The Petaluma community passed Measure U, a 1 cent sales tax in November 2020. As part of the fiscal and operational sustainability plan presented to the City Council and public in the consideration of that measure, more staff will be hired. A workforce stabilization plan has been presented to the Council which proposed new staff be added in the City Manager's office, Public Works and Utilities (specifically in the Capital Improvement Projects division), Human Resources, City Attorneys' Office, and Community Development. In total, 26 new FTE additions were proposed across the City. These new staff members will reduce the workload of existing staff and improve the City's ability to manage new project. The City is confident that it would be able to manage all projects applied for in the MIT-PPS grant.

*Updated by NX (5/4/21)

Information received by HCD via email from pcarter@cityofpetaluma.org (4/23/21)

See more information in attachment titled "Feasibility Study to Replace Aging Generators for Critical City Facilities, Including Communication"

Question:

The submitted applications indicated that the projects will be building capacity for MIT-RIP round 2. If the intent of the project is to help build capacity, please identify what capacity is lacking, how the project will improve the capacity and how the project will tie into a future project for MIT-RIP round 2.

Answer:

The world is experiencing a climate crisis, fueled largely from humanity's use of fossil fuels and consumption of resources beyond the planet's long-term ability to sustain. The window for realigning our collective use of resources with what the planet can support without drastic habitability changes is narrowing. The City of Petaluma has declared a climate emergency and has adopted a Climate Emergency Framework with goals of drastically reducing fossil fuel usage by both City facilities and through encouragement of our community members to do the same.

This project is directly in-line with the climate emergency goals, which will help mitigate future disasters as one part of the City's actions to help break the positive feedback loop of burning fossil fuels, worsening the climate, and needing more fossil

fuels to power facilities when the cleaner electric grid is down due to more intense heat waves or fires – climate change exacerbated disasters. By studying how the City’s critical facilities can be powered by clean energy, even during power shutoffs, the City will be able to take the first step to break that cycle. This project will include site-specific studies of electrical capacity on existing circuits, available transmission capacity from PG&E, interior upgrades that may be necessary or preferable to maximize building utilization in a microgrid environment, and determining the best technology and equipment to provide clean backup power during power shutoffs (e.g. lithium ion batteries vs. vanadium flow batteries vs. fuel cell powered by non-fossil fuel produced hydrogen).

Studying the feasibility of providing this clean backup power will not produce the funding necessary to purchase and install the equipment; this project will only develop a scope for implementation. Capacity is lacking by the City for implementation. If the City were to have access to funding sources such as the MIT-RIP program for implementation, the City will be in a much better position for implementing the project. The City has very high ambitions and motivation to take positive climate action, but we are very constrained on implementation funding.

The City is extremely interested in this grant, as it lays the foundation for future action and providing a huge service to our community members and guests who find themselves seeking shelter in Petaluma during emergencies.

Are you applying for more than one Planning Activity?

No

Planning Activity

Critical Lifelines

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

Yes

Is the project regional in approach?

No

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

City

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

No

Project Title

Petaluma, City of - Feasibility Study to Replace Aging Generators for Critical City Facilities, including Communications Center

Org Name

City of Petaluma

Provide a snapshot summary of the project.

Generator replacement can minimize the effects of power outages during earthquake, extreme heat, severe storms, wildfire, and high wind hazard events in the City, as they will supply back-up power during a power outage. City facilities will also need backup power during “planned” PSPS. The City will need reliable emergency backup power when Pacific Gas & Electric (PG&E) power lines are affected by natural hazard events. While the Local Hazard Mitigation Plan originally envisioned replacement of diesel generators with new diesel generators, the City has since adopted a Climate Emergency Framework which prioritizes switching from fossil fuel infrastructure to renewable resources. A feasibility study of diesel and battery backup sources and any impediments toward the transition to renewable energy backing up critical facilities would be studied.

Upload project description, if available.

City of Petaluma LHMP_Nov2020_Reduced Size PDF.pdf

17-MITPPS-21018

Approved Date: 7/16/2021

Prep Date: 3/25/2025

Project Location Description

City of Petaluma, ZIP code 94952

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

Sonoma 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)

The attachment describes the LMI population both within the City of Petaluma (~30% of the population) and the County of Sonoma (~41%). Both residents of Petaluma and County of Sonoma residents would be served by the City's critical emergency infrastructure, depending on the location and severity of the emergency. The City of Petaluma has frequently hosted community members beyond its borders during wildfire events in the past several years, and many of those community members were LMI populations who did not have friends, RVs, or the means to evacuate to hotel rooms during time of emergency, and sought shelter in the City of Petaluma. Preparing the City's facilities to function in the event of an emergency which disables grid power will significantly reduce future risk and provide more comfort to those who seek shelter.

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

LMISD By County and City.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)

The City of Petaluma, while not within the burn radius of recent wildfires, provided emergency support to its directly affected neighbors through answering mutual aid requests, and by sheltering evacuees. A number of shelters, including City facilities to be examined in this study, were hosted within Petaluma city limits during these recent wildfire emergencies, staffed by a combination of City, County, and non-profit/religious institution volunteers. As Sonoma County's de facto evacuation center, the better Petaluma is prepared for increased wildfire and climate risks and becomes more resilient to those risks, the City will be in a better position to continue to serve its community members and those who come to Petaluma in their time of need.

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

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

The City of Petaluma includes the following Census Tracts: 1506.01, 1506.02, 1506.03, 1506.07, 1506.09, 1506.10, 1506.11, 1506.12, 1507.02, 1507.07, 1508, 1509.01, 1509.02, 1510, 1512.01

What is the total dollar amount of the project?

240,000

Anticipated CDBG-MIT funding need (\$ amount)

240,000

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

No

Project Budget broken down by eligible activity and activity costs

Budget_Report_May_04_22_Feasibility Study to Replace Aging Generators for Critical City Facilities, including Communications Center.xlsx

Basis of Total Project Cost and Amount of CDBG-MIT requested

The City envisions examining up to twenty facilities examined in this process, budgeting \$12,000 per facility for electrical load requirement, panel or service upgrades, and generator/battery capacity analysis.

*Updated by NX (5/4/21)

Information received by HCD via email from pcarter@cityofpetaluma.org (4/23/21)

See more information in attachment titled "Feasibility Study to Replace Again Generators for Critical City Facilities, Including Communication"

Question:

Provide a detailed budget including a breakdown of costs by line item. Through the detailed budget and a narrative, explain how costs were determined (lump sum, per hour, supply count, etc.)

Answer: **See more information in attachment titled "Feasibility Study to Replace Again Generators for Critical City Facilities, Including Communication"**

Initial back-up power inventory of critical facilities

\$ 6,000.00

Community Center assessment and initial design

\$ 18,000.00

Police Department assessment and initial design

\$ 10,000.00

Fire Station #1 assessment and initial design

\$ 12,000.00

Fire Station #2 assessment and initial design

\$ 12,000.00

Fire Station #3 assessment and initial design

\$ 12,000.00

Senior Center assessment and initial design

\$ 12,000.00

Teen Center assessment and initial design

\$ 12,000.00

Cavanaugh Center assessment and initial design

\$ 12,000.00

City Hall Assessment and initial design

\$ 24,000.00

Field Office Assessment and initial design

\$ 12,000.00

Corps Yard Assessment and initial design

\$ 24,000.00

Airport Assessment and initial design

\$ 12,000.00

Transit Center assessment and initial design

\$ 18,000.00

Stormwater pump system assessment and initial design

\$ 30,000.00

Street signal and bridge operations assessment and initial design

\$ 14,000.00

Total

\$ 240,000.00

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

City staff routinely commissions and administers infrastructure feasibility studies, environmental studies required under CEQA and NEPA, and planning documents. The City frequently enters into agreements with consulting firms to perform the necessary analyses for these studies and plans, with staff providing oversight for those projects. Examples include 2008 General Plan update, Sightlines facility assessment, Climate Emergency Framework, and numerous Environmental Impact Reports related to residential and commercial development within city limits.

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, Communications, Food, Water & Sheltering, Energy (Power & Fuel)

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

City facilities that continue functioning in a disaster where power is lost are facilities that can provide life-saving resources to affected community members, including crucial communication channels that may otherwise not be available. Facilities to be studied include those which have functioned as shelters frequently in past disasters.

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

City facilities that continue to function in a disaster are by definition resilient. Those facilities' ability to provide resources to underserved populations and those made vulnerable by loss of power would directly receive the benefit of the resources, communication, and shelter provided by those functioning facilities.

*Updated by NX (5/4/21)

Information received by HCD via email from pcarter@cityofpetaluma.org (4/23/21)

See more information in attachment titled "Feasibility Study to Replace Again Generators for Critical City Facilities, Including Communication"

Question:

Provide additional detail on how this project will improve resilience for protected classes, underserved communities, and vulnerable populations.

Answer:

The City of Petaluma opens its shelters to everyone, regardless of their background or group in which they identify themselves. It has been the City's experience during the frequent emergencies in the past several years that community members of means are able to find shelter with friends and relatives, in hotel/motels, in recreational or personal vehicles, or otherwise through leveraging their personal or financial capital. Low-income communities, the homeless, and other underserved communities have fewer options.

This project will determine the feasibility of keeping clean energy powering critical City facilities, including the City's shelters. To the extent that City facilities are powered when surrounding areas are powered down, the City will be able to continue to offer vital services and communication to our community members and guests. Though this project does not specifically target underserved communities, it is expected that, for the reasons discussed above, that this project will benefit underserved communities.

*Updated by NX (5/4/21)

Information received by HCD via email from pcarter@cityofpetaluma.org (4/23/21)

See more information in attachment titled "Feasibility Study to Replace Again Generators for Critical City Facilities, Including Communication"

Question:

The application indicates that facilities provide resources to underserved communities during times of power outage. Please provide additional details as to how this project will improve resilience for underserved communities, vulnerable populations, and protected classes through this project and the ability to provide resources.

Answer:

For the reasons discussed in the response above, the City believes this project will benefit underserved communities, especially during times of power outage. Shelters are often the last resort in the spectrum of evacuation options, and it has been the City's experience that community members with means more frequently find alternative accommodations.

Can this project be replicated in other communities?

Yes

If yes, provide a description.

While the steps taken to measure and assess the electrical needs for resilient facilities may be replicated in other communities, the facility-specific analysis and needs determined will be of limited utility to other communities.

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.

The number of community members served by shelters can be quantified. Knowing that capacity will be available regardless of power loss in surrounding communities is an essential part of disaster planning and future risk mitigation.

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)

An analysis of all city facilities, their electrical needs, and feasibility of non-fossil fuel alternatives can be completed within one year of a notice to proceed. Staff is confident the work would be complete by the Spring 2024 deadline.

Proposed Project Timeline

Feasibility Study to Replace Aging Generators for Critical City Facilities—SOW.pdf

APPLICABLE LOCAL POLICIES AND PLANS

Do you have procurement policies and procedures?

Yes

If yes, upload your procurement policies and procedures.

Procurement Program Guidelines updated OMB FY20.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

City of Petaluma LHMP_Nov2020_Reduced Size PDF.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 City has not performed a URA project, but would adopt new policies and procedures required to ensure compliance with the Uniform Relocation Act, if required by the award of this grant, no later than December 31, 2021.

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

Yes

If yes, upload your policies and procedures.

Environmental Impact Questionnaire 2.24.2020.pdf

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

The City of Petaluma implements the California Environmental Quality Act (CEQA) in its role as lead agency for discretionary projects and conducts environmental assessments in accordance with the National Environmental Policy Act (NEPA) for HUD-assisted projects. The City's Environmental Review Guidelines as well as state and federal statutes are used to inform the City's environmental review process. The City proceeds in a stepwise fashion for environmental review taking into consideration project eligibility for exemptions and exclusions as well as streamlining and tiering opportunities. The City is committed to fully assessing and disclosing environmental impacts and providing opportunities for meaningful public participation. The attached document is the City's CEQA project intake questionnaire.

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.

Section 3 applies typically to public works and construction projects utilizing federal funds. Since the Petaluma annual CDBG is normally not more than \$350,000, there is not enough to fund construction projects. Petaluma has historically funded housing rehabilitation by Rebuilding Together and services by local non-profit life Petaluma Peoples' Services Center for meals on wheels, and COTS. If adoption of a Section 3 Plan is required by this grant award, the City would adopt such a plan no later than December 31, 2021.

Do you have anti-lobbying policies and procedures?

Yes

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

Chapter 3.04 Petaluma Municipal Code.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.

2020-154_NCS_Conflict_of_Interest_Code.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.

Chapter 3.04 Petaluma Municipal Code.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?

Yes

If yes, upload your timekeeping policies and procedures.

Timekeeping_policy_and_procedure.pdf

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

Do you have financial management policies and procedures?

Yes

If yes, upload your financial management policies and procedures.

Financial Management Policies and Procedures from Budget.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 Petaluma City Council's schedule for regular meetings is the first and third Mondays of each month.

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?

City of Petaluma Staff.docx

Debarment Check

Debarment Check.docx

Government Agency Taxpayer ID Form

Payee Data Record.pdf

Payee Data Record STD 204 Form

Payee Data Record.pdf

Have you reviewed the sample authorizing resolution?

Yes

Budget Worksheet

View Budget Worksheet

<https://portal.ecivis.com/#/peerBudget/34A579DD-AC1B-4D78-8861-DEF5BCB98BD5>

Goals Worksheet

View Application Goals

<https://portal.ecivis.com/#/peerGoals/FC77E68B-6253-4D09-982E-FEAC731735B7>

Additional Information

Overall Questions.docx

Additional Information

Feasibility Study to Replace Aging Generators for Critical City Facilities.docx

Additional Information

2021-200_CDBG_Grant_-_State_Template.pdf

Additional Information

DOB_AgingGenerators.pdf

Additional Information

Additional Information

Feasibility Study to Replace Aging Generators for Critical City Facilities—SOW.pdf

Additional Information

Petaluma_Feasibility_Study_to_Replace_Aging_Generators_Exempt_(003).docx.pdf

Additional Information

Additional Information

Additional Information

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)
LMISD By County and City.pdf

Project Budget broken down by eligible activity and activity costs
Budget_Report_May_04_22_Feasibility Study to Replace Aging Generators for Critical City Facilities, including Communications Center.xlsx

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?
City of Petaluma Staff.docx

City of Petaluma Staff

Grant Experience Summary

Jason Beatty, Director, Public Works & Utilities - 10 years' experience executing Federally funded projects.

Jeff Stutsman, City Engineer, 4+ years' experience with Federal Highway Administration grant funded projects

Diane Ramirez, Project Manager, 2+ years' experience with Federal grants. Included experience with managing FEMA funding through CalOES for development of a Local Hazard Mitigation Plan

Ken Eichstaedt, Senior Traffic Engineer, 1+ year experience with FAA grants for airport projects.

Jared Hall, Transit Manager, 3+ years managing projects funded with Federal Highway Administration funding.

Karen Shimizu, Housing Manager, 30 years' experience administering Federal and State funded projects and programs in the areas of Affordable Housing Management and Development, Public Benefit Assistance, and Disaster Relief.

James Carney, Principal Planner, 35 years' experience administering Federal and State funded project and programs in the areas of Affordable Housing, In-Lieu Housing Funding, community projects, HOME, and CDBG.

Corey Garberolio, Finance Director, 12 years' experience administering Federal and State grant programs.

Janine Tedrow, Finance and Accounting Manager, 6 years' experience administering Federal and State grant programs.

City of Petaluma, - Feasibility Study to Replace Aging Generators for Critical City Facilities, including Communications Center Budget Narrative

The funding for the Feasibility Study to Replace Aging Generators for Critical City Facilities will be allocated to City facilities that play a critical role for the City operations and the community during an emergency. Each facility will be analyzed for its existing capacity and critical amenities to establish the existing conditions and opportunities for enhancement and modifications. Applicable alternate power generators will be identified for potential use and recommended facility modifications to support the alternatives.

Exhibit F

Budget Report

Passthrough Agency: California Department of Housing and Community Development
Program: CDBG-Mitigation Planning & Public Services NOFA
Stage: Pre-Award

Report Date: 05/24/2022
Requested By: Patrick Carter
pcarter@cityofpetaluma.org

Budget Items

Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share	Type
Activity										
	Inventory	initial back-up power inventory of critical facilities	0	\$0.00	\$0.00	\$6,000.00	\$0.00		\$0.00	Direct Cost
	Community Center	Assessment and initial recommendations	0	\$0.00	\$0.00	\$16,000.00	\$0.00		\$0.00	Direct Cost
	Police Department	Assessment and initial recommendations	0	\$0.00	\$0.00	\$10,000.00	\$0.00		\$0.00	Direct Cost
	Fire Station 1	Assessment and initial recommendations	1	\$0.00	\$0.00	\$11,000.00	\$0.00		\$0.00	Direct Cost
	Fire Station 2	Assessment and initial recommendations	1	\$0.00	\$0.00	\$11,000.00	\$0.00		\$0.00	Direct Cost
	Fire Station 3	Assessment and initial recommendations	1	\$0.00	\$0.00	\$11,000.00	\$0.00		\$0.00	Direct Cost
	Senior Center	Assessment and initial recommendations	1	\$0.00	\$0.00	\$11,000.00	\$0.00		\$0.00	Direct Cost
	Teen Center	Assessment and initial recommendations	1	\$0.00	\$0.00	\$11,000.00	\$0.00		\$0.00	Direct Cost
	Cavanaugh Center	Assessment and initial recommendations	1	\$0.00	\$0.00	\$11,000.00	\$0.00		\$0.00	Direct Cost
	City Hall	Assessment and initial recommendations	1	\$0.00	\$0.00	\$24,000.00	\$0.00		\$0.00	Direct Cost
	Field Office	Assessment and initial recommendations	1	\$0.00	\$0.00	\$11,000.00	\$0.00		\$0.00	Direct Cost
	Corps Yard	Assessment and initial recommendations	1	\$0.00	\$0.00	\$24,000.00	\$0.00		\$0.00	Direct Cost
	Airport	Assessment and initial recommendations	1	\$0.00	\$0.00	\$11,000.00	\$0.00		\$0.00	Direct Cost
	Transit Center	Assessment and initial recommendations	1	\$0.00	\$0.00	\$18,000.00	\$0.00		\$0.00	Direct Cost

Exhibit F

	Stormwater Pump	Assessment and initial recommendations	1	\$0.00	\$0.00	\$30,000.00	\$0.00		\$0.00	Direct Cost
	Street Signal and Bridge Operations	Assessment and initial recommendations	1	\$0.00	\$0.00	\$12,000.00	\$0.00		\$0.00	Direct Cost
Activity Total			13	\$0.00	\$0.00	\$228,000.00	\$0.00		\$0.00	
General Administration										
General Administration Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Activity Delivery										
	Administration	dedicated City staff time to administrate coordination	1	\$0.00	\$0.00	\$12,000.00	\$0.00		\$0.00	Direct Cost
Activity Delivery Total			1	\$0.00	\$0.00	\$12,000.00	\$0.00		\$0.00	
Other										
Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share	Type
Other										
Other Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Grant Total			14	\$0.00	\$0.00	\$240,000.00	\$0.00		\$0.00	

Budget Report, Created by Patrick Carter, pcarter@cityofpetaluma.org, 05/24/2022
Source: eCivis™ Portal
<http://www.ecivis.com/>