

STANDARD AGREEMENT - AMENDMENT

STD 213A (Rev. 4/2020)

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 25 PAGES

AGREEMENT NUMBER

17-MITPPS-21022

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

City of Santa Rosa

2. The term of this Agreement is:

START DATE

12/8/2022

THROUGH END DATE

2/28/2027

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

\$ 500,000.00

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:

Develop a City-wide Storm Drain Master Plan (SDMP) to assess field conditions by Closed Circuit TV (CCTV), data computation, development of issue ranking and project prioritization criteria, updated and additional flood risk modeling for 10- and 100-year storm events, evaluation of drainage system condition and capacity deficiencies, and preparation of the SDMP report.

Per Subrecipient request, the Department agrees to extend the contract expiration date an additional 20 months, from June 30, 2025 to February 28, 2027. Exhibit A and F are hereby replaced by 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.)

City of Santa Rosa

CONTRACTOR BUSINESS ADDRESS

69 Stony Circle

CITY

Santa Rosa

STATE

CA

ZIP

95401

PRINTED NAME OF PERSON SIGNING

Maraskeshia Smith

TITLE

City Manager

CONTRACTOR AUTHORIZED SIGNATURE



Maraskeshia Smith (Jun 19, 2025 15:06 PDT)

DATE SIGNED

06/19/2025

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

Department of Housing and Community Development

CONTRACTING AGENCY ADDRESS

651 Bannon Street, Suite 400

CITY

Sacramento

STATE

CA

ZIP

95811

PRINTED NAME OF PERSON SIGNING

Diana Malimon

TITLE

Contract Services Section Manager

CONTRACTING AGENCY AUTHORIZED SIGNATURE



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)

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.

PROGRAM APPLICATION AND ADDITIONAL PROVISIONS

Name of Project (Grants Network Unique Identifier) 17-MITPPS-21022. City-Wide Storm Drain Master Plan (SDMP)

1. Project Overview

See attached application below.

2. THE NATIONAL OBJECTIVE TO BE ACHIEVED AS A RESULT OF THIS PROJECT:

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: 168,890
- Total low/mod beneficiaries: 76,815

1. DETAILED ACTIVITY DESCRIPTION:

Flood inundation modeling of Santa Rosa Creek and its tributaries show that large portions of Santa Rosa are at substantial risk for flooding from 10-year and 100-year storm events, which would significantly affect the heart of the downtown as well as residential areas. Recent wildfires have further increased the risk of flooding within burn areas and downstream.

The City of Santa Rosa currently lacks a comprehensive understanding of the physical condition of its 322 miles of underground storm drain pipe, and nearly 17,000 structures. This prevents the City from making informed strategic decisions and plans to effectively reduce flooding risks, and protect public safety, property and infrastructure. The Proposed Storm Drain Master Plan (SDMP) would allow the City to fully understand these risks and develop appropriate mitigation measures to protect the public and property.

The project would include field condition assessment by Closed Circuit TV (CCTV), data computation, development of issue ranking and project prioritization criteria, updated and additional flood risk modeling for 10 and 100 year storm events, evaluation of drainage system condition and capacity deficiencies, and preparation of the SDMP report. The field evaluation and modeling effort would be conducted on a representative portion of the City to allow for the timely completion of the SDMP. The flood risk modeling for high-frequency storms is particularly important to the City as it recovers from the fires and begins to update and re-evaluate its flood mitigation strategies after the fires. Such modeling can and will be used to support a much more rigorous, risk-based approach to identifying and developing mitigation projects that are appropriate to the current situation in the City. Moreover, this modeling, the City's Creek Master Plan, and the larger Storm Drain Master Plan effort will tie directly into the City's current (and updated) FEMA Hazard Mitigation Plan, by informing the HIRA and Mitigation Strategies sections, and supporting decision-makers in evaluating and prioritizing potential mitigation actions.

This project will serve residents within the following block groups in Sonoma County:

Block/Census Tract

1	152202
1	152300
3	152300
1	152400
2	152400
3	152400
4	152400
5	152400
2	152702
1	152801
2	152801
3	152801
4	152801
5	152801
1	152905
3	152905
1	152906

2. DELIVERABLE NARRATIVE:

The following deliverables will be tracked and completed as part of this project.

- a. Deliverable 1 – Request for Proposals (RFP)
- b. Deliverable 2 – Contract with consultant
- c. Deliverable 3 – Storm Drain Master Plan
 - i. Storm drain rating, inspection, and condition assessment
 - ii. Hydrologic and hydraulic analysis
 - iii. Low Impact Development (LID) details, programmatic structure, and offsite offset strategy
 - iv. List of key capital improvement projects
 - v. Financial analysis
 - vi. Storm Drain Master Plan
- d. Deliverable 4 – Project management meetings
- e. Deliverable 5 – Quarterly activity reports
- f. Deliverable 6 – Quarterly financial reports

3. TASK NARRATIVE:

This narrative describes the steps to be taken to complete the activity described in Section 1, Detailed Activity Description.

TASKS

A. Consultant Procurement and Contract

- Prepare consultant RFP
 - i. Confirm consultant scope of work and deliverables
 - ii. Document appropriate procurement type
- Solicit proposals
- Collect questions and share answers via solicitation process
- Review proposals, complete interviews, and select consultant
- Execute contract
- Launch Project with Consultant

B. Conduct Research and Draft Plan

1. Sub-Task 1 Storm Drain Rating, Inspection, and Condition Assessment

1.1. Risk Rating System

- 1.1.1. Develop a consistent and defensible methodology for a risk rating system for classifying storm drain infrastructure assets including material, age, criticality (size of tributary watershed and potential impacts to evacuation routes), and condition of infrastructure based on observations and National Association of Sewer Service Companies (NASSCO) version 7 Pipeline Assessment Certification Program (PACP) pipe condition classification and coding.

- 1.1.2. Based on the best available information for storm drain infrastructure in the City's existing Geographic Information Systems (GIS) Mapping Database, apply the risk rating system to the GIS storm drain infrastructure.

1.2. Inspection

- 1.2.1. Based on information developed in Task 1.1, perform limited focused closed-circuit televising (CCTV) per NASSCO PACP standards and compatible with ITpipes to confirm the existing condition and risk of key critical infrastructure.
- 1.2.2. Develop a work plan for the City's Project Engineer including maps, corresponding scheduled dates of anticipated CCTV work, and related traffic control plans for needed setup locations at least one month before scheduled work is to be performed so that City crews can ensure the systems are cleaned in advance of the CCTV work and for Traffic Engineering traffic control plan approvals.

1.3. Condition Assessment

- 1.3.1. Based on information gathered and developed in Tasks 1.1 and 1.2, generate a condition assessment, including installation and consumption profiles, for existing storm drain infrastructure.

2. Sub-Task 2 Hydrologic and Hydraulic Analysis

- 2.1. Perform hydrologic and hydraulic analyses and develop an integrated hydraulic model for the City based on the existing storm drain infrastructure pipes mapped in the City's GIS Mapping. The HEC-HMS and 2D HEC-RAS models from the Santa Rosa Creek Flood Study and Central Sonoma Watershed Plan Project will be used as a basis for the hydrologic and hydraulic analyses and 2D models.
- 2.2. The integrated hydraulic model shall be based on the existing information in the City's GIS system, which generally includes pipe size, upstream inverts, downstream inverts, lengths, and rim elevations. The model will be built out as much as possible so that, as City resources allow and data gaps are addressed over time, the errors will resolve.
- 2.3. Development of the model shall be done in a logical way so that it can easily be continually used in perpetuity by the City and/or future Consultants for the continued management and hydraulic modeling of the City's storm drain infrastructure.

3. Sub-Task 3 National Pollutant Discharge Elimination System (NPDES), Water Quality, and Low Impact Development

- 3.1. With increasingly restrictive water quality requirements, the City is facing challenges to meet requirements of its NPDES Permit and Waste Discharge Requirements for Discharges from the Municipal Separate Storm Sewer Systems (MS4 Permit). This includes implementing permanent Low Impact Development (LID) water quality features on narrow neighborhood roadway (some as narrow as 35-foot wide right-of-way to right-of-way) projects, both paved and unpaved alleys with 10-12 foot widths potential projects, large watershed areas that lack existing

storm drain infrastructure to tie into, existing storm drain infrastructure that is often very shallow with minimal slopes to the existing discharge outfalls, and logistical challenges for providing proper maintenance and funding for the maintenance of the City owned and/or maintained LID features including trash capture. With the above in mind, the NPDES, Water Quality, and LID section of the SDMP shall specifically focus on the following tasks:

- 3.1.1. Develop a minimum of two proposed details for LID that can be used specifically on narrow roadways that will meet MS4-required water quality (landscaped based), hydromodification/volume capture, and trash capture requirements.
- 3.1.2. Outline a recommended programmatic structure for handling maintenance in perpetuity of City-owned and/or maintained LID features. This should include, but not limited to, addressing staffing needs, performance of maintenance, template projected cost equations for the anticipated most common types of publicly-owned/maintained facilities, and revenue source and collection mechanism.
- 3.1.3. Outline an offsite offset program and identify key strategic offsite offset possibilities for future Capital Improvement Projects in combination with meeting the other goals outlined in Task 4. The recommendations for the offsite offset program shall include discussion of potential inclusion of private development to purchase credits to aide in the City's ability to launch larger scale LID.

4. Sub-Task 4 Key Future Capital Improvement Projects

- 4.1. Based on the findings and information learned in Tasks 1-3 of this Scope, the City will identify key Capital Improvement Projects that will provide the most impactful benefits to the City as a whole. The focus shall be on large-scale Projects that provide multiple beneficial uses to the City's population, combining the needs for flood control, increased hydraulic capacity to accommodate future development, large-scale LID that can be used as an offset program for Capital Improvement Projects (primarily) and potentially private development, end point trash capture to achieve NPDES trash capture compliance, and, when not inundated with storm water flows, uses to the community such as open park space.
 - 4.1.1. This task shall include exhibit-level schematics of the proposed design, artistic renderings so members of the public can better visualize what the final product would look like, and projected total cost of each project identified.

5. Sub-Task 5 Financial Analysis and Plan

- 5.1. A financial analysis shall be performed and included in the SDMP. This should include relevant information from other Tasks in this Scope of Work, such as the installation and consumption profiles. The analysis shall also include items such as 10-, 25-, 50-, and 100-year Storm Drain Infrastructure Preservation and Restoration

Profiles, by years, to estimated dollar value and summarize the average annual preservation needs.

- 5.2. At a minimum, the financial analysis shall include the following subsections with a focus on a 20-year projected need:

5.2.1. Program Cost Estimate Overview

5.2.2. Historic Funding

5.2.3. Estimation of Annual Revenue Requirements (including, but not limited to, annual maintenance need and suggested staffing needs for appropriate management and maintenance of the storm drain infrastructure)

5.2.4. Financing Mechanisms

5.2.4.1. State and Federal Sources

5.2.4.2. Fee Structure Comparison

5.2.4.2.1. Include study of at least three recommended fee revenue structures (e.g., taxes, assessments, fees, etc.).

5.2.4.3. Development Related Sources

5.2.5. Rate Model Recommendation

6. Sub-Task 6 Storm Drain Master Plan

- 6.1. Work product and information generated from Tasks 1-5 of this scope shall be used to generate the Storm Drain Master Plan for the City of Santa Rosa.

6.1.1. It is anticipated the submittal will need to go through at least five rounds of review and comments between the Consultant and City Staff, including two review rounds with the immediate Project Management Team, one City-wide staff review, and a staff briefing presentation to City Council with the Project Management Team.

C. Project Management

- Consultant to attend a Project kickoff meeting with the City to review project requirements, schedule, and coordination protocols.
- Consultant to attend up to 3 additional progress meetings as needed to review project status, preliminary study results, and other milestones as required by the Project.
- Communicate at least bi-weekly with the City by phone or email to report on work status and any identified issues.
- The Consultant, with relevant subconsultants such as technical experts on financial analysis, shall anticipate attending two City Council Meetings with City staff.
- Items in this task shall be regarded as obligations to be performed in addition to those specifically outlined in the other tasks of this Scope of Work.

CI. Monthly Activity Reports

- Collect report(s) from subrecipient(s)
- Review report(s)
- Enter report(s) in Grants Network and submit to HCD

E. Monthly Financial Reports

- Collect invoices for reimbursement
- Enter invoice data in Financial Report
- Upload back-up invoices and submit to HCD for payment via Grants Network

F. **Anticipated Timeline:**

- a. Task A, Consultant Procurement and Contract: July – October 2022
- b. Task B, Conduct Research and Draft Plan: October 2022 – June 2026
- c. Task C, Project Management: July 2022 – June 2026
- d. Task D, Monthly Activity Reports: Monthly, July 2022 – June 2026
- e. Task E, Monthly Financial Reports: Monthly, July 2022 – June 2026
- f. Closeout Activities: July 2026 – February 2027

Applications: Santa Rosa, City of - City-Wide Storm Drain Master Plan

Mitigation - Planning and Public Services (MIT-PPS)

Profile

Laura.Munafo@hagertyconsulting.com

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 Santa Rosa is a current recipient of HUD CDBG dollars. With the recent events, the teams has organized departmental resources around recovery topics such as FEMA PA, FEMA HMGP, CDBG-DR and CDBG-MIT. Under Jason Nutt, there is an extensive team that includes fire department members, CDBG staff, Deputy Director of Finance and Transportation and Public Works staff. In addition to the City team, the City intends to procure for a contractor to assist with management of the projects and program. The internal staff that make up all of the departments will oversee the contractor as projects are awarded, design, constructed and closed out.

*Updated by NX (5/4/21)

Information received by HCD via email from laura.munafo@hagertyconsulting.com (4/7/21)

See more information in attachment titled "City of Santa Rosa Email Response to info request"

Question:

How will this project be used to build capacity for MIT-RIP round 2?

Answer:

The intention of the City-Wide Storm Drain Master Plan is to identify vulnerable areas subject to on-going flooding and repetitive loss. Building capacity will take form in a few ways for the City and MIT RIP funding; 1 - establishing a baseline and plan that will allow the City to holistically address flooding and drainage capacity. The Plan will also allow the City to seek additional grant funding down the road, if made available, as they will be able to demonstrate their needs in a comprehensive plan, 2 - As the State issues MIT-RIP Round II funding, the City will be prepared to share with the State the technical data and comprehensive plan on addressing drainage concerns throughout the City. With MIT-RIP Round II funding, the City will be able to implement the recommendations from the Storm Drain Master Plan

Are you applying for more than one Planning Activity?

No

Planning Activity

Flood Protection, Evacuation Plans

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

17-MITPPS-21022

Approved Date: 7/16/2021

Prep Date: 3/19/2025

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

No

Project Title

Santa Rosa, City of - City-Wide Storm Drain Master Plan

Org Name

City of Santa Rosa

Provide a snapshot summary of the project.

The project would include field condition assessment by Closed Circuit TV (CCTV), data computation, development of issue ranking and project prioritization criteria, updated and additional flood risk modeling for 10 and 100 year storm events, evaluation of drainage system condition and capacity deficiencies, and preparation of the SDMP report. The field evaluation and modeling effort would be conducted on a representative portion of the City to allow for the timely completion of the SDMP. The flood risk modeling for high-frequency storms is particularly important to the City as it recovers from the fires and begins to update and re-evaluate its flood mitigation strategies after the fire. Such modeling can and will be used to support a much more rigorous, risk-based approach to identifying and developing mitigation projects that are appropriate to the current situation in the City. Moreover, this modeling, the City's Creek Master Plan, and the larger Storm Drain Master Plan effort will tie directly into the City's current (and updated) FEMA Hazard Mitigation Plan, by informing the HIRA and Mitigation Strategies sections, and supporting decision-makers in evaluating and prioritizing potential mitigation actions.

*Updated by NX (5/4/21)

Information received by HCD via email from laura.munafo@hagertyconsulting.com (4/7/21)

See more information in attachment titled "City of Santa Rosa Email Response to info request"

Question:

How will this project incorporate mitigation and disaster response efforts?

Answer:

The City currently lacks a comprehensive understanding of the physical condition of the 322 miles of underground storm drainpipe and nearly 17,000 structures. This lack of information prevents the City from making informed strategic decisions to effectively reduce flooding risks and protect public safety, property, and infrastructure. The proposed City-Wide Storm Drain Master Plan (SDMP, the Plan) project will mitigate against these risks as it will evaluate the current condition of the City's storm drainpipes and the structures that make up the City's drainage system, enabling staff to be better informed when making strategic decisions to effectively reduce flood risks and protect public safety, property, and infrastructure. The project would include field condition assessment by Closed-Circuit Television (CCTV), data computation, development of a project prioritization criteria and ranking system, updated and additional flood risk modeling for 10- and 100-year storm events, evaluation of drainage system condition and capacity deficiencies, and preparation of the Plan. The Plan would identify and prioritize the projects deemed most critical for implementation to mitigate damage from future floods and minimize the need for disaster response efforts.

- This project would support five Mitigation Actions of the City of Santa Rosa Local Hazard Mitigation Plan (LHMP), including:
- 3.1. Sustain the City's participation in FEMA's National Flood Insurance Program (NFIP). (Medium priority)
- 3.2. When FEMA creates, updates, and publishes flood zone mapping of the 100-year and 500-year floodplains, integrate information from the maps into the City's geographical information system and use flood information in the development review and public project review process. In areas with high flood risk, continue to evaluate and implement flood hazard mitigation projects to reduce potential for property damage, street flooding, and stream erosion. (Low priority)
- 3.4. Evaluate, monitor, and maintain the City's stormwater drainage system to ensure it can effectively handle anticipated stormwater volumes to the maximum extent possible, and make upgrades and repairs as needed. Coordinate with the Sonoma County Water Agency to clear debris and remove vegetation and sediment in flood control channels within the City to protect flow capacity. (High priority)
- 3.5. Continue to pursue grant funding to complete creek restoration projects that result in bank stabilization, enhanced habitat, and flood capacity. (High priority)
- 3.7 Evaluate, prioritize, and implement flood protection measures to protect wastewater treatment facilities from flooding during a predetermined recurrence interval. (High priority)

17-MITPPS-21022

Approved Date: 7/16/2021

Prep Date: 3/19/2025

· Hazards pertaining to floods are described extensively in Chapter 3, Part 5, Section 2 of the City of Santa Rosa LHMP. As further described in the LHMP, floods in the planning area are a result of heavy rains in low-lying areas with limited drainage routes and along creeks that are prone to flooding in 100-year storm events. Even smaller, more frequent storm events have led to flooding and erosion in Santa Rosa's creeks, although the potential for these events is not mapped by FEMA. Floods can be powerful enough to move large objects swiftly into other objects, cause damage to buildings and infrastructure, and weaken foundations and soils. Secondary impacts of flooding, including saturated soils and erosion from flooding events can cause trees to weaken and collapse, increasing the potential for property damage and loss of life. All of these impacts make infrastructure more susceptible to sustained damage or collapse.

· FEMA has identified several 100-year and 500-year flood zones in Santa Rosa along creeks that are prone to flood in heavy rains, including but not limited to Spring Creek, Matanzas Creek, Colgan Creek, Naval Creek, Roseland Creek, and Kawana Springs Creek. Approximately 168 acres in Santa Rosa's Urban Growth Boundary are in the FEMA 100-year flood zone and 284 acres are in the 500-year flood zone. Flood inundation modeling of Santa Rosa Creek and its tributaries show that large portions of Santa Rosa are at substantial risk for flooding from the 10- and 100-year storm events that would significantly affect the heart of the downtown as well as residential areas. Additional areas of Santa Rosa have not yet been analyzed by FEMA.

· Erosion has been found as a prominent secondary hazard related to flooding in Santa Rosa, especially along Matanzas Creek. Public property, such as Doyle Park, and privately-owned residential properties adjacent to the creek have experienced significant bank erosion. In a flash flood event, large volumes of water have the potential to cause extreme erosion with little to no warning over a short period of time, which can lead to bank destabilization and even catastrophic failures to adjacent roads, structures, loss of property, and potentially loss of life. In addition, increased sedimentation from heavy erosion can cause clogging and other issues in stormwater infrastructure and increase turbidity of the water, which damages the quality of the creek for fish and other wildlife.

· In 2010, five repetitive loss properties were identified in the 2010 LHMP Annex, although

the building location and type (commercial or residential) could not be identified. Repetitive loss properties are properties that have suffered more than one insured flood loss, indicating that the risk of flooding may be a systemic issue. Flooding has had serious impacts on the City in the past, most notably the January 2006 flooding and landslides in the Russian River watershed. Seven days of heavy rains resulted in a near-record rainfall totaling almost 18 inches. The Laguna de Santa Rosa wetlands, that normally buffer the City from high-flood conditions along the Russian River, reached peak capacity and overflowed. The rising water levels in the Laguna de Santa Rosa created a backwater condition and subsequently raised levels in surrounding creeks, leading to erosion, sedimentation, and flooding. FEMA declared the flood a major disaster, and the City's Emergency Operations Center (EOC) activated in response to the incident.

· The flatter and more restricted portions of the City are more prone to flooding in a 100- year, or smaller, storm events. Continued erosion may cause further issues, weakening banks and leading to infrastructure failures, especially along the steep slopes of Matanzas Creek. Erosion and flooding of structures and infrastructure occur, even in floods smaller than a 100-year event.

· In addition to the flood events described above, wildfires in 2017 (Tubbs), 2019 (Kincade), and 2020 (Glass) that raged within the City of Santa Rosa and adjoining sections of Sonoma County highlighted the need for effective storm drain management and planning. These large-scale fires leave the land stripped of vegetation and the soil charred. This can significantly reduce the land's ability to absorb rainfall which can create the perfect conditions for flooding due to increased run-off to the storm drainage system, culverts, and local creeks. Fires also greatly increase the sediment loading off hillsides, and increased potential for landslides and debris flows. The associated increased risk of flooding within the burn areas and downstream due to the fire related impacts amplifies the need for the completion of a SDMP.

Upload project description, if available.

SDMP_Cost Estimate Narrative.pdf

Project Location Description

As this is a planning project, the master plan will look at the storm drains and stormwater within the City's jurisdiction.

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

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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?

No

Does the project service area benefit the MID?

Yes

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

Yes. The State of California completed the following unmet needs assessment to identify the long-term needs and priorities for CDBG-DR funding allocated as a result of the wildfire events in 2017. The needs assessment evaluates the effects of two major wildfire events in 2017, DR-4344 in October and DR-4353 in December, as well as for the subsequent damage from mudslides and debris flows that resulted from the December wildfires. Twelve jurisdictions, which include seven areas designated as Most Impacted and Distressed, are included in the FEMA Disaster Declarations. One of those twelve being Sonoma County; the City of Santa Rosa is located within Sonoma County. HUD designated Sonoma as one of the Most Impacted and Distressed areas from the DR-4344 and DR-4353 disasters as per the State's 2017 Action Plan.

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

Citywide Work in Storm Drains Project Map.pdf

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

Block/Census Tract

1 152202
1 152300
3 152300
1 152400
2 152400
3 152400
4 152400
5 152400
2 152702
1 152801
2 152801
3 152801
4 152801
5 152801
1 152905
3 152905
1 152906

What is the total dollar amount of the project?

1,260,000

Anticipated CDBG-MIT funding need (\$ amount)

500,000

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

Yes

If yes, please provide a list of sources, how much have you applied for, have you been awarded funds, and the amount(s) from each source anticipated or awarded.

This project was denied under FEMA HMGP funding for DR 4344, DR 4382 and DR 4344.

"The project was applied for under the 5 Percent Initiative. Per the letter from CalOES (August 24, 2019), FEMA determined that the project is ineligible for the following reasons:

- The proposed tasks and activities do not meet the criteria outlined in the 2015 Hazard Mitigation Assistance Guidance, Part VIII, Section A.14, for 5 Percent Initiative Projects.
- The main outcome of the proposed tasks and activities is the evaluation of location of existing infrastructure and does not relate to the implementation of any hazard mitigation activities.
- Evaluation of facilities or areas to determine appropriate mitigation actions may be eligible as Advance Assistance.
- Incorporating risk assessment data in to the jurisdiction's Local Hazard Mitigation Plan can be an eligible planning-related activity under the 7 percent set-aside for planning activities. However, these activities are not eligible for 5% Initiative funding."

Project Budget broken down by eligible activity and activity costs

SDMP_Cost Estimate_052022.xlsx

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

Cost estimates are based on hourly rates and level of effort of recent professional services for modeling, mapping, and reporting work. Cost estimates of CCTV and storm drain cleaning are based on research of recent similar efforts undertaken by other public agencies.

*Updated by NX (5/4/21)

Information received by HCD via email from laura.munafo@hagertyconsulting.com (4/7/21)

See more information in attachment titled "City of Santa Rosa Email Response to info request"

Question:

Provide Budget details, the uploaded document sent was wrong. The award cap on each project is \$500,000, will you be requesting funding from other sources?

(updated 5/2022) Answer:

The current cost estimate for the project is approximately \$1.26 million. The attached spreadsheet breaks down the cost by phase. As the award cap for the CBDG-MIT grant is \$500,000, this project would be funded by a number of other sources such as City of Santa Rosa funds (Capital Facility Fees, Stormwater Assessment Fund, SEADIF funds) and other grants to be identified.

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

The City has previously planned, designed and constructed storm drainage projects as part of the operations and maintenance of the City-wide infrastructure. This Master Plan will provide a more comprehensive approach to the drainage system.

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, Transportation

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

The SDMP directly impacts the above referenced community lifelines as follows: As the City starts to holistically approach flooding and stormwater capacity, this will allow mitigation efforts to take place in areas that are susceptible to flooding. Flooding and lack of capacity currently impacts critical routes throughout the City and impacts first responders. The project not only impacts emergencies, but potential routes to medical facilities throughout the City and impacts critical government facilities.

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

This project will allow the City to better understand the drainage capacity throughout the City. This is a direct result of fires and rainfall/flooding events where the soil and infrastructure are compromised. If the soil and environment is saturated, the SDMP will allow the City to run analysis on areas that currently take the brunt of runoff and current flood with a focus on underserved and vulnerable communities.

Can this project be replicated in other communities?

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If yes, provide a description.

As a result of events such as wildfires and hurricanes, multiple municipalities have engaged HUD CDBG dollars to analyze stormwater drainage systems and implement any findings or requirements.

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.

This is a planning project, so the impacts will be city-wide. It is anticipated to use this plan to seek additional grant funding to implement a pilot and/or potential recommendations from the Plan.

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

Citywide Work in Storm Drains Project Census.Impact Data.xlsx

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)

Planning is estimated to take 36 months.

*Updated by NX (5/4/21)

Information received by HCD via email from laura.munafo@hagertyconsulting.com (4/7/21)

See more information in attachment titled "City of Santa Rosa Email Response to info request"

Question:

Provide details on a 36-month timeline.

Answer:

To effectively complete this project, a number of the associated tasks will overlap. Additionally, development of the model, field evaluation, and findings will require an iterative approach. For example, following initial field work, the model will be initially completed, and calculations run. Then, additional field work may be needed before the model can be re-run and a sensitivity analysis can be conducted. After this point assumptions in the model may be revised, and the model re-run before final results can be included in the report. All work will be completed, and the project will be closed out, within 36 months.

- Month approximations are provided below.
- 1. Evaluate Existing Condition: Months 1-12
 - 1.1 Evaluate existing GIS data to identify any data gaps in necessary information.
 - 1.2 Create hydrology and hydraulics model for the remaining portion of the City consistent with FEMA flood mapping approach, which includes creek network and land surface routing only.
 - 1.3 Create hydrology and hydraulics models for the entire piped storm drain system, including development of tributary maps.
 - 1.4 Complete CCTV field condition assessment of the storm drain system in representative areas of the City. (Could go past Month 12)
 - 1.5 Complete CCTV field condition assessment of key portions of the storm drain system to identify typical issues, validated modeling, and to determine scope of known field issues. (Could go past Month 12)
 - 1.6 Complete pipe cleaning of key areas of the storm drain system as needed to effectively complete CCTV.
 - 1.7 Complete field work to verify assumptions and supplement any necessary data gaps needed for modeling. (Could go past Month 12)
- 2. Modeling, Evaluation, and Project Planning: Months 13-30
 - 2.1 Run hydrology and hydraulics model for the remaining portion of the City consistent with FEMA flood mapping approach. This includes creek network and land surface routing only. Does not include a piped storm drain system.
 - 2.2 Run hydrology and hydraulics model for the entire piped storm drain system, including development of tributary map.

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- 2.3 Conduct calibration and alignment of models to allow for a complete integrated model.
- 2.4 Provide sensitivity analysis and model verification.
- 2.5 Evaluate drainage system condition and capacity deficiencies.
- 2.6 Provide report outlining model findings.
- 2.7 Develop criteria for ranking and project prioritization.
- 2.8 Identify key projects based on model findings, known drainage issues areas, and field evaluation. Provide preliminary project scopes and budget estimates. Demonstrate benefits provided by the project in the model as appropriate.
- 3. Report Completion, Meetings, and Project Management: Months 1-36
 - 3.1 Complete Storm Drain Master Plan document (Field Assessment, model findings, and project recommendations): Months 30-36
 - 3.2 Prepare language to be incorporated in the City's FEMA Hazard Mitigation Plan update: Months 30-36
 - 3.3 Meet periodically with City to provide progress updates, receive feedback, present findings, and support project completion: Months 1-36
 - 3.4 Present finding to City, Council and Boards, and the public as directed by the City: Periodic, Months 18-36
 - 3.6 Overall Project Management: Months 1-36

Proposed Project Timeline

APPLICABLE LOCAL POLICIES AND PLANS

Do you have procurement policies and procedures?

Yes

If yes, upload your procurement policies and procedures.

Santa Rosa_Procurement.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 Santa Rosa_PEDP Local Hazard Mitigation Plan Draft 201610 (PDF)[110].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)?

Yes

If yes, upload your policies and procedures.

Policies & Procedures - Relocation (1).pdf

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

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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.

City of Santa Rosa_Policies & Procedures - Environmental Review.pdf

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

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?

Yes

If yes, upload your plan.

SECTION 3 PLAN version 2.24.2021 (1).pdf

If yes, but the Section 3 plan is in another previously uploaded document, please name the document.

Do you have anti-lobbying policies and procedures?

Yes

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

Contract Federal Requirements.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.

Santa Rosa_Conflict of Interest.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.

Santa Rosa_EEO and Discrimination.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.

City of Santa Rosa_Time and Billable Rates Summary By Job Code.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.

Contract Federal Requirements.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?

Meetings

4 p.m.

Almost every Tuesday

City Hall

100 Santa Rosa Avenue

Santa Rosa, CA 95404

Note: There is USUALLY no City Council meeting on a Tuesday that follows a legal holiday.

Meeting Calendar PDF can be found here - <https://www.srcity.org/1322/City-Council>

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 Santa Rosa_NOFA_Staff Experience.pdf

Debarment Check

City of Santa Rosa_SAMS screenshot.jpg

Government Agency Taxpayer ID Form

Government Agency ID Form.pdf

Payee Data Record STD 204 Form

City of Santa Rosa_STD 204.pdf

Have you reviewed the sample authorizing resolution?

Yes

Budget Worksheet

View Budget Worksheet

<https://portal.ecivis.com/#!/peerBudget/4BD6FC8C-FA37-45F8-A002-4056B37D4BE5>

Goals Worksheet

View Application Goals

<https://portal.ecivis.com/#!/peerGoals/61056525-9769-495F-BB84-8FE4912A86F8>

Additional Information

City of Santa Rosa email response to info req.docx

Additional Information

CoSR_MITPPS_DOB SDMP_20211015 Packet.pdf

Additional Information

City of Santa Rosa__MIT PPS Authorizing Resolution_City Council 12_14_2021.pdf

Additional Information

SDMP_Scope of Work 052022.docx

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Prep Date: 3/19/2025

Additional Information

SDMP Environmental Exemption 2022.05.06 signed.pdf

Additional Information

Additional Information

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

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

Citywide Work in Storm Drains Project Map.pdf

Project Budget broken down by eligible activity and activity costs

SDMP_Cost Estimate_052022.xlsx

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

Citywide Work in Storm Drains Project Census.Impact Data.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 Santa Rosa_NOFA_Staff Experience.pdf

Santa Rosa, City of -City-Wide Storm Drain Master Plan

Budget Narrative

The current cost estimate for the Storm Drain Master Plan project consists of the following:

Task 1: Storm Drain Rating, Inspection, and Condition Assessment: \$270,000

Task 2: Hydrologic and Hydraulic Analysis: \$700,000 (*\$500,000 - MIT funding, \$200,000 City of Santa Rosa funding*)

Task 3: NPEDS, Water Quality, and Low Impact Development: \$20,000

Task 4: Key Future Capital Improvements Projects: \$50,000

Task 5: Financial Analysis and Plan: \$70,000

Task 6: Storm Drain Master Plan: \$100,000

Task 7: Project Management: \$50,000

Please see attached cost estimate for task details.

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: 05/12/2022
Requested By: Alan Alton
Laura.Munafo@hagertyconsulting.com

Budget Items

Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share	Type
Activity										
Activity Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
General Administration										
General Administration Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Activity Delivery										
	Hydrologic and Hydraulic Analysis	Perform hydrologic and hydraulic analyses and develop an integrated hydraulic model for the City based on the existing storm drain infrastructure pipes mapped in the City's GIS Mapping.	0	\$0.00	\$0.00	\$500,000.00	\$0.00		\$0.00	Direct Cost
Activity Delivery Total			0	\$0.00	\$0.00	\$500,000.00	\$0.00		\$0.00	
Other										
Other Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Grant Total			0	\$0.00	\$0.00	\$500,000.00	\$0.00		\$0.00	

Budget Report, Created by Alan Alton, Laura.Munafo@hagertyconsulting.com, 05/12/2022
Source: eCivis™ Portal
<http://www.ecivis.com/>

17-MITPPS-21022-Am1-STD 213A_Pending-Signed

Final Audit Report

2025-06-19

Created:	2025-06-19 (Pacific Daylight Time)
By:	Paul Lowenthal (plowenthal@srcity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbmQUFRHZrLaqxcloU83YFUQppu7ABC3S

"17-MITPPS-21022-Am1-STD 213A_Pending-Signed" History

-  Document created by Paul Lowenthal (plowenthal@srcity.org)
2025-06-19 - 2:43:22 PM PDT
-  Document emailed to Maraskeshia Smith (msmith@srcity.org) for signature
2025-06-19 - 2:44:34 PM PDT
-  Email viewed by Maraskeshia Smith (msmith@srcity.org)
2025-06-19 - 3:05:37 PM PDT
-  Document e-signed by Maraskeshia Smith (msmith@srcity.org)
Signature Date: 2025-06-19 - 3:06:06 PM PDT - Time Source: server
-  Agreement completed.
2025-06-19 - 3:06:06 PM PDT