

STANDARD AGREEMENT - AMENDMENT

STD 213A (Rev. 4/2020)

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 21 PAGES

AGREEMENT NUMBER

17-MITPPS-21023

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

11/7/2022

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:

Per Subrecipient request, the Department agrees to extend the contract expiration date an additional 20 months, from June 25, 2025 to February 28, 2027. 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.)

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 15:05 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

Edona Evans

TITLE

Contracts Office Manager, Contract Services Section

CONTRACTING AGENCY AUTHORIZED SIGNATURE



DATE SIGNED

6/20/2025

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

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

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

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.

- 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.

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

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

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

ADDITIONAL PROVISIONS

City of Santa Rosa - Vegetation Management Education and Inspection Program

1. Project Overview

See attached application below.

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

Urgent Need Mitigation (UNM)

3. THE NUMBER OF INDIVIDUALS BENEFITTING AS A RESULT OF THIS PROJECT:

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

City of Santa Rosa – Vegetation Management Education & Assessment Program
Scope of Work
May 2022

Detailed Activity Description:

Through the development of the City of Santa Rosa Fire Department's first Community Wildfire Prevention Plan, a list of priorities and recommendations were established that identify actions that the City is taking in their efforts to reduce the wildfire threat to community assets with consideration for climate change. The program will consist of the development of education & outreach materials about fuel modification, establishing and maintaining defensible space and home hardening techniques; and the subsequent delivery of such education & outreach materials to homeowners and residents within and around our Wildland Urban Interface (WUI) fire areas. Education and outreach will be provided to stakeholders that include property owners, homeowner associations, neighborhoods, and senior communities. The focus of the education will be geared towards fuel modification, establishing and maintaining defensible space and home hardening techniques. The City will provide develop, design, and create, education materials that include brochures, videos and in-person presentations explaining the information. The city will host a variety of in-person and virtual education events for the community which will also focus on fuel modification, establishing and maintaining defensible space and home hardening techniques. A challenge for all communities is how to generate interest and maximize awareness of the wildfire threat and encourage participation in preparing for a wildfire at an individual and community level. Public education is critical to community preparedness and citizens need to know where to obtain accurate information before an event occurs.

The greatest responsibility for the protection of improvements in the community rests not with the City, but with the individual property-owner through the development of adequate defensible space and fuel modification. Staff will educate property owners and residents on self-inspection techniques, fuel modification and defensible space best practices and techniques for their properties or shared properties. This education and information will assist property owners in establishing fuel zones around their homes and teach them the benefits of removing combustible vegetation and materials. The City will also maintain and update current education and outreach materials. This includes continuing to educate and update the community on the evacuation program and evacuation drills and keep the existing webpages up to date for srcity.org/WildfireReady and srcity.org/ReadySR. All materials and presentations will continue to be translated into-Spanish. Following new and ongoing outreach to improve overall wildfire preparedness, the City will also make improvements to the enforcement of defensible space standards. This can include the development of fire safe landscape standards to ensure compliance with defensible space requirements within the WUI Fire Areas, incorporating fire safe landscape standards into the City Development Review Process within the WUI Fire Areas and development of an inspection program.

Deliverable and Task Narrative:

Deliverable: Application

- **Task: Complete application**
 - Preparation and submission of the application, budget, environmental exemption documentation, and supporting documentation

Deliverable: Ongoing - Compliance and Reporting

- **Tasks:**
 - Maintain compliance applicable with federal cross-cutting requirements
 - Complete program required reports

Deliverable: Education and Outreach Program

- **Task 1: Hire the equivalent of one Fire Inspector for a three-year period**
 - The focus of this project would be a multi-year effort led by two full-time Limited Term Fire Inspectors. Half of each of the Fire Inspector's activities would include coordinating and implementing a public education campaign highlighting defensible space concepts, home hardening techniques, and providing chipper days throughout the WUI areas.
 - Estimated Hours for Fire Inspector: 6,400 hours
 - Price per Hour for Fire Inspector: \$67.00
 - Total: \$428,800.00 [6,400 hours x \$67/hour]

Note: Existing staff may supplement staff time allocated to Fire Inspector(s) as needed.

- **Task 2: Develop and implement education schedule to provide training within the neighborhoods within the WUI**
 - The current Fire Prevention staff will assist the Fire Inspector who is dedicated to implementing the Program. Costs are included in task #1 above.
- **Task 3: Develop, print, and purchase educational and outreach materials that discuss fuel modifications and wildfire prevention measures**
 - Brochures/handouts/mailers will be developed and sent and/or available to City residents.
 - Number of units: 25,200
 - Average cost per unit: \$1.00
 - Develop video content, improve existing webpages, and purchase outreach materials
 - Estimated cost: \$25,000
 - Total: \$50,200.00

- **Task 4: Host “WildfireReady” community meetings and events:**
 - Outreach plans including advertisements, content, materials and mailers will be developed and purchased for City residents in advance of the events.
 - Number of large events planned: 3
 - Price per large event: \$7,000
 - Total: \$21,000
- **Task 5: Continue Education Program**
 - Current staff and engine company crews will assist the Fire Inspector(s) who is dedicated to implementing the Program. Costs are included in tasks #1 and #3 above.
- **Task 6: Develop and implement an ordinance regarding the clearing of dry and hazardous vegetation residences or commercial structure:**
 - Current staff and engine company crews will assist the Fire Inspector who is dedicated to implementing the Program. Costs are included in task #1 above.

Project Timeline:

The following project timeline captures the above tasks and deliverables and provides anticipated completion dates:

- November 2022: Award notification
- December 2022: Develop plan and schedule for rolling out education
- April 2023: Hire staff to facilitate project needs
- May 2023: Develop and update existing materials (updated annually for next two years)
- May 2023: Host WildfireReady event (held annually for next two years)
- January 2024: Implement new Ordinance language
- January 2023-June 2026: Ongoing continuing education
- July 2026: Begin closeout activities

Applications: Santa Rosa, City of - Vegetation Management Education and Assessment

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 programs. The internal staff that make up all of the departments will oversee the contractor as projects are awarded, design, constructed and closed out.

Are you applying for more than one Planning Activity?

No

Planning Activity

Community Wildfire Protection 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

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 - Vegetation Management Education and Assessment

Org Name

City of Santa Rosa

Provide a snapshot summary of the project.

Through the development of the City of Santa Rosa Fire Department's first Community Wildfire Prevention Plan, a list of priorities and recommendations were established that identify actions that the City is taking in their efforts to reduce the wildfire threat to community assets with consideration for climate change. The program will consist of the development of education & outreach materials about fuel modification, establishing and maintaining defensible space and home hardening techniques; and the subsequent delivery of such education & outreach materials to homeowners and residents within and around our Wildland Urban Interface (WUI) fire areas. Education and outreach will be provided to stakeholders that include property owners, homeowner associations, neighborhoods, and senior communities. The focus of the education will be geared towards fuel modification, establishing and maintaining defensible space and home hardening techniques. The City will provide develop, design, and create, education materials that include brochures, videos and in-person presentations explaining the information. The city will host a variety of in-person and virtual education events for the community which will also focus on fuel modification, establishing and maintaining defensible space and home hardening techniques. A challenge for all communities is how to generate interest and maximize awareness of the wildfire threat and encourage participation in preparing for a wildfire at an individual and community level. Public education is critical to community preparedness and citizens need to know where to obtain accurate information before an event occurs.

The greatest responsibility for the protection of improvements in the community rests not with the City, but with the individual property-owner through the development of adequate defensible space and fuel modification. Staff will educate property owners and residents on self-inspection techniques, fuel modification and defensible space best practices and techniques for their properties or shared properties. This education and information will assist property owners in establishing fuel zones around their homes and teach them the benefits of removing combustible vegetation and materials. The City will also maintain and update current education and outreach materials. This includes continuing to educate and update the community on the evacuation program and evacuation drills and keep the existing webpages up to date for srcity.org/WildfireReady and srcity.org/ReadySR. All materials and presentations will continue to be translated into-Spanish. Following new and ongoing outreach to improve overall wildfire preparedness, the City will also make improvements to the enforcement of defensible space standards. This can include the development of fire safe landscape standards to ensure compliance with defensible space requirements within the WUI Fire Areas, incorporating fire safe landscape standards into the City Development Review Process within the WUI Fire Areas and development of an inspection program.

Upload project description, if available.

City of Santa Rosa_9-2020 Final_SRS_CWPP 2020.pdf

Project Location Description

(Updated 5/3/22): WILDLAND URBAN INTERFACE: Santa Rosa has four WUI zones covering a total of approx. 30% of our jurisdiction. Within the WUI there are 9,271 structures on 9,663 parcels with 22,569 occupants and a valuation of \$5.29 billion. These are 'Local' Responsibility Areas (LRA) not 'State' so we do not have access to the pre-incident resources of CAL Fire other than mapping, as mandated by State Law. The following is a list of the four areas of focus for this program within our community: 1. FOUNTAINGROVE/MONTECITO is the most critical area at risk in terms of potential interface fire severity. The Fountaingrove area saw significant structural loss as a result of the Tubbs Fire in October 2017 in the amount of 1,453 homes and other structures. The loss of life was the greatest in this area of our community as well. The community lies at the top of a ridge which extends from the northern city limits southward for about two miles through the Montecito area. It is surrounded by steep slopes with extensive natural fuels and well-developed brush fuel types. The combination of steep slopes with heavy fuels adjacent to dense residential development creates a high-risk interface. 2. OAKMONT is a 55+ senior community and has a well-documented hazard fuel risk with over 600 homes at risk to wildland fire. This community did experience one home loss and two damaged as a result of the Nuns Fire in October 2017. It was then impacted by the Glass Fire in 2020 when three homes and one triplex were destroyed, and several homes damaged. This location is bordered by steep northeast slopes with heavy fuels and adjoins Trione-Annadel State Park, a natural forest. A fire originating in the lower grassland can spread into the heavy fuels and present a serious threat from numerous spot fires falling throughout residential development in the Oakmont area. Some of these homes have wood shake roofs, further complicating the structural protection difficulties for responding fire agencies. 3. BENNETT VALLEY where the hazard present includes scattered isolated patches surrounded by annual grasslands adjoining populated residential development. It is also on the opposite side of Oakmont, with Annadel State Park separating these two WUI areas. This area was threatened for a couple of days by the Nuns Fire and was spared significant losses due to a backfire operation that coincided with a wind change. 4. ST. FRANCIS/SKYHAWK is the newest development area of Santa Rosa and most impacted by the 2020 Glass Fire where multiple homes were damaged and destroyed. Overall, at a lower elevation and surrounded by annual grasslands, it does adjoin a steep slope with an unmaintained forest. While newer, and with some homes complying with the WUI requirement of the California Fire and Building Codes, maintenance of vegetation management plans is a necessity to prevent this area from deteriorating into similar conditions we experience in the other three areas. For this reason, we have included this in our Vulnerability Statement. This area was forced to evacuate twice; once the first night of the Tubbs Fire and a week later when the Nunes fire erupted and spread toward the community from the east.

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?

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)

Vegetation_Management_Service Area Map.pdf

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

Please see attachment titled "Vegetation Management_Service Area Block Groups_05_2022".

What is the total dollar amount of the project?

500,000

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.

HMGP Sub application 4353-PJ0116, 404 - The project was initially denied as the defensible space did not meet FEMA's percentage and the scope was difficult for FEMA to compare against traditional cost-effectiveness criteria (under FEMA).

*Updated by NX (5/6/21)

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"

Questions:

The budget includes some items that may not be eligible, including the hiring of staff, and clarifying Budget details.

Answers:

- The City of Long Beach, NY hired a Local Disaster Recovery Manager (LDRM) under the Public Services activity. The hire was solely dedicated to recovery of SuperStorm Sandy and was a position that would provide benefit to the community.
- CDBG Chapter 7: Public Services – "CDBG funds may be used to pay for labor, supplies, and material as well as to operate and/or maintain the portion of a facility in which the public service is located."
- The City will demonstrate that the hire/position will be new and will increase the level of service provided to the residents of Santa Rosa.
- Are there other items that need clarification?

Project Budget broken down by eligible activity and activity costs

Santa Rosa_Vegetation Management_Cost Estimate Spreadsheet_052022.docx

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

The cost estimate is based on estimated staffing, material development and event costs.

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

(Updated 5/3/22): The City of Santa Rosa has identified significant issues regarding the defensible space of properties located in the city limits. Defensible space is an area around a home where trees, shrubs and other vegetation are cleared or reduced to slow the spread of wildfire toward the building. Defensible space creates a safe zone for firefighters to carry out their work, and it reduces the chance that a structure fire will move to the surrounding forest. The 2017 wildfires destroyed or damaged a significant portion of residential and non-residential structures in Northeast and Northwest Santa Rosa. The establishment of a formal vegetation management and inspection program will help public safety personnel, City executives, emergency managers and citizens to plan and prepare for wildfire hazards thereby protecting and saving life and property. , Implementing a formal education and outreach program will be the first step in the efforts to establish a form program that will ultimately lead to inspection and enforcement. The program that the city hopes to implement will mitigate losses in the future.

The City's Fire Prevention Bureau successfully implements and manages multiple annual programs including: Weed Abatement; Fire Code adoption, permitting, inspections and enforcement; comprehensive hazardous materials management, inspection and permitting; development plan review, construction and fire and life safety inspection programs; fire protection system review, permitting and inspection.

Specific to community outreach, the City's previous implementations include school assemblies, open houses, Remembering When, Risk-Watch, Firewise community meetings, Fire Chief for a Day, Community Safety Fairs, FireCorp/AmeriCorps, COPE (Citizens Organized to Prepare for Emergencies); participation (display booths) at community events, markets and fairs.

The City has received, successfully implemented, reported and closed FEMA Assistance to Firefighter grants for Fire Prevention and Safety related to public education program establishment and delivery, Self-Contained Breathing Apparatus (SCBA) replacement, SAFER for staffing, Wildland Firefighter Training, SCBA compressor replacement and thermal imaging equipment. The city has also received HMGP Grants for the development of a Community Wildfire Protection Plans (CWPP), the installation of Remote Automated Weather Sites (RAWS) and 12,000 NOAA weather radios for emergency alert and warning.

Furthermore, through the City's successful collaboration with Cal Fire Inmate and Sonoma County Probation crews for fuel modification projects as well as coordination with the City's Parks Department on chipper programs for the community, they have demonstrated the ability to manage the type of program being proposing through this NOFA.

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

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

This project has direct impact on the following community lifeline, Safety and Security and Communication by implementing a system to educate on the importance of defensible space, home hardening and vegetation management. The project will increase safety and security by allowing multiple agencies and departments to communicate on necessary steps that can be taken to mitigate the risks associated with wildfires. Communication among stakeholders is key and this project allows for that and education among those stakeholders on best practices and approaches.

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

The 2017 wildfires destroyed or damaged a significant portion of residential and non-residential structures in Northeast and Northwest Santa Rosa. The Vegetation Management Education and Assessment program will service all communities throughout the City.

*Updated by NX (5/6/21)

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"

Questions:

Will the project affect/protect protected classes, underserved communities, and vulnerable populations specifically? Is the City considering areas of its jurisdiction for these communities specifically?

Answers:

The areas that have been identified were directly impacted by the fires. There is one section of the service area that is LMI (please see the attached map in the email).

- Other components of the scope will be City-wide and impact underserved, vulnerable communities as defined by HUD; education, training.

Can this project be replicated in other communities?

Yes

If yes, provide a description.

This project can be replicated in areas that experience wildfires. It is an on-going activity and need for local jurisdictions to educate the public. A more holistic approach to provide outreach and education will help to coordinate among multiple city departments and then can be replicated elsewhere. County. This project would expand, not duplicate any current work.

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.

Implementing this project would reduce the risk and exposure to wildfires by educating the homeowners and businesses on risks associated with poor management of vegetation which is susceptible to fires. Please see the uploaded excel for data.

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)

Program design and staffing will start in summer of 2022 and will take less than a year to implement. The program will carry for the following two years and will cease once funds are exhausted.

Proposed Project Timeline

City of Santa Rosa_Work Schedule Gantt Chart_05032022.xlsx

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_9-2020 Final_SRS_CWPP 2020.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.

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.

Santa Rosa_Grant Admin.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.xlsx

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/9AE9E4CF-60D0-4F6E-A2A6-0FECDA801F71>

Goals Worksheet

View Application Goals

Additional Information

City of Santa Rosa email response to info req.docx

Additional Information

City of Santa Rosa FTA Grant Administration Procedures.pdf

Additional Information

City of Santa Rosa FTA-Master Agreement-fy-2021 v28.pdf

Additional Information

City of Santa Rosa Internal Audit Policy.pdf

Additional Information

City of Santa Rosa Fixed Asset Policy.pdf

Additional Information

CoSR_MITPPS_DOB Veg Plan_20211015 Packet.pdf

Additional Information

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

Additional Information

Vegetation Management SOW_052022.docx

Additional Information

Vegetation Management_Service Area Block Groups_05_2022.xlsx

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

Vegetation Management_Service Area Map.pdf

Project Budget broken down by eligible activity and activity costs

Santa Rosa_Vegetation Management_Cost Estimate Spreadsheet_052022.docx

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.xlsx

**Santa Rosa, City of – Vegetation Management Education and Assessment –
Budget Narrative**

Please see cost estimate attached to the application for more information.

Budget Report

Passthrough Agency: California Department of Housing and Community Development

Program: CDBG-Mitigation Planning & Public Services NOFA

Project Name/Title: Santa Rosa, City of - Vegetation Management Education and Assessment

Org Name: City of Santa Rosa

Award/Contract Number: 17-MITPPS-21023

Stage: Budget-to-Actual

Report Date: 03/21/2025

Requested By: Jason Nutt

jnutt@srcity.org

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										
New Subcategory										
	Overall Program Costs	All costs associated with the development and implementation of the program	6405	\$0.00	\$500,000.00	\$500,000.00	\$0.00		\$0.00	Direct Cost
Activity Delivery Total			6405	\$0.00	\$500,000.00	\$500,000.00	\$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										
Grant Total			6405	\$0.00	\$500,000.00	\$500,000.00	\$0.00		\$0.00	

Budget Report, Created by Jason Nutt, jnutt@srcity.org, 03/21/2025
Source: eCivis™ Portal
<http://www.ecivis.com/>