

STANDARD AGREEMENT - AMENDMENT

STD 213A (Rev. 4/2020)

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 20 PAGES

AGREEMENT NUMBER

17-MITPPS-21027

AMENDMENT NUMBER

1

Purchasing Authority Number

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

CONTRACTING AGENCY NAME

Department of Housing and Community Development

CONTRACTOR NAME

County of Sonoma

2. The term of this Agreement is:

START DATE

12/20/2022

THROUGH END DATE

8/31/2026

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

\$203,600.00

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 14 months, from June 25, 2025 to August 31, 2026. Exhibit A and Exhibit F are hereby replaced with Exhibit A (03/2025) and Exhibit F (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.)

County of Sonoma

CONTRACTOR BUSINESS ADDRESS

2300 County Center Drive, Suite 220, Building B

CITY

Santa Rosa

STATE

CA

ZIP

95403

PRINTED NAME OF PERSON SIGNING

M. Christina Rivera

TITLE

County Executive Officer

CONTRACTOR AUTHORIZED SIGNATURE



DATE SIGNED

June 23, 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

06/24/2025

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

EXEMPTION (If Applicable)

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

EXHIBIT A

AUTHORITY, PURPOSE AND SCOPE OF WORK

1. Authority & Purpose

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

2. Scope of Agreement

A. Grant Funds

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

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

B. Implementation of Agreement

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

EXHIBIT A

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

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

3. Subrecipient Scope of Work

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

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

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

EXHIBIT A

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

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

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

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

- A. Term of Agreement:

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

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

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

EXHIBIT A

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

Failure to meet performance milestones:

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

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

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

8. MIT-PPS Program Contract Management

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

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

EXHIBIT A

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

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

ADDITIONAL PROVISIONS

Sonoma County - Sonoma County General Plan Public Safety Element Update

1. Project Overview

See attached application below.

1. 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.

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

- Total beneficiaries: 486,145
- Total low/mod beneficiaries: 199,775

Sonoma County General Plan Public Safety Element Update CDBG-MIT-PPS Scope of Work

Activity Description

All jurisdictions in California are required to have a Safety Element as part of their General Plan. Hazard Mitigation Plans prepared in compliance with the Disaster Mitigation Act of 2000 may be incorporated into a jurisdiction's adopted Safety Element to secure eligibility for public assistance funding through the California Disaster Assistance Act. Sonoma County's current safety element was adopted in 2014 and addresses protection from geologic hazards, flood hazards, wildland fire, and hazardous materials. The County's recently updated hazard mitigation plan was approved by the Federal Emergency Management Agency (FEMA) and adopted by the Sonoma County Board of Supervisors in December 2021. The Sonoma County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) was prepared in partnership with other local jurisdictions and special districts. The Safety Element update will incorporate and build upon the risk assessment findings in the MJHMP to identify known hazards, assess vulnerability, and develop goals, policies, and strategies to protect the public from unreasonable risks. The update will include a climate change vulnerability assessment in compliance with recent State law (Senate Bill 379), identification and evaluation of evacuation routes (Assembly Bill 747 and AB 1409), and identification of residential developments without at least two emergency evacuation routes (Senate Bill 99).

The primary objectives of the Safety Element update are to:

- Identify hazards and risks in the County, and assess vulnerability to hazards;
- Evaluate the County's vulnerability to climate change and propose strategies for climate resilience, with a special focus on adaptation for disadvantaged communities (SB 379);
- Identify evacuation routes across the County and analyze their capacity, safety, and viability and evacuation locations under a range of emergency scenarios (AB 747 and AB 1409);
- Identify residential developments that do not have at least two emergency evacuation routes (SB 99);
- Create policies for equitable community safety;
- Develop and update policies to minimize potential property damage and human injury by reducing the exposure and risks of persons and property to hazards; and
- Comply with all State law requirements for safety elements.

All residents, businesses, and visitors of unincorporated Sonoma County will be the beneficiaries of the updated Safety Element. The project meets the U.S. Department of Housing and Urban Development's (HUD) definition of "mitigation" because it will increase resilience to disasters and reduce long-term risk by creating policies and programs to minimize risk and reduce vulnerability to hazards affecting Sonoma County including wildfire, flooding, and climate change impacts.

Staff from the Permit Sonoma Planning Division, working with a contracted, qualified consultant, will lead this effort through support from other agencies and departments including the Department of Emergency Management, Department of Transportation and Public Works, Sonoma County Sheriff's Office, Sonoma County Regional Climate Protection Agency, and other city partners.

Some of the tasks outlined below will not be funded by CDBG-MIT but are included in the scope of work for reference because they contribute to the overall project budget and final project deliverables.

The tasks that will not be funded by CDBG-MIT and do not correspond to a budget line item in the portal are identified as such below and in the provided timeline.

Task and Deliverable Narrative

Task S-1.0 PROJECT MANAGEMENT

This task covers communication and coordination between the consultant and County staff, including meetings, phone conferences, email exchanges, and other communications to ensure timely delivery and adoption of the tasks for which the consultant is responsible. The consultant shall attend a kick off meeting with County staff; prepare a final scope, budget, and schedule in coordination with staff; prepare a memorandum to County staff on the anticipated scope of environmental review and tentative environmental determination; and prepare a memorandum outlining communication expectations. Minutes from each formal meeting between County staff and the consultant should be provided to County staff.

Deliverables:

- Kick-off meeting
- Finalized project scope, budget, and schedule
- Environmental scoping memorandum
- Communication memorandum
- Meeting minutes over the life of the project

Task S-2.0 DATA COLLECTION AND ASSESSMENT OF EXISTING MATERIALS

Review the current Public Safety Element and identify the County's success in accomplishing or implementing the identified goals, policies and programs; provide explanations and updates where goals, policies or programs are in progress, have been abandoned or not proven effective, and recommendations on which policies should be carried over. The consultant shall also review all applicable County, regional, and State documents that may inform the Safety Element update, including but not limited to the County's General Plan, Area/Specific Plans, Zoning Ordinance, Multi-Jurisdictional Hazard Mitigation Plan, Community Wildfire Protection Plan, Climate Action 2020 Plan, Strategic Plan, and Recovery and Resiliency Framework, and the California Adaptation Planning Guide.

Deliverables:

- Report on the status of the goals, objectives, policies, and programs in the current Safety Element
- Preliminary list of General Plan policies that may require revision for internal consistency
- List of any additional data needs to complete the hazard profiles required by Government Code § 65302(g) and to support community and local decision-maker needs

Task S-3.0 COMMUNITY ENGAGEMENT STRATEGY

Prepare a community engagement strategy and conduct outreach with relevant stakeholder groups. For each engagement activity, the consultant will lead the activity and provide a summary of the findings.

Deliverables:

- Final community engagement strategy
- Development of an online survey
- Planning of and attendance at a minimum of two public workshops

- Presentation and activity materials for each public workshop
- Summary of findings from each engagement activity, including the survey

Task S-4.0 ANALYSIS

Task 4.1 SB 379 Climate Change Vulnerability Assessment

Prepare a Climate Change Vulnerability Assessment (CCVA) meeting all statutory requirements. The CCVA will inform the development of policies and goals for the Safety Element addressing climate adaptation, resilience, and mitigation. The CCVA shall combine quantitative and qualitative analysis, and generally align with the assessment methods from the California Adaptation Planning Guide. County staff will provide the consultant with a memorandum of recommendations for the CCVA based on input from relevant local agencies and departments involved in climate action work, including but not limited to the Sonoma County Regional Climate Protection Agency and County Administrator's Office Climate Action & Resiliency Division. Every effort should be made to align the CCVA and Safety Element policies with existing or underway climate initiatives and plans within the County.

Deliverables:

- A draft and a final Climate Change Vulnerability Assessment (CCVA) with relevant maps and figures, to be appended to the Safety Element
- A list of recommended goals, policies, objectives, and implementation measures based on the CCVA findings

Task 4.2 SB 99, AB 747, and AB 1409 Evacuation Route Analysis

Use the best available tools and methods to evaluate the existing County and incorporated city road networks and transportation routes that may be used to support community and sub-regional evacuation of residents and visitors in response to various major emergencies and disasters.

***This task will not be funded by CDBG-MIT.**

Deliverables:

- A map of evacuation routes
- A report identifying evacuation routes and evaluating their capacity, safety, and viability and evacuation locations under a range of emergency scenarios
- A map of residential developments without at least two emergency evacuation routes

Task 4.3 Hazard Profiles and Mapping

Identify the data gaps between the hazard profiles therein and the information required by statute for the Safety Element, including but not limited to information on seismic and geologic hazards, flood hazards, and wildfire hazards. Collect any data necessary to respond to statutory requirements and develop summaries of each hazard affecting public safety, with accompanying maps for incorporation into the Safety Element.

Deliverables:

- Summary of each hazard category affecting public safety
- Maps of seismic and other geologic hazards including liquefaction, landslide, earthquake fault zones, and ground shaking; flood hazards; wildfire hazards; fire protection responsibility areas; dam failure inundation hazard areas; expansive soils; and any other applicable information

Task S-5.0 POLICY DEVELOPMENT AND ADMINISTRATIVE DRAFTS

Task 5.1 Develop Draft Safety Element Goals, Objectives, Policies

Develop draft goals, objectives, policies, programs, and strategies to include in the Safety Element to ensure compliance with State law and effective response to the safety needs, constraints and key priorities identified throughout the update process. This task includes ensuring responsiveness to priorities articulated through the community engagement process as well as ensuring internal consistency with other elements of the General Plan. This task will include identification of and recommended language for other General Plan policy updates or revisions needed to ensure consistency.

Deliverables:

- Matrix of draft goals, objectives, policies, and implementation measures or programs
- Draft General Plan policy changes or revisions, as necessary

Task 5.2 Planning Agency Meeting

Present the Safety Element draft goals, objectives, policies, programs, and strategies to the Planning Agency

***This task will not be funded by CDBG-MIT.**

Deliverables:

- Staff report and hearing materials for presentation the Planning Agency

Task 5.3 Prepare Environmental Analysis

Prepare all required documents for California Environmental Quality Act (CEQA) review and submittal, including the Initial Study, Mitigated Negative Declaration or Environmental Impact Report and CEQA Determination. This should include public posting and noticing for comment.

***This task will not be funded by CDBG-MIT.**

Deliverables:

- An administrative draft environmental document and supporting technical studies as necessary to comply with CEQA

Task 5.4 Prepare Administrative Draft Safety Element

Prepare and submit an administrative draft Safety Element and other General Plan revisions if applicable.

Deliverables:

- Administrative draft safety element with appendices for community engagement findings and other supporting material
- Administrative draft General Plan revisions, as necessary

Task S-6.0 REVIEW AND ADOPTION

Task 6.1 Public Review Draft Safety Element, and Draft Environmental Document

Prepare a draft Safety Element that is made available to the public and distributed to the Board of Forestry and Fire Protection, and the California Geological Survey for review. Based on input received, prepare a final draft for presentation to the Planning Commission and Board of Supervisors.

Deliverables:

- Public review draft of the Safety Element and draft environmental document
- Final draft of Safety Element and environmental document with comments or feedback incorporated

Task 6.2 BOFF and CA Geological Survey Review of Draft Safety Element

Staff will send the draft Safety Element to the California Board of Forestry and Fire Protection and the California Geological Survey for review at least 90 days in advance of the scheduled adoption of the project with the Board of Supervisors.

***This task will not be funded by CDBG-MIT.**

Deliverables:

- Memorandum of transmission of public review draft of the Safety Element

Task 6.3 Presentations to Local Advisory Groups

Staff will present the draft Safety Element and environmental determination to local municipal and citizen's advisory councils.

***This task will not be funded by CDBG-MIT.**

Deliverables:

- Presentations to local advisory groups

Task 6.4 Incorporate Comments into Final Draft Safety Element and Environmental Document

Staff, with support from the consultant, will incorporate comments received from the public, California Board of Forestry, and Fire Protection and the California Geological Survey into the draft Safety Element and environmental document as appropriate.

***This task will not be funded by CDBG-MIT.**

Deliverables:

- Planning Commission staff report, resolution, and attachments

Task 6.5 and 6.6 Planning Commission Review and Board of Supervisors Adoption

Staff will prepare project materials for review by the Planning Commission, followed by the Board of Supervisors. The consultant shall provide support to staff a minimum of two public hearings for the adoption of the Safety Element.

***This task will not be funded by CDBG-MIT.**

Deliverables:

- Planning Commission staff report, resolution, and attachments
- Board of Supervisors staff report, resolution, and attachments

Task S-7.0 POST-ADOPTION

Task 7.0 Post-Adoption

Update the website and post the final Safety Element, maps, environmental determination, and associated documentation.

****This task will not be funded by CDBG-MIT.***

Deliverables:

- Adopted Safety Element and relevant documents posted on the website.

Timeline Amended (Tasks in gray highlight are remaining. All other tasks are completed.)

Task	Description	Timeline
1.0	Project Management	Life of the project
2.1	Data Collection	September 2022 – June 2023
2.2	Assessment of Existing Materials	September 2022 – April 2025
2.3	Kick-Off Meeting	September 2022
3.0	Community Engagement Strategy	October 2022 – June 2023
4.1	SB 379 Climate Change Vulnerability Assessment	January 2022 – May 2024
4.2	SB 99, AB 747 and AB 1409 Evacuation Route Analysis	December 2022 – March 2025
4.3	Hazard Profiles and Mapping	April – June 2023
5.1	Develop Draft Safety Element Goals, Objectives, Policies, and Strategies	October 2024 – March 2025
5.2	Planning Agency Workshop on Draft Policies	July 2024
5.3	Prepare Environmental Document	April – May 2025
5.4	Prepare Administrative Draft Safety Element	October 2024 – March 2025
6.1	Prepare and Circulate Public Draft Safety Element and Environmental Document	April – May 2025
6.2	BOFF and CA Geological Survey Review of Draft Safety Element	June 2025
6.3	Presentations to Local Advisory Groups	Sept – November 2024
6.4	Incorporate Comments into Final Draft Safety Element and Environmental Document	December 2022 – January 2022
6.5	Planning Commission Review and Recommendation to Board of Supervisors	July 2025
6.6	Board of Supervisors Review and Adoption	August 2025
7.0	Post-Adoption Tasks	Aug to Sept 2025
	Grant Close Out Tasks	Oct 2025 – Aug 2026

17-MITPPS-21027

Approved Date: 7/16/2021

Prep. Date: 3/24/2025

Applications: Sonoma County General Plan Public Safety Element Update - 34992416

Mitigation – Planning and Public Services (MIT-PPS)

Profile

Dagny.Thomas@sonoma-county.org

What project type are you applying for?

Planning

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

Yes

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

Existing staff will be used. Permit Sonoma is a multi-discipline agency with 120 FTE professional staff, including Fire Prevention, Planning, Engineering, Survey, GIS, and Natural Resources sections. Within these divisions, staff includes land use planners, licensed surveyors, engineers, and geologist, registered forester, building inspectors, and GIS analysts.

Are you applying for more than one Planning Activity?

No

Planning Activity

Capacity Building

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

No

Is the project regional in approach?

Yes

If yes, name the regions.

Sonoma County

Does the project include collaboration amongst jurisdictional and nonprofit partners?

No

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

What disaster is this project related to?

DR-4344

Eligible applicant type

County

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

No

Project Title

Sonoma County General Plan Public Safety Element Update

Org Name

County of Sonoma

Provide a snapshot summary of the project.

The Sonoma County General Plan Public Safety Element is intended to protect the community from unreasonable risks from seismically induced surface rupture, ground shaking, ground failure, tsunami, seiche and dam failure, slope instability leading to mudslides, landslides, subsidence and other known geologic hazards, flooding and fire. This project will update the Sonoma County General Plan Public Safety Element to align with the LHMP five-year implementation strategy, and to create new programs and policies in response to the recent 2017 and 2019 wildfires, the 2019 Russian River flood event, and new vulnerabilities created by climate change and sea level rise.

Upload project description, if available.

Project Location Description

Sonoma County

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

Sonoma County

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

Does the project benefit an LMI population or area?

Yes

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

The lower Russian River area is vulnerable to both repetitive flood loss and wildfires. Income in this area is the lowest in Sonoma County and the Guerneville area has one of the highest concentration of unsheltered people in Sonoma County. The Public Safety Element Update will include policies and programs specifically directed at recovery and resiliency in this area.

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

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, Sonoma County is listed as a Most Impacted and Distressed Area. the whole County is one.

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

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

Unincorporated Tracts of Sonoma county

What is the total dollar amount of the project?

203,600

Anticipated CDBG-MIT funding need (\$ amount)

203,600

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

No

Project Budget broken down by eligible activity and activity costs

Timeline-Budget.xlsx

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

Estimated Staff time at the fully burdened rate.

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

Permit Sonoma is responsible for preparation of all land use planning and policy documents for Sonoma County, including the Sonoma County General Plan Public Safety Element, Sonoma County Hazard Mitigation Plan, and the Local Coastal Plan Public Safety Element.

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

Yes

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

Safety & Security

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

The Sonoma County Hazard Mitigation Plan (SCHMP) states that the SCHMP will be implemented primarily through the General Plan Public Safety Element, which will in turn set policy for building codes, capital projects plans, comprehensive county facilities plan, zoning code, local coastal plan and zoning ordinance, residential construction manual, risk management, and ongoing government day-to-day operations. This project will provide planning resources to protect transportation, communication, energy, and public safety resources and provide a pathway to post disaster recovery and resiliency. The project will provide a policy framework to support zoning, building, and fire code updates directly related to disaster response and recovery.

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

The lower Russian River area is vulnerable to both repetitive flood loss and wildfires. Income in this area is the lowest in Sonoma County and the Guerneville area has one of the highest concentration of unsheltered people in Sonoma County. The Public Safety Element Update will include policies and programs specifically directed at recovery and resiliency in this area.

Can this project be replicated in other communities?

Yes

If yes, provide a description.

The Public Safety Element will include resiliency programs that include adaptive strategies for both managed retreat and recovery from climate change induced disasters, including sea level rise, flooding, landslides, and wildfire. Program strategies will emphasize anticipating interrelationship between hazards, such as landslide induced by wildfire and increased severity of flood events created by sea level rise. Most coastal counties face similar threats and these strategies can be replicated in these areas, especially the North Coast counties with similar terrain, climate, and rural demographics, such as Mendocino, Humboldt, and Del Norte counties.

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.

Plan effectiveness will be evaluated by improvements in public safety during disasters, reduction of repetitive loss, and speed of recovery. A history of recovery after major flood events on the Russian River, coastal landslides, and major wildland fires provides a comprehensive baseline for evaluation of program success.

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)

Task Est. Cost Begin End Deliverable

Final Work Plan Development \$ 1,000 4/6/21 5/1/21 Final workplan to manage project

Outreach to agencies \$ 10,000 6/1/21 7/1/21 Agency review package for policy development

Best practices research \$ 42,000 6/1/21 8/1/21 Review of practices in other jurisdictions and evaluation of transferrable programs and policies

Administrative draft preparation \$ 47,800 8/1/21 11/20/21 Admin Draft Public Safety Element for internal review

Public Review Draft \$ 28,000 11/1/21 1/15/22 Public Review Draft Public Safety Element for publication and distribution

Public Outreach and Workshops \$ 32,200 1/15/22 3/1/22 Complete public workshops and input from agencies

Planning Commission Draft \$ 12,500 3/15/22 4/15/22 Planning Commission Draft for hearing

Planning Commission Hearings \$ 4,500 6/1/22 6/15/22 Public Safety Element update recommendation to the Board.

Board of Supervisors Draft \$ 8,500 6/16/22 7/1/22 Planning Commission recommendation to Board of Supervisors

Board of Supervisors Hearings \$ 6,100 9/1/22 10/1/21 Hearing, adopted resolution

Update County GIS to integrate adopted plan \$ 5,000 10/1/22 11/1/22 Updated mapping of hazards and high risk areas

Webpage creation and maintenance \$ 6,000 10/1/22 11/1/22 Public facing web presence and resource.

Total Projected Cost \$ \$203,600

Proposed Project Timeline

Timeline-Budget.xlsx

APPLICABLE LOCAL POLICIES AND PLANS

Do you have procurement policies and procedures?

Yes

If yes, upload your procurement policies and procedures.

county_purchasing_policy.pdf

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

See CRC NOFA

Do you have a current hazard mitigation plan?

Yes

If yes, upload your plan

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

See CRC NOFA

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.

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

See CRC NOFA

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.

CEQA Procedures.pdf

17-MITPPS-21027

Approved Date: 7/16/2021

Prep. Date: 3/24/2025

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

See CRC NOFA

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.

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

See CRC NOFA

Do you have anti-lobbying policies and procedures?

Yes

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

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

See CRC NOFA

Do you have conflict of interest policies and procedures?

Yes

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

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

See CRC NOFA

Do you have non-discrimination policies and procedures?

Yes

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

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

See CRC NOFA

Do you have timekeeping policies and procedures?

Yes

If yes, upload your timekeeping policies and procedures.

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

See CRC NOFA

Do you have financial management policies and procedures?

Yes

If yes, upload your financial management policies and procedures.

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

See CRC NOFA

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?

Board of Supervisors Meet weekly on Tuesdays at 8:30am

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?

Permit Sonoma Org-Chart-FY2019-2020.pdf

Debarment Check

SoCo Debarment Report.pdf

Government Agency Taxpayer ID Form

County W9_03.2020.pdf

Payee Data Record STD 204 Form

std204.pdf

Have you reviewed the sample authorizing resolution?

Yes

Budget Worksheet

View Budget Worksheet

<https://portal.ecivis.com/#/peerBudget/CAB38471-C871-4340-8E79-792E07258375>

Goals Worksheet

View Application Goals

<https://portal.ecivis.com/#/peerGoals/7490AE1A-55CA-4CC2-B295-DF5B51AD107A>

Additional Information

Additional Information

Additional Information

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Sonoma County General Plan Public Safety Element Update

CDBG-MIT-PPS Budget Narrative

The total estimated cost of the project, including the cost of consultant assistance and the cost of staff time, is \$578,550. The budget provided in the Grants Portal budget worksheet provides line items only for the tasks that will be covered by the grant award, amounting to \$203,600. All line items in the worksheet are for the direct costs of consultant work on the specified project tasks. All other costs of the project, including staff time, costs associated with environmental review, and other consultant costs will be paid for by the County General Fund or other local funding sources.

Actual costs of each task identified in the budget worksheet may vary due to minor modifications to the scope of any one task, as is typical of planning projects (e.g. unanticipated outreach tasks, additional review or changes requested by a decision-making body). County staff will communicate with HCD if and when there is a change in costs allocated for each task, and will update the budget in HCD's records and provide relevant documentation as necessary.

An excel spreadsheet outlines all tasks associated with the project, including tasks that will not be funded by the CDBG-MIT-PPS award. The spreadsheet is provided as a PDF with this application. Costs for each task are identified as either County-funded tasks (yellow highlight) or CDBG-funded tasks (blue highlight) on the spreadsheet. All staff costs and some consultant costs will be financed by the County.

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: Katrina Braehmer
Katrina.Braehmer@sonoma-county.org

Budget Items

Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share	Type
Activity										
	CONSULTANT PROJECT MANAGEMENT	Management of the consultant contract	0	\$0.00	\$0.00	\$20,000.00	\$0.00		\$0.00	Direct Cost
	DATA COLLECTION	Data collection on existing conditions	0	\$0.00	\$0.00	\$10,000.00	\$0.00		\$0.00	Direct Cost
	REVIEW AND ASSESSMENT OF CURRENT SAFETY ELEMENT, GENERAL PLAN, MJHMP	Assessment of current Safety Element and other planning documents to understand the scope of data collection and analysis necessary to address State law requirements	0	\$0.00	\$0.00	\$3,000.00	\$0.00		\$0.00	Direct Cost
	PUBLIC OUTREACH	Community engagement and outreach activities	0	\$0.00	\$0.00	\$30,000.00	\$0.00		\$0.00	Direct Cost
	SB 379 CLIMATE CHANGE VULNERABILITY ASSESSMENT	Preparation of a draft and final Climate Change Vulnerability Assessment as required by Senate Bill 379, which will be used to develop climate resilience policies and strategies	0	\$0.00	\$0.00	\$120,000.00	\$0.00		\$0.00	Direct Cost
	DEVELOP DRAFT SAFETY ELEMENT GOALS, OBJECTIVES, POLICIES	Development of policies and other strategies related to hazards and priorities identified	0	\$0.00	\$0.00	\$10,000.00	\$0.00		\$0.00	Direct Cost
	PREPARE ADMINISTRATIVE DRAFT SAFETY ELEMENT	Preparation of administrative draft safety element for internal review	0	\$0.00	\$0.00	\$6,000.00	\$0.00		\$0.00	Direct Cost
	PREPARE AND PUBLISH PUBLIC REVIEW DRAFT SAFETY ELEMENT	Preparation and publication of the draft safety element	0	\$0.00	\$0.00	\$3,800.00	\$0.00		\$0.00	Direct Cost
	BOARD OF SUPERVISORS REVIEW AND ADOPTION	Hearing with the Board of Supervisors for adoption of the final draft of the safety element	0	\$0.00	\$0.00	\$800.00	\$0.00		\$0.00	Direct Cost
Activity Total			0	\$0.00	\$0.00	\$203,600.00	\$0.00		\$0.00	
General Administration										
General Administration Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Activity Delivery										
Activity Delivery Total			0	\$0.00	\$0.00	\$0.00	\$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	\$203,600.00	\$0.00		\$0.00	

Budget Report, Created by Katrina Braehmer, Katrina.Braehmer@sonoma-county.org, 05/12/2022
Source: eCivis™ Portal
<http://www.ecivis.com/>

17-MITPPS-21027-Am1_STD 213A_Pending

Final Audit Report

2025-06-23

Created:	2025-06-23
By:	McCall Miller (McCall.Miller@sonoma-county.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAArO4z-clTZNO6kLNQ8ddfr1aXJmOH_V0P

"17-MITPPS-21027-Am1_STD 213A_Pending" History



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