



# Hidden Valley Lake Community Services District

## Special Meeting

DATE: July 3, 2019  
TIME: 12:30 P.M.  
PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) DISCUSSION AND POSSIBLE ACTION: Approve the General Manager to sign the amended Local Match Commitment for the Generator Project Sub-application.
- 6) PUBLIC COMMENT
- 7) BOARD MEMBER COMMENT
- 8) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at [www.hvicsd.org/meetings](http://www.hvicsd.org/meetings).

In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting.

Public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.



**Backup Power Reliability Project  
Cost Estimate Narrative**

DR4407-PJ057

This narrative will provide detail for each line item that exists on the Cost Estimate Spreadsheet. As per the bulleted item in the Subapplication, #15A Cost Estimate Instructions;

“Total costs must be consistent with the requested federal share plus the matching funds and must be consistent with the project cost in the Benefit-Cost Analysis, SOW and work schedule.”

Hidden Valley Lake Community Services District (HVLCS D) engaged Planning Partners, Inc. to assist with completion of Environmental portions of the subapplication and the necessary technical studies needed to answer all items of the FEMA Environmental Checklist in the Subapplication #20. The quote and Scope of Work is included in this Budget Section as “1. Planning Partners Proposal”. This agreement includes field reconnaissance, technical analyses, environmental review, checklist form, and CEQA activity.

HVLCS D engaged Coastland Civil Engineering to provide preliminary engineering assistance to complete the subapplication. The proposal and work estimate is included in this Budget Section as “2a. Coastland Proposal”, “2b. LSCE Proposal”, and “2c. Fee schedules”. This agreement includes field verification of sites and facilities, preliminary design, cost estimates for all work involved, and a schedule relative to these costs.

The format of the remainder of this narrative is designed to correspond to the Subapplication #14 Project Work Schedule line items of major work elements and milestones.

1. Pre-award costs are a combination of Coastland and Planning Partners’ efforts to provide design, cost, schedule, environmental surveys, and environmental reports.

<b>Firm</b>	<b>Task</b>	<b>Cost</b>
Planning Partners	Field Reconnaissance	\$3,060
Planning Partners	Technical Studies	\$8,710
Planning Partners	FEMA Evaluation Form	\$9,310
Planning Partners	CEQA	\$945
Planning Partners	Meetings/Administration	\$740
Planning Partners	Direct Costs	\$1,075
	<b>Subtotal</b>	<b>\$23,840</b>
Coastland /LSCE	Field verification	\$7,050
Coastland/LSCE	Preliminary Plans	\$19,899
Coastland/LSCE	Cost Estimates	\$6,778
Coastland/LSCE	Schedule	\$2,453
	<b>Subtotal</b>	<b>\$36,180</b>
	<b>Total</b>	<b>\$60,020</b>

2. Post-award design & permitting costs are listed in this Budget Section as “3a. Coastland Work Estimate”. Post-Award Tasks 2.1 through 2.8 are listed in the following table. Meetings will take place throughout the term of the project, but the initial kickoff meeting will be a key factor in the successful completion of the project, on time and on budget. The team will review requirements



**Backup Power Reliability Project  
Cost Estimate Narrative**

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such as Environmental commitments to help finalize design documents. The Wellfield location will need a topographical ground survey completed (See Section 8. Budget “4a. Survey Quote), and a geotechnical study will provide design guidance for possible site grading, trenching and concrete pad specifications (See Section 8. Budget “4b. Geotech Quote”). These three tasks will aid in the development of the final design documentation. Permitting for possible buildings, and a PG & E variance have been identified as prerequisites to the construction phase of this project. Coastland will conduct a series of bid document submittals to firmly establish technical specification, costs, and responsibility for potential contractors interested in submitting a bid for this construction project. Once bids are received, the administration of managing, analyzing, and recommendations has also been incorporated into this work estimate. Construction management and inspection throughout the course of the project is identified in Section 2.8 of the Coastland Work Estimate. Responding to Subapplication RFIs and finalizing the As-Built drawings have also been identified as tasks needed to comprehensively and successfully bring this project to completion.

<b>Section</b>	<b>Task</b>	<b>Cost</b>
2.1	Meetings	\$18,194
2.2	Survey	\$4,725
2.3	Geotechnical Study	\$11,810
2.4	Agency coordination	\$9,705
2.5	Building permitting	\$16,683
2.6	Bid documentation	\$129,905
2.7	Contract bid and award	\$30,078
2.8	Construction management and inspection	\$235,370
	<b>Total</b>	<b>\$456,470</b>

3. Construction task: Mobilization at four pump stations. Preparatory work for moving individuals, equipment and supplies to the construction site is slightly different for each location, given parcel size, slope, and residential proximity.

<b>Location</b>	<b>Task</b>	<b>Cost</b>
Wellfield	Mobilization	\$33,000
Water Treatment Plant	Mobilization	\$30,000
Greenridge BPS	Mobilization	\$23,000
Unit 9 BPS	Mobilization	\$55,000
	<b>Total</b>	<b>\$141,000</b>

4. Construction Tasks: Concurrent activities of PG & E guy wire relocation, order generators, site preparation.
  - a. PG & E guy wire relocation - Costs have already been identified in the Coastland post-award design & permitting costs estimates in accordance with standard variance procedures within this agency. Since the responsibility of executing this task is largely PG & E staff, it is listed concurrently with other tasks that are not dependent upon its completion.
  - b. Order/Purchase generators – The time that it takes from the purchase of a generator until its arrival has been incorporated as part of this milestone project task. The costs of each generator has been fully vetted by civil, electrical, and environmental engineering. Right-



**Backup Power Reliability Project  
Cost Estimate Narrative**

DR4407-PJ057

sizing, permitting, county ordinance, and visible sensitivity are factors that have contributed to these price points. See Section 8. Budget, “5. Generator quotes.pdf”

- c. Site preparation – This concurrent task is defined as the clearing of vegetation, rock and soil, at the pad sites for the generators, as well as the removal of existing fencing, primarily at the wellfield location.

Location	Task	Cost
Wellfield	Order generator	\$171,200
Water Treatment Plant	Order generator	\$187,460
Greenridge BPS	Order generator	\$180,200
Unit 9 BPS	Order generator	\$163,800
	<b>Subtotal</b>	<b>\$702,660</b>
Wellfield	Site preparation - Remove fencing (27 LF), bollard	\$2,945
Greenridge BPS	Site preparation – Grading (90 CY)	\$11,250
	<b>Subtotal</b>	<b>\$14,195</b>
	<b>Total</b>	<b>\$716,855</b>

- 5. Construction Tasks: Concurrent activities of demolition, concrete & retaining walls
  - a. Demolition – Preliminary designs have identified the most viable location for each generator. For two of the locations, The Water Treatment Plant, and the Unit 9 BPS will require demolition of some existing structures. The footprint of these buildings has helped determine the cost of demolition.
  - b. Concrete & retaining wall - Concrete slabs will be poured at each stationary generator site, and will be sized in proportion to the generator that will be placed upon it, with 4’ clearance on all sides. Because of the slight slope at the Greenridge BPS, a retaining wall is planned using 24 cubic yards of concrete.

Location	Task	Cost
Water Treatment Plant	Demolish building	\$15,000
Unit 9 BPS	Demolish building	\$8,000
	<b>Subtotal</b>	<b>\$23,000</b>
Wellfield	Concrete (9 CY) & aggregate base (17 CY)	\$15,050
Water Treatment Plant	Concrete (9 CY) & aggregate base (26 CY)	\$17,300
Greenridge BPS	Structural concrete (24 CY), concrete (10 CY), aggregate base (32 CY)	\$47,800
Unit 9 BPS	Concrete foundation & pad (895 SF) & aggregate base	\$163,480
	<b>Subtotal</b>	<b>\$243,630</b>
	<b>Total</b>	<b>\$266,630</b>

- 6. Construction Tasks: Concurrent activities of fencing, generator install & electrical
  - a. Fencing – Three of the pumping stations will include six foot tall security fence, and a twelve foot long security gate. The linear feet will vary according to location.



**Backup Power Reliability Project  
Cost Estimate Narrative**

DR4407-PJ057

- b. Generator install & electrical - The arrival and placement of the fully vetted generators can concurrently occur with fencing because the labor and skills required for these two tasks are mutually exclusive. The electrical engineers and electric technicians will install generators and all appurtenances. This installation includes connectivity to the telemetry systems at HVLCSD.

Location	Task	Cost
Wellfield	Fencing (16 LF) & Gate	\$8,500
Water Treatment Plant	Fencing (21 LF) & Gate	\$5,125
Greenridge BPS	Fencing (82 LF), Gate & building	\$14,875
Unit 9 BPS	Building (895 SF)	\$281,925
	<b>Subtotal</b>	<b>\$310,425</b>
Wellfield	Generator, Automatic Transfer Switch, Electrical materials, Electrical labor, SCADA program modifications	\$99,070
Water Treatment Plant	Generator, Automatic Transfer Switch, Electrical materials, Electrical labor, SCADA program modifications	\$151,404
Greenridge BPS	Generator, Electrical Materials, Electrical labor, SCADA program modifications	\$69,646
Unit 9 BPS	Generator, Electrical materials, Electrical labor, SCADA program modifications	\$71,875
	<b>Subtotal</b>	<b>\$391,995</b>
	<b>Total</b>	<b>\$702,420</b>

- 7. Construction Task: Paving is the final aspect of project construction, and is anticipated to occur at the Water Treatment Plant, Greenridge BPS, and Unit 9 BPS.

Location	Task	Cost
Water Treatment Plan	Asphalt (5T) & trench paving (2T)	\$2,050
Greenridge BPS	Asphalt (5 T)	\$1,250
Unit 9 BPS	Asphalt (15 T)	\$3,750
	<b>Total</b>	<b>\$7,050</b>

Project closeouts tasks are expected to be complete within 60 days, and Grant closeout tasks are defined to take 90 days. Specific tasks include project paperwork, records, final as-built drawings costs and final inspections as well as FEMA and CalOES closeout requirements. These tasks

## HMGP Cost Estimate Spreadsheet

DATE	JURSDICTION NAME	DISASTER & PROJECT OR PLANNING #	PROJECT OR PLANNING TITLE
	Hidden Valley Lake Community Services District	DR4407-PJ057	Backup Power Reliability

#	Item Name	Unit Quantity	Unit of Measure	Unit Cost	Cost Estimate Total
1	Pre-Award Costs: See Coastland and Planning Partne	1	EA	\$ 60,020.00	\$ 60,020
2	Post-Award Design & Permitting: See Coastland cost	1	EA	\$ 456,470.00	\$ 456,470
3	Construction - Mobilization	1	EA	\$ 141,000.00	\$ 141,000
4	Construction -Purchase generators, site preparation	1	EA	\$ 716,855.00	\$ 716,855
5	Construction - Demolition, concrete & retaining wall	1	EA	\$ 266,630.00	\$ 266,630
6	Construction - Fencing, install generators, electrical in	1	EA	\$ 702,420.00	\$ 702,420
7	Construction - Paving	1	EA	\$ 7,050.00	\$ 7,050
8	Project Close-out (built into #2 Design & Permitting)	1	EA		\$ -
9	Grant Close-out (built into #2 Design & Permitting)	1	EA		\$ -
<b>Total Project Cost Estimate:</b>					<b>\$ 2,350,445</b>

# HAZARD MITIGATION GRANT PROGRAM PROJECT SUBAPPLICATION

<b>DISASTER NUMBER:</b>	4407
<b>JURISDICTION NAME:</b>	Hidden Valley Lake Community Services District
<b>PROJECT TITLE:</b>	Backup Power Reliability
<b>PROJECT NUMBER:</b>	0057

PROJECT NUMBER IS THE CONTROL NUMBER RECEIVED AT TIME OF SUCCESSFUL NOI SUBMITTAL



**Cal OES**  
**GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES**

3650 SCHRIEVER AVENUE | MATHER, CA 95655  
RECOVERY SECTION | HAZARD MITIGATION ASSISTANCE BRANCH  
PHONE: (916) 845-8200 | FAX: (916) 845-8387





# HAZARD MITIGATION GRANT PROGRAM (HMGP)

## INTRODUCTION

### INTRODUCTION

As a result of a major disaster declaration by the President of the United States, the State of California is eligible for HMGP funding. The State has established priorities to accept project subapplications from subapplicants state-wide including, state agencies, Federally Recognized Tribes, local governments, and Private Non-Profits consistent with Title 44 of the Code of Federal Regulations (44CFR), Part 206.2.

Eligible hazard mitigation activities are intended to reduce or eliminate damages to life and improved property. Activities include cost effective hazard mitigation projects, and hazard mitigation planning activities approvable by the Federal Emergency Management Agency(FEMA).

### PUBLIC ASSISTANCE

HMGP does not fund repairs for damages that result after a disaster. If your project proposes repairing a damaged facility resulting from a disaster, contact the Public Assistance (PA) Program at [disasterrecovery@caloes.ca.gov](mailto:disasterrecovery@caloes.ca.gov).

### TIME EXTENSIONS

Time extensions may be requested, and will be evaluated on a case-by-case basis. To request additional time to submit a subapplication, send an email to the [HMA@caloes.ca.gov](mailto:HMA@caloes.ca.gov) mailbox. The subject line must include: "Subapplication Time Extension Request (include Disaster Number and Project Control Number)". The body of the message must include justification and specific details supporting why more time is needed and how much additional time is requested.

### QUESTIONS

Submit all HMGP subapplication questions to the following mailbox: [HMA@caloes.ca.gov](mailto:HMA@caloes.ca.gov)

# HAZARD MITIGATION GRANT PROGRAM REGULATIONS

## REGULATIONS

Federal funding is provided under the authority of the [Robert T. Stafford Emergency Assistance and Disaster Relief Act \(Stafford Act\)](#) through FEMA and the California Governor's Office of Emergency Services (Cal OES). Cal OES is responsible for identifying program priorities, reviewing subapplications and forwarding recommendations for funding to FEMA. FEMA has final approval for activity eligibility and funding.

The federal regulations governing HMGP are found in Title 44 of the Code of Federal Regulations (44CFR), Part 201 (Planning) and Part 206 (Projects) and in Title 2 of the Code of Federal Regulations (2CFR), Part 200 (Uniform Administrative Requirements).

The Council on Environmental Quality (CEQ) has developed regulations to implement the National Environmental Policy Act (NEPA). These regulations, as set forth in Title 40, Code of the Federal Regulations (CFR) Parts 1500-1508, require an investigation of the potential environmental impacts of a proposed federal action, and an evaluation of alternatives as part of the environmental assessment process. The FEMA regulations that establish the agency-specific process for implementing NEPA are set forth in 44 CFR Part 10. FEMA will undertake the NEPA clearance process.

The subapplicant is responsible for complying with the regulations set forth in the California Environmental Quality Act (CEQA) (California Code of Regulations, Title 14, Division 6, Chapter 3, Sections 15000–15387) and any other state/local permits or requirements.

## FEMA GUIDANCE

FEMA requires that all projects adhere to the [Hazard Mitigation Assistance Unified Guidance 2015](#).

## HAZARD MITIGATION GRANT PROGRAM ELIGIBILITY CHECKLIST

Before completing the subapplication, review the following HMGP eligibility checklist to ensure project meets the requirements for HMGP funding.

- Construction/Ground Breaking:** No construction or ground breaking activities are allowed prior to FEMA approval. HMGP does not fund projects that are in progress or projects that have already been completed.
- Approved Notice of Interest:** Subapplicant must have an approved Notice of Interest (NOI) to submit a subapplication for HMGP funding. Only activities approved through the NOI process can be submitted for HMGP funding consideration. The approved NOI must be consistent with the subapplication submitted.
- Benefit Cost Analysis:** Benefit Cost Analysis (BCA) Toolkit Version 5.3.0 must be used to conduct the BCA. FEMA will only consider subapplications that use a FEMA-approved BCA methodology. Documentation to support BCA must be included in subapplication. Projects with a benefit cost ratio (BCR) of less than 1.0 will not be considered. BCA will be verified by FEMA and Cal OES upon subapplication submittal.
- Subapplicant Eligibility:** Subapplicant must be an eligible State Agency, Local Government (City, County, Special Districts), Federally Recognized Tribe or Private Nonprofit (PNP) Organization. PNP is defined as private nonprofit educational, utility, emergency, medical, or custodial care facility, facilities providing essential governmental services to the general public and such facilities on Indian reservations (see 44 CFR Sections 206.221(e) and 206.434(a)(2)).
- MJHMP:** Subapplicant must have a FEMA approved and adopted Local Hazard Mitigation Plan (LHMP), or be participating in a Multi-Jurisdictional LHMP, to be eligible for HMGP funding. If a jurisdiction has its own governing body, jurisdiction must be covered under its own plan. LHMP/Multi-Jurisdictional LHMP's expire five years after FEMA approval. Failure to update plan before expiration date may cause project deobligation.
- Cost Share:** Local funding match of 25% of the total project cost is required by the subapplicant. HMGP matching funds must be from a non-federal source. State does not contribute to local funding match.
- Period of Performance:** Projects must be completed (including close-out) within the 36 month Period of Performance (POP). POP begins upon FEMA approval of the subapplication.

**HAZARD MITIGATION GRANT PROGRAM  
ELIGIBILITY CHECKLIST  
(continued)**

- Complete Subapplication:** Failure to include all required documentation will delay the processing of your subapplication and may result in denial of project. The SOW, cost estimate, cost estimate narrative, work schedule and BCA must accurately mirror each other to be considered for funding. The budget narrative must include a detailed description of every cost estimate line-item, including the methodology used to estimate each cost.
  
- Regulations:** Subapplications that are inconsistent with state and federal HMGP regulations, or do not meet eligibility criteria will not be considered.
  
- Duplication of Programs:** HMGP funding cannot be used as a substitute or replacement to fund activities or programs that are available under other federal authorities, known as Duplication of Programs (DOP).



**SUBAPPLICANT MUST BE ABLE TO CHECK EVERY BOX TO QUALIFY FOR HMGP FUNDING.**

## SUBAPPLICATION FORMAT INSTRUCTIONS

Cal OES requires the following format to be used for all HMGP subapplications. Two complete subapplications must be submitted to Cal OES. Each subapplication must be in separate binders. The first copy is logged and retained for Cal OES records. The second copy will be forwarded to FEMA for review and final determination.

### COMPLETE SUBAPPLICATION PACKAGE CONSISTS OF THE FOLLOWING:

- TWO** identical printed subapplications must be provided in 3-ring binders
  - Each binder section must be tabbed in the format outlined below
  - Each binder must be large enough to hold all of the contents
  - The use of additional binders is permitted as needed
  - All printed attachments must be clearly titled
  
- TWO** identical CD-RWs must include functional electronic versions of all documents/attachments
  - Attachments must be in one of the following formats: Microsoft Word Version 2007 (or newer), Microsoft Excel or Adobe PDF
  - Benefit Cost Analysis (BCA) 5.3.0 must be included in a .zip file format
  - All electronic attachments must be clearly titled

### ORGANIZATION OF THE BINDER SECTIONS MUST BE TABBED IN THE FOLLOWING FORMAT:

0. Table of Contents
1. Subapplication
2. Scope of Work
3. Designs
4. Studies
5. Maps
6. Photos
7. Schedule (Additional documentation work schedule components, Gantt chart, etc.)
8. Cost Estimate ([HMGP Cost Estimate Spreadsheet](#) and cost estimate narrative)
9. Match ([Local Match Commitment Letter Template](#))
10. BCA Report ([BCA Version 5.3.0](#) report and BCA supporting documentation)
11. Maintenance ([Project Maintenance Letter Template](#))
12. Environmental ([FEMA's Site Information, Environmental Review and Checklist](#) and all other environmental documentation)
13. Authorization ([Agent Resolution Form](#))
14. Supporting Docs (Any additional supporting documentation)

### MAIL OR DELIVER COMPLETED SUBAPPLICATIONS TO:

California Governor's Office of Emergency Services  
Hazard Mitigation Assistance Branch  
Attention: Hazard Mitigation Grant Program  
3650 Schriever Avenue  
Mather, CA 95655

# PROJECT SUBAPPLICATION FORM

## SUBAPPLICANT INFORMATION

1. **SUBAPPLICANT:**

Name of state agency, local government, federally recognized tribe, private non-profit, or special district applying for funding.

2. **TYPE:** STATE/LOCAL GOVERNMENT  FEDERALLY RECOGNIZED TRIBE  PRIVATE NON-PROFIT  SPECIAL DISTRICT

3. **FIPS #:**  IF YOU DO NOT KNOW YOUR FEDERAL IDENTIFICATION PROCESSING SYSTEM NUMBER (FIPS #), REQUEST BY EMAILING THE [HMA@CALOES.CA.GOV](mailto:HMA@CALOES.CA.GOV) MAILBOX

4. **DUNS #:**  IF YOU DO NOT KNOW YOUR DATA UNIVERSAL NUMBERING SYSTEM (DUNS) #, CALL DUN & BRADSTREET (D&B) @ 1-866-705-5711 FOR INFORMATION

5. **COUNTY:**  THE NAME OF THE COUNTY WHERE THE PROPOSED PROJECT IS LOCATED

6. **POLITICAL DISTRICT NUMBERS:** CONGRESSIONAL:   
STATE ASSEMBLY:   
STATE LEGISLATIVE:   
PROVIDE ONLY THE NUMBERS OF THE POLITICAL DISTRICTS FOR THE SUBAPPLICANT

7. **PRIMARY CONTACT:**

POINT OF CONTACT FOR YOUR PROJECT. CAL OES WILL CONTACT THIS PERSON FOR QUESTIONS AND/OR REQUESTS FOR INFORMATION

**NAME:**  Mr.  Ms. **FIRST:**  **LAST:**

**TITLE:**

**ORGANIZATION:**

**ADDRESS:**

**CITY:**  **STATE:**  **ZIP CODE:**

**TELEPHONE:**  **FAX:**

**EMAIL:**

8. **ALTERNATIVE CONTACT:**

BACK-UP POINT OF CONTACT FOR YOUR PROJECT. CAL OES WILL CONTACT THIS PERSON IF PRIMARY CONTACT IS UNAVAILABLE

**NAME:**  Mr.  Ms. **FIRST:**  **LAST:**

**TITLE:**

**ORGANIZATION:**

**ADDRESS:**

**CITY:**  **STATE:**  **ZIP CODE:**

**TELEPHONE:**  **FAX:**

**EMAIL:**

# LOCAL HAZARD MITIGATION PLAN INFORMATION

**9. LOCAL HAZARD MITIGATION PLAN (LHMP) REQUIREMENT:**

**i** A FEMA approved and locally adopted LHMP is required to receive federal funding for all project subapplication activities. Subapplicants for HMGP funding must have a FEMA-approved Mitigation Plan in place at the time of sub-award. Subapplication will be reviewed to ensure that the proposed activity is in conformance with subapplicant’s plan.

**A. NAME/TITLE OF YOUR LHMP:** HVLCSO Local Hazard Mitigation Plan

<p><b>B. LOCAL SINGLE JURISDICTIONAL MULTHAZARD MITIGATION PLAN:</b></p> <p>DATE SUBMITTED TO CAL OES: <input style="width: 80px;" type="text"/></p> <p>DATE APPROVED BY FEMA: <input style="width: 80px;" type="text"/></p> <p>DATE ADOPTED BY LOCAL AGENCY: <input style="width: 80px;" type="text"/></p>	<b>OR</b>	<p><b>LOCAL MULTI JURISDICTIONAL MULTHAZARD MITIGATION PLAN:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">DATE SUBMITTED TO CAL OES:</td> <td style="width: 20%;">2/27/18</td> </tr> <tr> <td>DATE APPROVED BY FEMA:</td> <td>APA 5/11/18</td> </tr> <tr> <td>DATE ADOPTED BY LOCAL AGENCY:</td> <td>6/26/18</td> </tr> </table> <p>LEAD AGENCY: <span style="border: 1px solid black; padding: 2px;">Lake County LHMP in process</span></p>	DATE SUBMITTED TO CAL OES:	2/27/18	DATE APPROVED BY FEMA:	APA 5/11/18	DATE ADOPTED BY LOCAL AGENCY:	6/26/18
DATE SUBMITTED TO CAL OES:	2/27/18							
DATE APPROVED BY FEMA:	APA 5/11/18							
DATE ADOPTED BY LOCAL AGENCY:	6/26/18							

**C. IF YOUR PROJECT IS REFERENCED IN YOUR LHMP, INDICATE WHERE THE PROPOSED PROJECT CAN BE FOUND; USE N/A FOR NOT APPLICABLE BOXES:**

CHAPTER	PART	SECTION	PAGE
5	5.4	Action 6	5-28 through 5-29

**STOP DO NOT INCLUDE A COPY OF YOUR PLAN WITH SUBAPPLICATION.**

**D. PROVIDE A SHORT NARRATIVE DETAILING HOW YOUR PROJECT ALIGNS WITH THE RISK AND HAZARD ASSESSMENTS, STRATEGIES, GOALS AND/OR OBJECTIVES OF YOUR PLAN:**

The Backup Power Reliability project would place appropriately sized power generators at four water delivery pump stations. In order for water to be made available for households and firefighters, the electricity required to pump up to water tanks would no longer be a weak spot in the water distribution system.

The Public Safety Power Shutoff Policy initiated by Pacific Gas and Electric are likely to take place during weather conditions that pose the highest risk of wildfire. Lake County's history of wildfire, flood, heavy windstorms and earthquakes underscore the vulnerability of drinking water pumping stations with only a single source of power. The lack of water availability presents a threat to public health and safety. Please see Section 13. Supporting Docs, "PSPS Fact Sheet.pdf"

Many goals and objectives of the LHMP will be met at the completion of this project, including;

Goal 1: "Minimize risk and vulnerability..to hazards and protect lives and protect losses to property, public health and safety, economy, and the environment."

Goal 1 Objective: "Provide protection for critical facilities, utilities, and services and minimize disruption."

Goal 3: "Improve communities' capabilities to prevent/mitigate hazard-related losses and to be prepared for, respond to, and recover from a disaster event. "

Goal 3 Objective: "Reduce the number of emergency incidents and disaster occurrences. "

Goal 4: "Increase and maintain wildfire prevention and protection in Lake County."

Goal 4 Objective: "Increase and maintain wildfire prevention and protection."

The redundancy offered by backup power generators at pumping stations help ensure Hidden Valley Lake residents access to a reliable and adequate supply of pure, wholesome, healthful, and potable water, as per the California Health and Safety Code Section 116555(a)(3). This redundancy will also assist firefighters in the event of a wildfire at the nexus of a wildland/urban environment, to reduce conflagration. The community will become more resilient in both prevention and response.

## COMMUNITY INFORMATION

### 10. COMMUNITY PARTICIPATION:

#### A. CHECK BOX(ES) IF YOUR COMMUNITY PARTICIPATES IN ANY OF THE FACTORS BELOW:

Select a column appropriate to your type of project. Acronyms include: Community Wildfire Protection Plan (CWPP), California Environmental Quality Act (CEQA), Community Rating System (CRS) Plan and Unreinforced Masonry (URM) Participation.

FIRE
<input checked="" type="checkbox"/> CWPP, FIRE WIRE, FIRE SAFE
<input type="checkbox"/> CURRENT CEQA ACTIVITY
<input type="checkbox"/> DEFENSIBLE SPACE

FLOOD
<input type="checkbox"/> CRS PLAN
<input type="checkbox"/> CURRENT CEQA ACTIVITY
<input type="checkbox"/> HYDROLOGY STUDY

EARTHQUAKE
<input type="checkbox"/> SHAKEOUT DRILL PARTICIPATION
<input type="checkbox"/> CURRENT CEQA ACTIVITY
<input type="checkbox"/> URM PARTICIPATION

#### B. PROVIDE A NARRATIVE DESCRIPTION OF ALL OF FACTORS SELECTED FROM LIST ABOVE:

The 2008 Community Wildfire Protection Plan aligns with HVLCS D's Backup Power Reliability Project by identifying priority "projects tht reduce risks and hazard from wildfire while protecting conservation values in Lake County".

The community of Hidden Valley Lake is an accredited Firewise community, dedicated to working together to reduce fire risk.

#### C. IS YOUR JURISDICTION REQUIRED TO PROVIDE PUBLIC NOTICE OF THIS PROJECT?

Yes  No    If yes, provide details:

## PROJECT INFORMATION

11. PROJECT TITLE:

MUST USE THE SAME PROJECT TITLE ORIGINALLY USED IN THE APPROVED NOTICE OF INTEREST (NOI). IF YOU NEED TO CHANGE YOUR PROJECT TITLE, CONTACT CAL OES AT [HMA@CALOES.CA.GOV](mailto:HMA@CALOES.CA.GOV)

12. PROJECT LOCATION:



**A. IDENTIFY THE COUNTY/COUNTIES WHERE THE ACTIVITY WILL OCCUR:**

Lake

**B. LATITUDE/LONGITUDE COORDINATES:**

FEMA requires that all projects be geo-coded using latitude and longitude (lat/long) using NAD-83 or WGS-84 datum. The lat/long coordinates must be expressed in degrees including five or more decimal places (e.g., latitude 36.999221, longitude -109.044883).

LATITUDE
38.797508

LONGITUDE
-122.554008



**IF THERE ARE MORE THAN ONE SET OF LAT/LONG COORDINATES, PROVIDE ON SEPARATE DOCUMENT AND ADD TO MAP SECTION OF BINDER.**

**C. STRUCTURE COORDINATES:**

- For projects that protect buildings or other facilities, provide coordinates for each structure at either the front door of the structure or the intersection of the public road and driveway that is used to access the property.
- For large activity areas, such as detention basins or vegetation management projects, the location must be described by three or more coordinates that identify the boundaries of the project.
- The polygon created by connecting the coordinates must encompass the entire project area.

Wellfield	: 38.779943; -122.556573
Water Treatment Plant	: 38.797506; -122.553955
Greenridge	: 38.817159; -122.562731
Unit 9	: 38.824414; -122.563916

Please refer to the Maps Section, "Subapplication #12BC All Pump Stations.pdf" for a map view of these coordinates

**D. STAGING AREA:**

Describe the project staging area. This is the area where the project equipment, materials and/or debris will be staged. Include a vicinity map with the proposed staging area(s) in the map section of the binder.

The project staging areas will be located at each Pump Station location. All equipment and materials will be contained within the boundary of the HVLCSD parcel or easement.
Please refer to the Maps Section, "Subapplication #12D Vicinity.pdf", "Subapplication #12D Wellfield Boundary.pdf", "Subapplication #12D Water Treatment Plant Boundary.pdf", "Subapplication #12D Greenridge Boundary.pdf", "Subapplication #12D Unit 9 Boundary.pdf" for images and map views of these areas.



**AERIAL MAP(S) OF STAGING AREA(S) MUST BE INCLUDED IN SUBAPPLICATION.**

**E. SEA LEVEL RISE (SLR):**

1. Is the risk to the project increased by SLR due to project location and project activity type? Yes  No
2. Was SLR considered and included in the mitigation measures implemented in this project? Yes  No

**F. SITE PHOTOS:**

- A minimum of three ground photos per project site are required. Include in photo section of the binder.

**G. MAPPING REQUIREMENTS:**

Provide the following mapping elements in the map section of the binder:

- If project area has been mapped using GIS software, include the completed Shapefiles on CD-RW.
- Include a vicinity map of the general area showing major roads. Aerial photographs may be used as vicinity maps.
- Prominently mark the project location on the vicinity map.
- Provide a detailed project map that clearly identifies the project boundaries.
- Project map must show all lat/long coordinates provided in the project description.
- Vicinity map and the project map must both have a north arrow and scale.

**i DO NOT SEND ROLLED MAPS – MAPS MUST BE FOLDED UNTIL 8.5” x 11” IN SIZE.**

**H. PUBLIC ASSISTANCE (PA) PROGRAM FUNDING:**

List any Public Assistance Disaster Survey Reports (DSR) or Project Worksheets (PWs) that were completed at the project location from previous disasters. List all current engagement with PA for this current disaster and include date(s) if known:

N/A

**I. DEED RESTRICTIONS THAT LIMIT FEDERAL FUNDING:**

Is there a deed restriction or permanent conservation easement on the property at the project site that would prohibit federal disaster funding (e.g., a previously FEMA funded acquisition of a structure on this property)? If yes, describe in detail.

N/A

**13. PROJECT DESCRIPTION:**

**A. APPLICATION TYPE:**

- Project    5% Activity

*5% activities are defined as mitigation actions that are consistent with your local hazard mitigation plan and meet all HMGP requirements, but may be difficult to conduct a standard BCA to prove cost-effectiveness. Examples: early earthquake warning system, back-up generators for critical facilities, public awareness campaign, mitigation specific community outreach activities.*

**B. PROJECT TYPE:**

Select at least one project type; select as many as needed to accurately describe project.

<input type="checkbox"/> EARTHQUAKE	<input checked="" type="checkbox"/> FIRE	<input type="checkbox"/> FLOOD	<input checked="" type="checkbox"/> OTHER
<input type="checkbox"/> CODE ENFORCEMENT	<input type="checkbox"/> DEFENSIBLE SPACE	<input type="checkbox"/> ACQUISITION	<input checked="" type="checkbox"/> CRITICAL FACILITY GENERATOR(S)
<input type="checkbox"/> NON-STRUCTURAL	<input type="checkbox"/> FIRE RESISTANT BUILDING MATERIALS	<input type="checkbox"/> DRY FLOOD PROOFING	<input type="checkbox"/> DROUGHT <input type="checkbox"/> TSUNAMI
<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> FIRE VEGETATION MANAGEMENT	<input type="checkbox"/> FLOOD CONTROL	<input type="checkbox"/> WIND
<input type="checkbox"/> NON-STRUCTURAL & STRUCTURAL	<input type="checkbox"/> SOIL STABILIZATION	<input type="checkbox"/> ELEVATION	

**C. DESCRIBE PROBLEM/HAZARDS/RISKS:**

Describe the problem this project is attempting to solve and the expected outcome. Describe the hazards and risks to life, safety and any improvements to property in the project area for at least the last 25 years. Describe in detail how the project reduces hazard effects and risks.

HVLCSD Critical facilities that deliver potable water are currently not protected by backup power generators. Four pumping stations are responsible for the conveyance of water to approximately 7500 residents. The lack of power redundancy to these pumping stations poses a risk to the health and safety of all Hidden Valley Lake residents. Wildfire, flood, and precautionary de-energization of electric transmission lines threaten Hidden Valley Lake's access to safe, potable drinking water, a clear violation of Water Code Section 106.3. Establishing four stationary generators with automatic transfer, associated cabling, telemetry and safety/security features will effectively mitigate this risk. Additionally, the advent of a more reliable power source reduces fire conflagration at this nexus of housing and wildland. Reduced fire risk also helps protect lives and prevent losses to property.

In 1994 HVLCSD merged with Stonehouse Mutual Water to meet the growing water/wastewater demands of this gated community. Providing a single source of critical functions protects both the community and the area's natural resource with more efficient management of infrastructure and compliance operations. HVLCSD has continued to act upon its commitment to efficiency and proper stewardship with improvements to infrastructure, and maintenance. Studies in 1998, 2000, and 2001 have helped to analyze existing demand, and forecast future infrastructure improvement needs. In 2003 three of the booster pump stations underwent pump upgrades (Water Treatment Plant, Greenridge BPS, Unit 9 BPS). In 2017, backup power generators were installed at each of the collection system lift stations. The Water Master Plan 2001 recognizes the need for backup power at pump stations. See Section 13. Supporting Docs, "Water Master Plan Excerpts.pdf".

The outcome of this project will be a reduced risk of water supply disruption and increased community resilience. Protection of life, safety and property are benefits recognized with a more reliable water source.

**D. DESCRIBE RECENT EVENTS THAT INFLUENCED THE SELECTION OF THIS PROJECT:**

Describe recent events (e.g. changes in the watershed, discovery of a new hazard, zoning requirements, inter-agency agreements, etc.) that influenced the selection of this project.

Hidden Valley Lake has already experienced power loss. Extreme weather events in Hidden Valley Lake, or adjacent communities have resulted in a loss of power or presented a strong threat of power loss to the drinking water distribution system.

The threat of wildfire is a very real threat as evidenced by the seven devastating wildfires that have occurred in Lake County in the last three years. See Section 13. Support Doc, "Lake County fires 2015-2018.pdf".

The increase in frequency and intensity of extreme weather events has prompted the local power provider, Pacific Gas and Electric (PG&E) to take equally extreme steps to prevent the liability of wildfire. The PG&E 2019 Wildfire Safety Program identifies a Public Safety Power Shutoff Policy (See Section 13. Supporting Docs, "PSPS Fact\_Sheet.pdf") that is likely to affect the community of Hidden Valley Lake. The CPUC Fire Threat Map used when implementing this policy, identifies this community as a Tier 2 risk, very closely juxtaposed with Tier 3 threat areas. See Section 13. Supporting Docs, "Tier 2 Risk.pdf"

**E. SCOPE OF WORK (SOW):**

**STATE EXACT SOW DOCUMENT TITLE:** Backup Power Reliability Scope of Work

1. Describe the entire SOW of the project in clear, concise, ample detail.
2. Must provide a thorough description of **all tasks and activities** to be undertaken.
3. Must be written in sequential order from start to finish of the project.
4. Describe any land acquisition activities, and/or right-of-way or access easements that need to be obtained.
5. If structural, discuss how the structure/building/facility will be constructed or retrofitted.
6. Include building or structure dimensions, material types, depth and width of excavations, volume of materials excavated, type of equipment to be used, staging and parking areas, and any phasing of the project.
7. If any tunneling is proposed, describe the method and any temporary trenches or pits.
8. Describe any demolition activities that need to occur prior to construction or retrofitting.



**INSERT THIS DOCUMENT IN THE SOW SECTION OF THE BINDER.**

**F. HAS YOUR JURISDICTION PREVIOUSLY RECEIVED HMGP FUNDING?**

Yes  No  Unknown | If yes, provide disaster number(s):

**G. HAS YOUR JURISDICTION RECEIVED ANY OTHER FUNDING?**

Describe all other funding received for this project and all other recent projects. Identify the funding source (i.e., Federal, State, Private, etc.).

RPA 4301, 4308, 4434

**H. RELATED PROJECTS:**

Describe any other projects or project components (whether or not funded by FEMA), which may be related to the proposed project, or are in (or near) the proposed project area. FEMA must look at all projects to determine a cumulative effect. FEMA reviews all interrelated projects under NEPA regulations.

N/A

**I. HAZARD ANALYSIS TYPE:**

Select the hazard(s) below that this project will protect against. Select as many as needed.

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> BIOLOGICAL      | <input type="checkbox"/> EARTHQUAKE             | <input type="checkbox"/> LAND SUBSISTENCE           | <input type="checkbox"/> TERRORIST            |
| <input type="checkbox"/> CHEMICAL        | <input checked="" type="checkbox"/> FIRE        | <input type="checkbox"/> MUD/LANDSLIDE              | <input type="checkbox"/> TORNADO              |
| <input type="checkbox"/> CIVIL UNREST    | <input type="checkbox"/> FISHING LOSSES         | <input type="checkbox"/> NUCLEAR                    | <input type="checkbox"/> TOXIC SUBSTANCES     |
| <input type="checkbox"/> COASTAL STORM   | <input checked="" type="checkbox"/> FLOOD       | <input type="checkbox"/> SEA LEVEL RISE             | <input type="checkbox"/> TSUNAMI              |
| <input type="checkbox"/> CROP LOSSES     | <input type="checkbox"/> FREEZE                 | <input type="checkbox"/> SEVERE ICE STORM           | <input checked="" type="checkbox"/> WINDSTORM |
| <input type="checkbox"/> DAM/LEVEE BREAK | <input checked="" type="checkbox"/> HUMAN CAUSE | <input checked="" type="checkbox"/> SEVERE STORM(S) |   |
| <input type="checkbox"/> DROUGHT         | <input type="checkbox"/> HURRICANE              | <input type="checkbox"/> SNOW                       |   |

**J. DESIGN PLANS:**

If your project requires design plans, plans should be prepared to supplement the SOW and attached in the design section of the binder. If the project involves ground

disturbance, (e.g. enlarging ditches or culverts, diversion ditches, detention basins, storm water improvements, etc.) include the following:

1. **Scale:** Plans should be drawn to scale (e.g. 1" to 100' or 1" to 200') depicting the entire land parcel, showing buildings, improvements, underground utilities, other physical features, dimensions and cross sections.
  2. **Identification:** Indicate agency name, land owner, civil engineer, soil engineer, geologist, map preparer, and date of map preparation. Also, indicate the name of the project.
  3. **Legend/Orientation:** Include a legend explaining all lines and symbols. Identify property acreage and indicate direction with a north arrow (pointing to top or right hand side of the plan).
  4. **Dimensions:** Show property lines and dimensions. Also, show boundary lines of project and their dimensions if only a portion of the property is being utilized for the project.
  5. **Structures:** Identify all existing and proposed buildings and structures including storm drains, driveways, sidewalks and paved areas.
  6. **Utilities:** Indicate names and location of utilities on property (water, sewage, gas, electric, telephone, cable).
  7. **Roads/Easements:** Indicate location, names, and centerline of streets and recorded roads. Identify any utility, drainage or right-of-way easements on the property.
  8. **Drainage:** Show the location, width and direction of flow of all drainage courses on site.
  9. **Grading/Topographic Information:** Show existing surface contours on-site and bordering the property.
  10. **Parking:** Show all construction parking and staging areas and provide dimensions.
  11. **Cross Sections:** Provide cross sections of proposed buildings, structures or other improvements, and any trenches, temporary pits or catchment basins.
- If applicable, provide studies and engineering documentation, including any Hydrology and Hydraulics (H&H) data.
- If applicable, provide drawings or blueprints that show the footprint and elevations.



**DO NOT SEND PRINTED COPIES OF DESIGN PLANS, DRAWINGS OR BLUE PRINTS LARGER THAN 8.5' x 11" SIZE. DO NOT SEND ROLLED COPIES (FOLD TO OBTAIN 8.5" x 11" SIZE).**

#### K. PROJECT ALTERNATIVES:

Identify three project alternatives:

##### 1. ALTERNATIVE #1 – NO ACTION:

Describe the No Action alternative below. The No Action alternative evaluates the consequences of taking no action and leaving conditions as they currently exist.

The No Action alternative is defined as all water pump stations to remain in their current configuration without a backup power solution. This existing condition presents a significant risk of water outage for the entire community of Hidden Valley Lake and a violation of the California Water Code 106.3 which states;  
"(a) It is hereby declared to be the established policy of the state that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes."

While the HVLCS D's mission is also to "provide, maintain and protect our community's water", making water accessible in the absence of specialized infrastructure designed to deliver water quickly becomes cost prohibitive and insupportable. Providing bottled water during a power outage is not sustainable as a long term solution, nor is it a responsible use of net revenues.

In the event of a wildfire, firefighters need a source of water. Bottled water will not be sufficient. The No Action Alternative does not effectively protect the health and safety of the community.

**2. ALTERNATIVE #2 – PROPOSED ACTION:**

Describe the Proposed Action alternative below. The Proposed Action alternative is the proposed project to solve the problem. Explain why the proposed action is the preferred alternative. Identify how the preferred alternative will solve the problem, why the preferred alternative is the best solution for the community, why and how the alternative is environmentally preferred and why the project is the economically preferred alternative.

The Proposed Action is to place appropriately sized stationary generators at each Water pumping station. The risk of power loss poses a significant to risk to the health and safety of the life and property of Hidden Valley Lake citizens. Permanent stationary generators are the most effective and efficient solution to this real and present danger, as illustrated by the Public Safety Power Shutoff policy of PG & E, the Camp Fire of Paradise, and all seven devastating fires in Lake County from 2015 - 2018.

Water delivery at Hidden Valley Lake begins at an elevation of 900' mean sea level (MSL), and needs to reach customers at an elevation as high as 2100' MSL. The four pumping stations are located at key locations to ensure conveyance to all 7500 residents, and all fire hydrants. Each pumping station has unique electrical needs based on the destination of the water at that particular elevation. Load analysis at each pump station has helped to right-size each of the four generators. Noise attenuating housing has also been incorporated into the design.

The Well Field electrical requirements incorporate the scenario of all pumps running to provide sufficient fire flow in the event of an emergency. A 350kW generator with all weather housing, and an automatic transfer switch is needed at this location. The Water Treatment Plant is the largest electrical user, pumping to pressure zones, that in turn pump to higher pressure zones. A 400kW generator with sound attenuation, and an automatic transfer switch is needed here.

The Greenridge Booster Pump Station is the second highest pumping station, located at 1300' MSL, pumping as high as 1600' MSL. A 350kW generator with sound attenuation is needed.

The Unit 9 Booster Pump Station is the last pumping station delivering to residents at the highest elevation of the community, up to 2100' MSL. A 350kW generator will suit the pumping needs at this location.

The benefit to right-sizing generators, is capturing the most efficiently sized generator without going over. This helps conserve energy and fuel usage, as well as costs. Fiscal responsibility, air quality, and energy consumption are crucial factors that make this alternative the best solution to protecting the health and safety of the Hidden Valley Lake Community.

Not only will backup power protect against a water outage during wildfire, but year-round power protection as well. Flooding, excessive rainfall, and windstorms can occur during the winter months, and pose the same risk of water outage.

**3. ALTERNATIVE #3 – SECOND ACTION ALTERNATIVE:**

Describe the Second Action alternative below. The Second Action alternative described must also solve the described problem. State why this alternative wasn't chosen. It must be a viable project that could be substituted in the event the proposed action is not chosen.

The Second Action Alternative, which is currently underway at HVLCSO, is to procure temporary generators during periods of the highest risk. This procurement process would occur on an as-needed basis, and could provide a cost-savings in the short term. There are several caveats, however, that ultimately transform this alternative into a higher risk, and higher cost solution.

The portable generator needs of HVLCSO are very specific, high kW, and atypical sizes. During a power emergency, the demand for portable generators will be very high, and it will become extremely difficult to obtain uniquely sized generators. It is likely that HVLCSO will be provided with over-sized generators, and will therefore lose the energy, fuel and cost savings of a more permanent solution.

Each procurement event will involve contract negotiations and approval, the securing of qualified electricians to cable and connect, as well as non-trivial transportation and mobilization costs. The administrative aspects of this process add to costs borne by HVLCSO.

The likelihood of a power outage has been more clearly defined in the Public Safety Power Shutoff (PSPS) policy of PG & E, but this policy identifies wildfire risk only. Portable generators may still be needed during extreme weather events such as winter storms, excessive wind events, and flooding. The notable increase in frequency and intensity of all extreme weather events exacerbates the administrative burden of coordinating procurement, and all associated appurtenances.

Attaining generators on an ad-hoc basis is not a sustainable solution to maintaining a reliable water supply. Without the benefit of choice or knowledge of the future HVLCSO is unable to plan, budget, and staff for the learning curve and cost of portable generators.

**WORK SCHEDULE INFORMATION**

**14. PROJECT WORK SCHEDULE:**

The intent of the work schedule is to provide a realistic appraisal of the time and components required to complete the project.

- Describe each of the major work elements and milestones in the description section below.
- Project subapplication examples are: construction, architectural, design, engineering, inspection, testing, permits, project management, mobilization and de-mobilization.
- State the total timeframe anticipated for each of the work elements.
- State the total timeframe anticipated to complete the project.
- Work schedule must mirror SOW, budget and BCA.OPTIONAL:

WORK SCHEDULE EXAMPLE		
#	DESCRIPTION	TIMEFRAME
1.	Kick-off, 90% design meetings	3 months
2.	Final contract drawing development	5 months
3.	Open bids and award contract	4 months
4.	Construction – Mobilization	5 months
5.	Construction – Demolition	4 months
6.	Construction – Concrete and conduit work	2 months
7.	Construction – Trenching	2 weeks
8.	Construction – Utility relocation	4 months
9.	Construction – Electrical Installation	1 month
10.	Construction – Site Restoration	1 week
11.	Construction – Complete punch list	2 months
12.	Construction – Demobilization	1 week
13.	Project Close-out and record drawings	2 months

- Provide the work schedule in GANTT chart form as supplemental documentation in the work schedule section of the binder Include this information as an example.

14.	Grant Close out	3 months
<b>TOTAL MONTHS:</b>		<b>36 months</b>



**TOTAL PROJECT DURATION (INCLUDING CLOSE-OUT) MUST NOT EXCEED A 36 MONTH PERIOD OF PERFORMANCE (POP).**

#	DESCRIPTION	TIMEFRAME
1.	Pre-Award Design	1
2.	Post-Award Design & Permitting - Concurrent activities: Survey, Geotech study, bid development, submittal and award	8
3.	Construction- Mobilization	1.3
4.	Construction - Concurrent PG & E guy wire relocations, order generators, site preparation, construction mgmt & inspection	4.1
5.	Construction - Concurrent demolition Unit 9 BPS, and Water Treatment Plant BPS, concrete and retaining wall, construction mgmt & inspection	4.1
6.	Construction - Concurrent generator install, fencing, electrical improvements, construction mgmt & inspection	4.1
7.	Construction - Surface and trench paving, construction mgmt & inspection	1.3
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.	Project Close-out	2
19.	<b>STANDARD VALUE (DO NOT CHANGE)</b> Grant Close-out	3 months
<b>TOTAL MONTHS:</b>		<b>26.5</b>

If more lines are needed than provided, indicate the title of document in box 1 and attach a separate work schedule in the schedule section of binder.



# COST ESTIMATE INFORMATION

**15. HMGP COST ESTIMATE SPREADSHEET:**

**A. COST ESTIMATE INSTRUCTIONS:**

Using the [HMGP Cost Estimate Spreadsheet](#), provide a detailed cost estimate breakdown.

- Cost estimate describes the anticipated costs associated with the SOW for the proposed mitigation activity. Cost estimates must include detailed estimates of cost item categories.
- Only include costs that are directly related to performing the mitigation activity. If additional work, such as remodeling, additions, or improvements are being done concurrently with the mitigation work, do not include these costs in the submitted budget.
- Documentation that supports the budget must be attached to the subapplication in the budget section of the binder.
- Total costs must be consistent with the requested federal share plus the matching funds and must be consistent with the project cost in the Benefit Cost Analysis (BCA), SOW and work schedule.

HMGP COST ESTIMATE SPREADSHEET EXAMPLE					
#	ITEM NAME	Unit Qty	UNIT	UNIT COST	COST EST TOTAL
1.	Pre-Award Costs: Develop BCA	4	HR	\$150	\$600
2.	Temp. Inlet Filter Rolls	4	EA	\$250	\$1000
3.	Temp. Fiber Roll	1850	LF	\$3	\$5550
4.	Hydraulic Mulch	1000	SQYD	\$2	\$2000
5.	Plane Asphalt Concrete Pavement	650	SQYD	\$22	\$14300
6.	Street Sweeping for 30 days	30	EA	\$350	\$10500
7.	Roadway Excavation	70	CY	\$40	\$2800
8.	Aggregate Base, Class 2	210	CY	\$75	\$15750
9.	Remove Concrete Pavement	650	SQYD	\$340	\$10540
10.	Asphalt Concrete, Type B	180	TON	\$150	\$27000
11.	Asphalt Concrete, Leveling	10	TON	\$300	\$3000
12.	Asphalt Concrete Dike, Type A	235	LF	\$15	\$3525
13.	Asphalt Concrete Dike, Type F	125	LF	\$8	\$120
14.	Place Asphalt Concrete	15	SQFT	\$8	\$120
15.	18" Corrugated Steel Pipe Riser	5	LF	\$125	\$625
16.	24" Reinforced Concrete Pipe	275	LF	\$170	\$46750
17.	84" Reinforced Concrete Pipe Install	572	LF	\$400	\$228800
18.	Precast Triple Concrete Box Culvert	44	LF	\$1500	\$66000
19.	Curb Inlet - Type B-1 (L=9')	1	EA	\$6000	\$6000
20.	Curb Inlet - Type B-1 (L=13')	1	EA	\$6300	\$6300
21.	Curb Inlet - Type B-1 (L=15')	1	EA	\$6800	\$6800
22.	Storm Drain Cleanout - Type A-8	3	EA	\$7500	\$22500
23.	8" PVC Sewer	89	LF	\$100	\$8900
24.	Cellular Block (Precast)	4100	SQFT	\$20	\$82000
25.	Project Identification Sign	2	EA	\$1000	\$2000
<b>Total Project Cost Estimate:</b>					<b>\$573480</b>

**B. INELIGIBLE COSTS:**

The following are ineligible line items:

- Lump Sums
- Contingency Costs
- Miscellaneous Costs
- "Other" Costs
- Cents (must use whole dollar amounts, round unit prices up to whole dollars)

**C. PRE-AWARD COSTS:**

Eligible pre-award costs are costs incurred after the disaster date of declaration, but prior to grant award. Pre-award costs directly related to developing the application may be funded.

- Developing a BCA
- Submission of subapplication
- Workshops or meetings related to development
- Preparing design specifications
- Gathering environmental and historic data



**Subapplicants who are not awarded funds will not receive reimbursement for pre-award costs.**

**D. COST ESTIMATE NARRATIVE:**

FEMA requires a cost estimate narrative that explains all projected expenditures in detail. The cost-estimate narrative is intended to mirror the cost estimate spreadsheet and should include a full detailed narrative to support the cost estimates listed in the HMGP Project Cost Estimate Spreadsheet. If your cost estimate includes City, County, or State employees' time (your agency), include personnel titles and salary/hourly wages plus benefits for a total hourly cost. Detailed timesheets must be retained.

Title the document "Cost Estimate Narrative" and include in the budget section of the binder.

**16. FEDERAL/NON-FEDERAL SHARE INFORMATION:**

**A. FUNDING RESTRICTIONS:**

FEMA will contribute no more than 75 percent of the total project cost. A minimum of 25 percent of the total eligible costs must be provided from a non-federal source. State does not contribute to local cost share.

**For example:** for a \$10,000,000 total project cost, the federal requested share (75 percent) would be \$7,500,000. The non-federal match share (25 percent) provided would be \$2,500,000.

\*The sum of the federal and non-federal shares must equal the total project cost.

\*The federal share **MUST NOT** exceed 75 percent.

**B. TOTAL PROJECT COST ESTIMATE:**

2,350,445
-----------

Enter total cost formulated on the [HMGP Cost Estimate Spreadsheet](#)

ENTER \$ IN BOX ABOVE



**VERIFY ALL AMOUNTS ENTERED ARE ACCURATE.**

**INCORRECT AMOUNTS WILL DELAY PROCESSING OF YOUR SUBAPPLICATION.**

<b>FEDERAL SHARE (75% MAXIMUM)</b>	REQUESTED AMOUNT:	1,762,834
		ENTER \$ IN BOX ABOVE
	PERCENTAGE AMOUNT:	75
		ENTER % IN BOX ABOVE
<b>NON-FEDERAL SHARE (25% MINIMUM)</b>	REQUESTED AMOUNT:	587,611
		ENTER \$ IN BOX ABOVE
	PERCENTAGE AMOUNT:	25
		ENTER % IN BOX ABOVE

**C. NON-FEDERAL MATCH SOURCE: MATCH COMMITMENT LETTER:**

Use the Local Match Commitment Letter Template to complete this section and add completed letter to the match section of the binder.

- A signed Match Commitment Letter must be provided on agency letterhead.
- The non-federal source of matching funds must be identified by name and type.
- If "other" is selected for funding type, provide a description.
- Provide the date of availability for all matching funds.
- Provide the date of the Funding Match Commitment Letter.
- The funds must be available at the time of submission unless prior approval has been received from Cal OES.
- If there is more than one non-federal funding source, provide the same information for each source on an attached document.
- Match funds must be in support of cost items listed in the cost estimate spreadsheet.
- Requirements for donated contributions can be found in 2 CFR 200.306.

# BENEFIT/COST EFFECTIVENESS INFORMATION

## 17. BENEFIT/COST EFFECTIVENESS INFORMATION

### A. BCA INSTRUCTIONS:

FEMA will only consider subapplications from subapplicants that use a FEMA-approved methodology to conduct the Benefit Cost Analysis (BCA). BCA must be legible, complete and well-documented.

- Project BCAs must demonstrate cost-effectiveness through a Benefit Cost Ratio (BCR) of 1.0 or greater.
- Projects with a BCR of less than 1.0 will not be considered for funding.
- Total project cost must be used in the BCA.
- Maintenance of a completed HMGP project is not an eligible reimbursement activity, but must be included in the BCA.

BCA Version 5.3.0 is the only software that is allowed to conduct a BCA. Some project types may qualify for pre-calculated benefits. Additional information on the BCA Toolkit is available at: <https://www.fema.gov/benefit-cost-analysis>.

**i** The FEMA BCA Technical Assistance Helpline is available to provide assistance with FEMA’s BCA software by calling 1-855-540-6744 or via email at [BCHelpLine@FEMA.dhs.gov](mailto:BCHelpLine@FEMA.dhs.gov). The FEMA helpline is only to be utilized for technical assistance questions. The FEMA helpline will not verify the accuracy of your BCA.

### B. BCA INFORMATION:

Once the BCA is completed, enter information requested below.

1. NET PRESENT VALUE OF PROJECT BENEFITS:	<input type="text" value="\$39,847,410"/>
2. TOTAL PROJECT COST ESTIMATE:	<input type="text" value="\$2,461,036"/>
3. BENEFIT COST RATIO:	<input type="text" value="16.19"/>

### C. ANALYSIS TYPE:

- |   |                                   |   |                                     |
|---|-----------------------------------|---|-------------------------------------|
| <input type="checkbox"/> FLOOD  | <input type="checkbox"/> WILDFIRE | <input type="checkbox"/> EXEMPT (5% PROJECTS) | <input type="checkbox"/> EARTHQUAKE |
| <input type="checkbox"/> HURRICANE WIND                               | <input type="checkbox"/> DROUGHT  | <input type="checkbox"/> PRE-CALCULATED       | <input type="checkbox"/> LANDSLIDE  |
| <input checked="" type="checkbox"/> DAMAGE FREQUENCY ASSESSMENT (DFA) |                                   |   |                                     |

D. ANALYSIS DATE (date BCA was conducted):

### E. PROVIDE BCA HARD AND SOFT COPIES IN FORMAT DESCRIBED BELOW:

- Copy the exported BCA in a .zip file format and add to the CD-RW.
- Provide a hard copy of the report in the BCA section of the binder.

## MAINTENANCE ASSURANCE INFORMATION

### 18. PROJECT MAINTENANCE INFORMATION:

#### A. MAINTENANCE ASSURANCE LETTER:

- Using the [Project Maintenance Letter Template](#), identify all maintenance activities required to preserve the long-term mitigation effectiveness of the project.
- Examples of maintenance include: inspection of the project, cleaning and grubbing, trash removal, replacement of worn out parts, etc.
  - Attach a maintenance schedule, estimated annual costs, and a signed maintenance commitment letter for the useful life of the project.

## NATIONAL FLOOD INSURANCE PROGRAM (NFIP)

### 19. NFIP INFORMATION:

#### ***i*** CONTACT YOUR COUNTY OR LOCAL FLOODPLAIN ADMINISTRATOR FOR NFIP INFORMATION.

#### A. NFIP PARTICIPATION:

1. Is the jurisdiction where the project is located participating in the NFIP? YES  NO
- a. If yes, are they in good standing? YES  NO
- b. If no, explain:

#### B. PROJECT LOCATION:

1. Is this project located in a floodplain or floodway designated on a FEMA Flood Insurance Rate Map (FIRM)? YES  NO
- a. Mark the project location on the FIRM and attach to subapplication in the maps section of the binder.
2. Provide the following information for the location of the project:
- a. FIRM panel number:
- b. FIRM zone designations:
- c. NFIP community ID number:

- C. LAST [COMMUNITY ASSISTANCE VISIT \(CAV\)](#) DATE:

## ENVIRONMENTAL INFORMATION

### 20. ENVIRONMENTAL INFORMATION:

#### A. FEMA ENVIRONMENTAL CHECKLIST:

- Complete the [FEMA Site Information, Environmental Review, and Checklist](#) and attach to the environmental section of the binder. Provide a detailed response to each question. Attach supporting documentation in compliance with [FEMA's frontloading requirements](#).

# PRINT THIS PAGE – ORIGINAL SIGNATURE IS REQUIRED

## PROJECT CONDITIONS

Indicate by checking each box below that you will adhere to these listed project conditions.

- If during implementation of the project, ground-disturbing activities occur and artifacts or human remains are uncovered, all work will cease and FEMA, Cal OES, and the State Historic Preservation Officer (SHPO) will be notified.
- If deviations from the approved scope of work result in design changes, the need for additional ground disturbance, additional removal of vegetation, or will result in any other unanticipated changes to the physical environment, FEMA will be contacted and a re-evaluation under NEPA and other applicable environmental laws will be conducted.
- If wetlands or waters of the U.S. are encountered during implementation of the project, not previously identified during project review, all work will cease and FEMA will be notified.
- Due to the Federally mandated Environmental and Historic Preservation (EHP) review; no construction will occur for this project prior to FEMA and Cal OES approval.

## AUTHORIZATION

The undersigned does hereby submit this subapplication for financial assistance in accordance with the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program (HMGP) and the State Hazard Mitigation Administrative Plan and certifies that the subapplicant (e.g., organization, city, or county) will fulfill all requirements of the program as contained in the program guidelines and that all information contained herein is true and correct to the best of our knowledge.

Subapplicant Authorized Agent:

**NAME:** Kirk Cloyd

**TITLE:** General Manager

**ORGANIZATION:** Hidden Valley Lake Community Services District

**SIGNATURE:** \_\_\_\_\_

**DATE:** 7/3/2019



Hidden Valley Lake  
Community Services District

19400 Hartmann Road  
Hidden Valley Lake, CA 95467  
707.987.9201  
707.987.3237 fax  
[www.hvlcsd.org](http://www.hvlcsd.org)

**LOCAL MATCH FUND COMMITMENT LETTER**

7/3/2019

Hidden Valley Lake  
Community Services District  
19400 Hartmann Rd  
Hidden Valley Lake, CA 95467

RE: DR4407-057 Subapplication Funding Match Commitment Letter

Dear State Hazard Mitigation Officer:

As part of the Hazard Mitigation Grant Program process, a local funding match of at least 25% is required. This letter serves as Hidden Valley Lake Community Services District’s commitment to meet the local match fund requirements for the Hazard Mitigation Grant Program.

**SOURCE OF NON-FEDERAL FUNDS:**

LOCAL AGENCY FUNDING	OTHER AGENCY FUNDING	PRIVATE NON-PROFIT FUNDING	STATE AGENCY FUNDING
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NAME OF FUNDING SOURCE:**

**FUNDS AVAILABILITY DATE:**

**FEDERAL SHARE AMOUNT REQUESTED:**

**LOCAL SHARE AMOUNT MATCH:**

**FUNDING TYPE:**

<b>Hidden Valley Lake Community Services District</b>
<b>7/1/2020</b>
<b>\$1,762,834</b>
<b>\$587,611</b>
<b>Operating revenues, force account labor, administration</b>

If additional federal funds are requested, an additional local match fund commitment letter will be required.

Please contact Alyssa Gordon, Water Resources Specialist at 707-987-9201; [agordon@hvlcsd.org](mailto:agordon@hvlcsd.org) with questions.

Sincerely,

Kirk Cloyd  
General Manager  
707-987-9201  
707-987-3237  
kcloyd@hvlcsd.org