

# HAZARD MITIGATION GRANT PROGRAM PLANNING SUBAPPLICATION

**DISASTER NUMBER:**

DR-4558

**JURISDICTION NAME:**

City and County of San Francisco

**PLAN TITLE:**

Downtown San Francisco Resilience Plan

**CONTROL NUMBER:**

PJ-0017

THE CONTROL NUMBER IS 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

[www.CalOES.ca.gov](http://www.CalOES.ca.gov)



## 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 establishes priorities to accept subapplications from subapplicants state-wide including state agencies, federally recognized tribes, local governments, and Private Non-Profits (PNPs), consistent with Title 44, Chapter I, Part 206, Subpart H, §206.221.

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

### 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 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, and Sections 15000–15387) and any other state/local permits or requirements.

### FEMA Guidance

FEMA requires that all plans adhere to the [Local Mitigation Planning Handbook 2013](#) and [Hazard Mitigation Assistance Unified Guidance 2015](#).

### Time Extensions

Time extensions may be requested, and will be evaluated on a case-by-case basis. Please consult Cal OES for direction prior to making the request. 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 Control Number)". The body of the message must include justification and specific details supporting why additional 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)

## HMGP ELIGIBILITY CHECKLIST

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

- Cost Share:** Cal OES will not accept subapplications with a requested federal share that exceeds \$150,000 for a single jurisdiction mitigation plan or \$250,000 for a multi-jurisdictional mitigation plan. Other approved planning-related activities are approved on a case by case basis for up to \$150,000. Funds are provided on a 75/25 cost share basis: 75% federal and 25% non-federal cost share. Local funding match of 25% of the total planning 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 (POP):** Cal OES will not accept subapplications with performance periods exceeding 36 months.
- Approved Notice of Interest:** Subapplicants 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.
- Time Extensions:** Unless a time extension has been approved before the deadline, subapplications must be postmarked by the applicable deadline to be considered for funding.
- Hazard Mitigation Planning Laws, Regulations and Policies Guidance:** Subapplicants must use applicable State, Tribal, or local mitigation planning guidance to determine the specific requirements for new plans and plan updates regarding the planning process; hazard identification and risk assessment; mitigation strategy; plan review, evaluation, and implementation; and plan adoption. For State, tribal, or local mitigation planning guidance, read the FEMA Mitigation Planning [webpage](#).
- Subapplicant Eligibility:** Subapplicants must be an eligible State Agency, Local Government (City, County, and Special Districts) or Federally Recognized Tribes.
- 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).
- FOR MULTI-JURISDICTIONAL PLANS ONLY - Letters of Commitment (LOC):** A Letter of Commitment must be included for each participating jurisdiction.



**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. 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 packages consist of the following:**

- TWO** identical CD-RWs with functional electronic versions of all subapplication documents and attachments:
  - Must be in one of the following formats: Microsoft Word version 2007 (or newer), Microsoft Excel or Adobe PDF
  - Must be clearly titled

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

0. Table of Contents
1. Subapplication
2. Letters of Commitment **for Multi-Jurisdictional Local Hazard Mitigation Plans only** ([Letter of Commitment Template](#))
3. Authorization Form ([Subrecipient Grants Management Assessment Form](#))
4. Supporting Docs (Any extra 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

## PLANNING SUBAPPLICATION FORM

**SUBAPPLICANT INFORMATION**

**1. SUBAPPLICANT:**

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

**2. TYPE:**                                 State/Local Government                                 Federally Recognized Tribe                                 Special District  
                                                                  

**3. FIPS #:**                                                                  If you do not know your Federal Information Processing Standard Code (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 Duns & Bradstreet (D&B) at 1-866-705-5711 or visit [www.sam.gov](http://www.sam.gov).

**5. POLITICAL DISTRICT NUMBERS:**

CONGRESSIONAL:	12	PROVIDE ONLY THE NUMBERS OF THE POLITICAL DISTRICTS FOR THE SUBAPPLICANT
STATE ASSEMBLY:	1719	
STATE LEGISLATIVE:	11	

**6. PRIMARY CONTACT:**

Primary point of contact. 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:**                                 

**7. ALTERNATIVE CONTACT:**

Back-up point of contact.

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

**TITLE:**                                 

**ORGANIZATION:**                         

**ADDRESS:**                                 

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

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

**EMAIL:**

## LOCAL HAZARD MITIGATION PLAN INFORMATION

### 8. PLAN TYPE:

#### A. ACTIVITY TYPE:

Planning activity types are classified as one of the choices listed below. Pick **one** of the following choices that best describes the type of plan this subapplication will deliver:

1. <input type="checkbox"/> <b>New Single Jurisdiction Local Hazard Mitigation Plan</b> Select for single jurisdictions that have no existing hazard mitigation plan.
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2. <input type="checkbox"/> <b>Update to Single Jurisdiction Local Hazard Mitigation Plan</b> Select for single jurisdiction that have a FEMA approved plan in place.	<b>FEMA APPROVAL DATE</b>
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3. <input type="checkbox"/> <b>New Multi-Jurisdictional Local Hazard Mitigation Plan</b> Select if there is no existing plan and multiple jurisdictions will be included.
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4. <input type="checkbox"/> <b>Update to Multi-Jurisdictional Local Hazard Mitigation Plan</b> Select for multi-jurisdictions that have a FEMA approved plan in place.	<b>FEMA APPROVAL DATE</b>
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5. <input type="checkbox"/> <b>New Tribal Mitigation Plan</b> (in accordance with 44 CFR Section 201.7) Select for tribal federally recognized tribes that have no existing hazard mitigation plan.
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6. <input type="checkbox"/> <b>Update to Tribal Mitigation Plan</b> (in accordance with 44 CFR Section 201.7) Select for federally recognized tribes that have a FEMA approved plan in place.	<b>FEMA APPROVAL DATE</b>
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7. <input checked="" type="checkbox"/> <b>Other Planning-Related Activities</b> Describe planning activities: <table border="1" style="margin-left: 20px; width: 80%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Downtown Resilience Plan to develop a set of mitigation actions and mitigation projects specific to the Downtown San Francisco geography that augments the citywide Local Hazard Mitigation Plan.</td> </tr> </table>	Downtown Resilience Plan to develop a set of mitigation actions and mitigation projects specific to the Downtown San Francisco geography that augments the citywide Local Hazard Mitigation Plan.
Downtown Resilience Plan to develop a set of mitigation actions and mitigation projects specific to the Downtown San Francisco geography that augments the citywide Local Hazard Mitigation Plan.	



**COMPLETE SECTION E IF YOU SELECTED 8.A.3. OR 8.A.4. ABOVE:**

**E. MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION PLAN INFORMATION:**



If your plan type is multi-jurisdictional, a Letter of Commitment (LOC) from each participating jurisdiction is required. Use the template [here](#). A separate LOC must be executed by each participating jurisdiction and submitted to the lead agency and Cal OES jointly. The subapplication must include a LOC for each identified jurisdiction clearly stating commitment to participate in the development of the plan. Being recognized as a member of an approved multi-jurisdictional plan verifies a local agency's eligibility for hazard mitigation grant funds if they meet the participation criteria set forth in the letter.

- Enter the names of all the jurisdictions that will be included in your plan.
- Enter the County name included in the plan.
- Enter all the congressional district(s) within plan jurisdictions from <https://www.census.gov/mycd/>.
- Enter the exact title of the Letter of Commitment (LOC) electronic file that will be included on the required CD-RW Discs and place hard copies of each LOC in the LOC tabbed section.
- Identify the population of the jurisdiction applying for the planning grant using current census data.

#	JURISDICTION	COUNTY	CONGRESSIONAL DISTRICT #	TITLE OF ATTACHED LOC	POPULATION
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					



If more than 15 jurisdictions will be participating in your multi-jurisdictional plan; attach all information on a separate sheet and type the name of the attachment in box 1.



**Complete section F if you previously selected 8.A.2. OR 8.A.4. OR 8.A.6.:**

**F. PLAN UPDATES:**

Describe why the update to your plan is needed and describe how the update will build on your existing approved mitigation plan.

[Empty text box for plan updates]

**PLANNING INFORMATION**

**9. PLANNING INFORMATION:**

**A. PLAN TITLE:**

Use the same plan title used in your approved planning NOI.

**SCOPE OF WORK INFORMATION**

**10. Introductory Statement:**

Provide a brief statement that describes the proposed activity and what will be accomplished by the end of the Period of Performance (POP).

This planning project will reduce hazard risk by engaging stakeholders to create a set of specific mitigation projects and prioritized actions for Downtown San Francisco that reduce risk from earthquakes and flooding, center on the needs of vulnerable communities, and deliver climate resilience and economic recovery co-benefits. This project will apply several existing risk assessments and turn them into a coordinated plan for Downtown that reduces risk and builds resilience. San Francisco is at a key transition point: we know the potential for earthquakes and flooding in Downtown and must identify and pursue projects and actions that reduce those risks. The mitigation actions identified in this plan will augment the Local Hazard Mitigation Plan and will be incorporated into the next update to be adopted in 2025. This plan will increase agency and community understanding of risk and enhance coordination among area and regional stakeholders to implement mitigation projects.

**SCOPE OF WORK - ACTIVITIES DESCRIPTION**

**11. Provide clear and concise descriptions of the following activities:**

**A. Planning Area:** Provide a narrative describing the planning area, including any non-contiguous land holding or assets, and demographics. Include the proposed number and names of all participating governments, PNPs, or other partners.

The Planning Area is the Financial District neighborhood boundary established by the Planning Department. Please see Item 5. Maps for planning area boundaries and overlap with hazards and vulnerable communities.



Several unique features put Downtown at particularly high risk from earthquakes and flooding:

- U.S. Geological Survey estimates a 72% chance of a major earthquake happening between now and 2043.
- The performance and impact of tall buildings in a major earthquake pose a significant challenge to recovery, such as the impact of cordoning damaged buildings.
- High confluence of collocated utility systems important for the functioning of the whole city that are subject to shaking and liquefaction damage in an earthquake.
- The Embarcadero Seawall is seismically vulnerable. Immediate seismic and flood protection upgrades are targeted for completion by 2026.
- Due to the presence of weak soils, the Embarcadero transportation and utility corridor is at significant seismic risk, which could impact disaster response and local and regional transportation. In a 1906 size earthquake, damage to the Seawall and Embarcadero may be severe enough to significantly hamper disaster response efforts along the waterfront. A more likely earthquake like the 1989 Loma Prieta earthquake – but centered closer to San Francisco – is expected to lead to loss of the Embarcadero as a transportation route for up to a year.
- There is significant flood risk to the waterfront in this area. The flood risk is limited to localized flooding now and increases to significant and widespread flooding as sea levels rise. This area is the lowest point along the Embarcadero, making it the first section to be impacted by coastal flooding, with king tides already causing some flooding that results in temporary and partial closures of the Embarcadero Roadway. The Embarcadero Promenade floods intermittently.
- Parts of Downtown overlap with the Planning Department’s Recovery Priority Geographies for Recovery Strategies. Priority geographies are recognized as areas of investments to support culturally significant enterprise, arts, services, or businesses, and because a significant portion of its residents or people who spend time in the area or location are members of a specific cultural, community, racial, or ethnic group that historically has been discriminated against, displaced, and oppressed.
- Parts of Downtown overlap with the Planning Department’s draft Environmental Justice Communities Map, which describes areas of San Francisco that have higher pollution and are predominately low-income. This map is based on CalEnviroScreen, a tool created by CalEPA and OEHHA that maps California communities that are most affected by pollution and other health risks. This map includes additional local data on pollution and demographics.

- B. Planning Process:** Provide a narrative that includes a description of the proposed planning process to engage stakeholders and the public. This description should explain the proposed role of the planning team (steering committee). This description should also provide the anticipated number of meetings for the planning team, identify stakeholders, and explain public outreach.

The City will form a City agency working group (steering committee). With input from this committee, a consultant will develop a plan for engaging other agencies, stakeholders,

and community members in the development of the Downtown Resilience Plan. This engagement plan may include topic-based workshops, open houses, attending standing community meetings. The engagement plan will include methods for ensuring the perspectives of Black, Indigenous, and People of Color (BIPOC) and other marginalized groups are heard and included in the process and outcomes. The consultant will also develop the necessary tools of engagement, such as contact lists and facilitation guides. They will also define key outcomes and measures of success.

**c. Previous Mitigation Planning:** Provide a narrative that includes a description of previous mitigation planning efforts, including an evaluation of the past plan as a basis to identify priorities for plan updates.

San Francisco’s Local Hazard Mitigation Plan is the 2020 Hazards and Climate Resilience Plan. The plan includes several citywide strategies that relate to assets in Downtown, such as developing a concrete building retrofit program (Strategy B-1.07). However, this citywide planning effort did not include analysis and public engagement specific to Downtown in order to develop mitigation actions that sufficiently address the high level of seismic and flooding risk in Downtown. While the strategies in the Hazards and Climate Resilience Plan can serve as a baseline to understand citywide priorities, this project fills the need to dive to the district scale to identify priority assets for mitigation projects.

The Hazards and Climate Resilience Plan includes Strategy C1.02: Develop Downtown Recovery Strategy, which calls for developing earthquake mitigation strategies to speed the recovery of downtown from a major earthquake. This Downtown Resilience Plan would fulfill that strategy and also incorporates mitigation of flood hazards giving the increasing flood risk due to sea level rise. San Francisco is at a key transition point: we know the potential for earthquakes and flooding in Downtown and must identify and pursue projects and actions that reduce those risks. As part of using a resilience lense, the project will overlay these physical risks with the economic impacts of the COVID-19 pandemic, the hazardous air quality from wildfires, and the need to eliminate greenhouse gas emissions as laid out in San Francisco’s Climate Action Plan. San Francisco must next invest in resiliency in its Downtown to support its range of workers, livability, transportation network, and economic vitality.

	<p><b>D. Available Data and Risk Assessment Process:</b> Provide a narrative that identifies the process the team will use to research, collect, analyze, and summarize hazard and risk data. If a specific risk assessment methodology or software (e.g., Hazus) will be used, the narrative must describe how this will influence the level of effort, timeframe, and planning costs. It is advised to make use of existing data and risk assessments when developing a new mitigation plan or updating a mitigation plan; the narrative should describe any known data sources to be used in the risk assessment. Similarly, if it is intended to develop new risk data, the proposed process and sources must be described as well.</p>
	<p>The planning process will use recently risk assessment studies, including the Port’s Multi-Hazard Risk Assessment, Tall Building Safety Study, the Lifelines Restoration Performance</p>

	Project, and Hazards and Climate Resilience Plan. The plan will not create any new risk data. The planning effort will compile, summarize, and organize the risk assessment information to share with stakeholders in an easily accessible manner. This may include the development of maps, infographics, or other communication materials.
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<b>E.</b>	<b>Development of Mitigation Strategy:</b> Provide a narrative that describes the proposed process to develop a mitigation strategy for each participating jurisdiction based on the risk assessment completed for the plan.
	A consultant will work with agencies and stakeholders to develop a vision of Downtown resilience, identify and measure “values” (e.g., employment, housing, transit, etc.) Downtown provides to the city and region. The consultant will compile the key risks to those values and a list of potential resilience actions that address key drivers of risk in Downtown. The consultant will develop a stakeholder driven process to refine, evaluate and prioritize the potential actions, including identifying costs and risk reduction benefits. The analysis will include co-benefits for other stressors in Downtown, including extreme heat, poor air quality, high unemployment and vacancies due to COVID-19, and opportunities to reduce greenhouse gas emissions. The consultant will evaluate strategies using a racial equity lens, such as the San Francisco Racial Equity Policy Analysis Tool or similar.

<b>F.</b>	<b>Plan Adoption:</b> Provide a narrative that describes the plan drafting process, including State and FEMA reviews (i.e., approval pending adoption), adoption by participating jurisdictions, and final approval by FEMA.
	The mitigation actions from this plan will be integrated into the next Local Hazard Mitigation Plan, to be updated and adopted by 2025.

**SCOPE OF WORK - DELIVERABLES & TASKS**

- 12. Deliverables:** Provide a narrative to describe the deliverables of the proposed activity.
- A new or updated FEMA-approved mitigation plan consistent with mitigation planning regulations for State (44 CFR Sections 201.4 or 201.5), tribal (44 CFR Sections 201.7 or 201.5), or local governments (44 CFR Section 201.6), as well as the applicable mitigation planning guidance.
  - A mitigation planning–related activity eligible under HMGP only that enhance an existing mitigation plan consistent with mitigation planning regulations for State (44 CFR Sections 201.4 or 201.5), tribal (44 CFR Sections 201.7 or 201.5), or local governments (44 CFR Section 201.6), as well as the applicable mitigation guidance.

The deliverable will be an action plan outlining the priority set of mitigation projects and actions for Downtown, timeline for implementation, and next steps to be taken by agencies and stakeholders. This action plan will augment the Local Hazard Mitigation Plan.

- 13. Tasks:** Provide a narrative that describes the tasks, including the proposed planning process, as well as procurement.
- If yes, include the following information in the box below or attach copies:
- Request for Proposals (RFP’s) and bid process
  - Description of responsibilities
  - Clarify at what point the consultant responsibilities will be fulfilled.

1. Project Management

This task includes staff time to hold a project kick-off meeting, manage the consultant, manage staff participation in the project, ensure coordination with resilience and recovery efforts in the project area, and organize agency review of deliverables. This includes coordinating a City agency working group (Steering Committee), which will likely include agencies such as the Port, San Francisco Municipal Transportation Agency, San Francisco Public Utilities Commission, Planning Department, Department of Emergency Management, Office of Economic and Workforce Development, and Department of Building Inspection.

2. Consultant Selection

Develop and issue a Request for Proposals (RFP), select consultant, and enter into contract for Stakeholder and Community Engagement, Risk Assessment Communications, and Strategic Resilience Planning (Tasks 3-8 described below).

3. Risk Assessment Communications

The City will provide the consultant with existing risk assessments for the project area to inform the engagement and strategic planning (Tasks 4-7). The consultant will compile, summarize, and organize the information to share with stakeholders in an easily accessible manner. This may include the development of maps, infographics, or other communication materials. The materials will be made for digital communications (e.g., project webpage) as well as for print. The materials will communicate information, such as the critical Downtown functions at risk, key factors driving risk, and key policy/planning questions. This task includes translation of project fact-sheets into at least 3 other languages: Chinese, Spanish, and Filipino.

4. Stakeholder and Community Engagement Strategy

With input from City staff, the consultant will develop a plan for engaging agencies, stakeholders, and community members in the development of the Downtown Resilience Strategy. This plan may include the development of a City agency working group, topic-based workshops, contact lists, identifying the methods and tools of engagement (e.g., workshops, open houses, attending existing community meetings, facilitating guides), and defining key outcomes and measures of success. The engagement plan will include methods for ensuring the perspectives of Black, Indigenous, and People of Color (BIPOC) and other marginalized groups are heard and included in the process and outcomes.

5. Stakeholder and Community Engagement:

Working with key City staff, the consultant will organize and implement the engagement plan developed in Task 4. This task includes sending invitations, facilitating meetings, meeting follow-up communications, and developing meeting materials. The consultant will track measures of success for evaluation at mid-point and at project conclusion and recommend course corrections, if needed.

6. Strategic Resilience Planning:

Through the engagement process, the consultant will work with agencies and stakeholders to develop a vision of Downtown resilience, identify and measure “values” (e.g., employment,

housing, transit, etc.) Downtown provides to the city and region, a list of potential resilience actions that address key issues driving risk in Downtown. The consultant will develop a stakeholder driven process to evaluate and prioritize the potential actions, including identifying costs and risk reduction benefits. The analysis will include co-benefits for other stressors in Downtown, including extreme heat, poor air quality, high unemployment and vacancies due to COVID-19, and opportunities to reduce greenhouse gas emissions. The consultant will evaluate strategies using a racial equity lens, such as the San Francisco Racial Equity Policy Analysis Tool or similar.

7. Resilience Plan Report

The consultant will develop an action plan outlining the priority set of projects and actions arising from the strategic planning and engagement process, timeline for implementation, and next steps to be taken by agencies and stakeholders. The executive summary will be translated into Chinese, Spanish, and Filipino. The actions in this report will augment the City's Local Hazard Mitigation Plan and will be fully incorporated into the next update in 2025.

8. Project Close out

Complete project close out meeting with consultant and capture lessons learned. Transfer and file all data, reports, engagement documentation.

14. **Consultant:** Will a consultant assist with the planning development process?

Yes  No

If yes, include the following information in the box below or attach copies:

- Request for Proposals (RFP's) and bid process
- Description of responsibilities
- Clarify at what point the consultant responsibilities will be fulfilled.

The Office of the City Administrator, in coordination with the Project Management team, will develop a Request for Proposals for the services needed to solicit competitive bids in compliance with all local and Federal procurement requirements.

A consultant will be used for Tasks 3-8. Their responsibilities will be fulfilled when they submit a final Downtown San Francisco Resilient Plan report and transfer all related files.

**WORK SCHEDULE INFORMATION**

**15. PLANNING WORK SCHEDULE:**

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

- Describe the major milestones and the duration of time to complete each one.
- Show activity duration in months.
- The work schedule must include six months for Cal OES/FEMA review/revisions/approval, appropriate time for local adoption and 90 days for grant closeout.
- **Cannot exceed 36 months**

WORK SCHEDULE EXAMPLE		
#	DESCRIPTION	TIMEFRAME
1.	Procure consultant	3 months
2.	Develop planning team	2 months
3.	Stakeholder outreach	3 months
4.	Hazard identification	3 months
5.	Risk assessment	3 months
6.	Mitigation strategy	2 months
7.	Maintenance plan	1 month
8.	Plan draft	3 months
9.	Cal OES/FEMA Review/Revisions	6 months
10.	Local Plan Adoption	2 months
11.	Grant Closeout	3 months
<b>TOTAL MONTHS:</b>		<b>31 months</b>

#	DESCRIPTION	TIMEFRAME
1.	Kick-off and Project Management	1-throughout
2.	Consultant Selection	6
3.	Risk Assessment Communications	3
4.	Stakeholder and Community Engagement Strategy	2
5.	Stakeholder and Community Engagement	6
6.	Strategic Resilience Planning	4
7.	Resilience Plan Report	3
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.	Standard Value Cal OES/FEMA Review/Revisions	n/a
17.	Local Plan Adoption	n/a
18.	Standard Value Grant Close-out	3 months
<b>TOTAL MONTHS:</b>		<b>28</b>

## Cost Estimate Information

### 16. HMGP Cost-Estimate Spreadsheet:

#### A. Cost-Estimate Instructions:

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

- Documentation to support the cost estimate is necessary.
- Eligible costs must be included in both the cost estimate spreadsheet and the scope of work to be reimbursed.

COST-ESTIMATE SPREADSHEET EXAMPLE				
ITEM NAME	UNIT QTY	UNIT	UNIT COST	COST EST TOTAL
PLAN INITIATION	80	HR	\$120	\$9,600
PUBLIC ENGAGEMENT	40	HR	\$60	\$2,400
REVIEW OF PLANS	140	HR	\$80	\$11,200
HAZARD/RISK ASSESSMENT	100	HR	\$150	\$15,000
LOCAL PLAN UPDATES	200	HR	\$67	\$13,400
COMPILE DRAFT	120	HR	\$120	\$14,400
REVIEW OF DRAFT	67	HR	\$120	\$8,040
APPROVAL/ADOPTION	50	HR	\$150	\$7,500
PLANNING CLOSE-OUT	80	HR	\$150	\$12,000
<b>TOTAL COST ESTIMATE:</b>				<b>\$93,540</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 subapplication may be funded.

- Preparation of subapplication
- Workshops or meetings related to development



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 each projected expenditure in detail. The cost estimate narrative must mirror the cost estimate spreadsheet and should include a detailed narrative explaining and supporting each cost listed in the Cost Estimate Spreadsheet. If your cost estimate includes City, County, or State employees' time, include personnel titles and salary/hourly wages plus benefits for a total hourly cost. Detailed, functional timesheets must be retained.

Title the document "Cost-Estimate Narrative" and attach to this subapplication form.


### HMGP Cost Estimate Spreadsheet


Date	Jurisdiction	Disaster/Control Numbers		Title	
	Item Name	Quantity	Units	Unit Cost	Cost Estimate Total
1	Pre-Award Costs:				\$ -
2					\$ -
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
8					\$ -
9					\$ -
10					\$ -
11					\$ -
12					\$ -
13					\$ -
14					\$ -
15					\$ -
<b>Total Project Cost Estimate:</b>					<b>\$ -</b>



**17. Federal/Non-Federal Share Information:**

**A. FUNDING RESTRICTIONS:**

 HMGP funding is restricted to a maximum of \$150,000 for each single jurisdictional planning subapplication and up to \$250,000 if multi-jurisdictional. FEMA will contribute up to 75% of the total planning cost. A minimum of 25% of the total eligible costs must be provided from a non-federal source. The state does not contribute to local cost share.

 A jurisdiction may contribute an amount greater than the 25% non-federal share.

**B. Total Planning Cost Estimate:**

\$252,744
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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:	\$189,558
		ENTER \$ IN BOX ABOVE
	PERCENTAGE AMOUNT:	
		ENTER % IN BOX ABOVE
<b>NON-FEDERAL SHARE (25% MINIMUM)</b>	REQUESTED AMOUNT:	\$63,186
		ENTER \$ IN BOX ABOVE
	PERCENTAGE AMOUNT:	25%
		ENTER % IN BOX ABOVE

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

Complete the Match Commitment Letter using the template on the next page.

- Match Commitment Letter should be submitted in an organizations letter head and it must be signed by an Authorized Agent.
- The non-federal source of matching funds must be identified by name and type.
- If "other" is selected for funding type, provide a description.
- Exact date of availability for all matching funds must be provided.
- 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 line listed in the cost estimate spreadsheet.
- Requirements for donated contributions can be found in 2 CFR 200.306.

### Local Match Fund Commitment Letter

<DATE>

<COMPANY NAME>

<ADDRESS LINE 1>

<ADDRESS LINE 2>

<CITY, STATE, ZIP>

RE: < DISASTER & CONTROL #> Subapplication 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 <NAME OF SUBAPPLICANT>'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**

**PNP Funding**

**State Agency Funding**

**Name of Funding Source:**

**Funds Availability Date:**

Provide exact date of availability of funds

**Federal Share Amount Requested:**

\$

Must match \$ amount in subapplication

**Local Share Amount Match:**

\$

Must equal 25% minimum of total project cost

**Funding Type:**

Examples: Administration, Cash, Consulting Fees, Engineering Fees, Force Account Labor, Agency Personnel, Program Income, Etc.

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

Please contact <NAME OF CONTACT> at <PHONE NUMBER & EMAIL> with questions.

Sincerely,

<SIGNATURE OF AUTHORIZED AGENT>

<FIRST/LAST NAME OF AUTHORIZED AGENT>

<TITLE>

<PHONE>

<FAX>

<EMAIL>

**PRINT THIS PAGE – ORIGINAL SIGNATURE IS REQUIRED**

**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:** Mary Ellen Carroll

**Title:** Executive Director, Department of Emergency Management

**Organization:** City and County of San Francisco

**Signature:** DocuSigned by:  
*Mary Ellen Carroll*  
29F685F5254A4F0...

**Date:** 8/26/2021