

**HAZARD MITIGATION GRANT PROGRAM
ADVANCE ASSISTANCE SUBAPPLICATION**

Disaster Number: **DR-4558**

Jurisdiction Name: **San Francisco**

Project Title: Advance Assistance – **Pier 94-96 Earthquake Resilience Project, Advance Assistance**

Project Number: **PA-00000689**

Project Number is the control number received at the time of successful NOI submittal



***Cal* OES**

**GOVERNOR'S OFFICE
OF EMERGENCY SERVICES**

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.

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, contact the [HMA Inbox](#) at HMA@caloes.ca.gov. 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 [HMA Inbox](#) at HMA@caloes.ca.gov.

HAZARD MITIGATION GRANT PROGRAM (HMGP) 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](#).

ADVANCE ASSISTANCE

For complex problems where data and studies are needed to develop a mitigation solution, Advance Assistance (AA) is used to undertake studies and to develop mitigation strategies/alternatives to help prioritize, select, and develop complete applications. AA subapplications should either end in a subapplication for a future project or clearly demonstrate how the AA subapplication will lead to future HMA project(s).

HAZARD MITIGATION GRANT PROGRAM (HMGP) ELIGIBILITY CHECKLIST

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

1. Construction/Ground Breaking:
 - a. 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.
2. Approved Notice of Interest:
 - a. 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.
3. Scope of Work:
 - a. The project scope of work (SOW) must be consistent with the SOW provided in the approved Notice of Interest (NOI).
4. Narrative of Anticipated Cost Effectiveness:
 - a. Narrative should "indicate that there is a reasonable expectation that damages or loss of life or injury will be reduced or prevented by the future proposed project". The narrative should address that the actions will evaluate cost effectiveness in the advance assistance subapplication and that a full Benefit-Cost Analysis will be produced in the subsequent full project subapplication submission.
5. Subapplicant Eligibility:
 - a. Subapplicant must be an eligible State Agency, Local Government (City, County, and 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)).
6. LHMP/MJHMP:
 - a. 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 de-obligation.
7. Cost Share:
 - a. 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.
8. Period of Performance:

- a. Projects must be completed (including close-out) within the 36-month Period of Performance (POP). POP begins upon FEMA approval of the subapplication.
- 9. Complete Subapplication:
 - a. 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, and work schedule 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.
- 10. Regulations:
 - a. Subapplications that are inconsistent with state and federal HMGP regulations, or do not meet eligibility criteria will not be considered.



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 on two separate CD-RWs. 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 CD-RWs must include functional copies of all subapplication documents/attachments.

1. Attachments must be in one of the following formats: Microsoft Word Version 2007 (or newer), Microsoft Excel or Adobe PDF.
2. All electronic attachments must be clearly titled.

ORGANIZATION OF THE SUBAPPLICATION MUST BE IN THE FOLLOWING FORMAT:

- Table of Contents
- 1. Subapplication
- 2. Scope of Work
- 3. Maps
- 4. Photos
- 5. Schedule (Additional documentation work schedule components, Gantt chart, etc.)
- 6. Cost Estimate ([HMGP Cost Estimate Spreadsheet](#) and cost estimate narrative)
- 7. Match ([Local Match Commitment Letter Template](#))
- 8. BCA Narrative-Narrative of expected cost effectiveness
- 9. Environmental and Historic Preservation Narrative
- 10. Authorization ([Subrecipient Grants Management Assessment Form](#))
- 11. Supporting Docs (Any additional supporting documentation)
- 12. Grant Management Cost Subapplication

MAIL OR DELIVER COMPLETED SUBAPPLICATIONS TO:

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

PROJECT SUBAPPLICATION FORM

SUBAPPLICANT INFORMATION

1. Subapplicant: Port of San Francisco
 - a. Name of State Agency, Tribal Government, Private Non-Profit, or Special District applying for funding.
2. Type: State/Local
 - a. State/Local, Federally Recognized Tribe, Private Non-Profit, or Special District.
3. FIPS #: 075-91001
 - a. If you do not know your Federal Identification Processing System Number (FIPS #) request it by contacting the [HMA Inbox](mailto:HMA@caloes.ca.gov) at HMA@caloes.ca.gov
4. DUNS #: 001360213
 - a. If you do not know your Data Universal Numbering System (DUNS) #, call Dun & Bradstreet (D&B) at 1-866-705-5711 for information.
5. County: San Francisco
 - a. The name of the county where the proposed project is located.
6. Political District Numbers:
 - a. Congressional: 12
 - b. State Assembly: 17
 - c. State Legislative: **11**
 - d. Provide only the numbers of the political districts for the subapplicant.
7. Primary Contact:
 - a. First Name: Daley
 - b. Last Name: Dunham
 - c. Honorific (Mr., Ms.):
 - d. Title: Manager II
 - e. Organization: Port of San Francisco
 - f. Address: Pier 1
 - g. City, State, Zip Code: **San Francisco, CA 94109**
 - h. Telephone #: 415.215.4935
 - i. Fax #:
 - j. E-Mail: daley.dunham@sfport.com
8. Alternative Contact:
 - a. First Name: Steven
 - b. Last Name: Reel
 - c. Honorific (Mr., Ms.):
 - d. Title: Project Manager
 - e. Organization: Port of San Francisco
 - f. Address: Pier 1
 - g. City, State, Zip Code: **94111**
 - h. Telephone: 415.539.5359
 - i. Fax:
 - j. E-Mail: steven.reel@sfport.com

LOCAL HAZARD MITIGATION PLAN

LOCAL HAZARD MITIGATION PLAN (LHMP) REQUIREMENT

A FEMA approved and locally adopted LHMP is required to receive federal funding for all advance application 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.

LOCAL HAZARD MITIGATION PLAN INFORMATION

1. Name/Title of your LHMP: **Hazards and Climate Resilience Plan**
2. LHMP Type and Dates:
 - a. Single Jurisdictional or Multi-Jurisdictional: **Single**
 - b. Date Submitted to Cal OES: **unknown**
 - c. Date Approved by FEMA: **July 21, 2020**
 - d. Date Adopted by Local Agency: **June 16, 2020**
 - e. Lead Agency (if Multi-Jurisdictional): **n/a**
3. If your project is referenced in your LHMP, list where the proposed project can be found, if a section is not applicable enter N/A.
 - a. Chapter: 07 - Strategy
 - b. Part: Domain: Resilient Infrastructure; Primary Hazard Group: Geological
 - c. Section: IN-1.01
 - d. Page: 242
4. Do not include a copy of your plan with the subapplication.
5. Provide a short narrative detailing how your project aligns with the risk and hazard assessments, strategies, goals and/or objectives of your plan: **This work directly supports the approved strategy in San Francisco's LHMP: IN-1.01 "Conduct a seismic assessment of critical City assets along the Southern Waterfront", citing as the vulnerabilities addressed "a number of critical Port, industrial, shoreline protection and emergency response facilities and services may be damaged and disrupted in a seismic event, including... Piers 80-96". As a study of seismic and other vulnerabilities at the cited facilities, the activities outlined in the Scope of Work for this Advance Assistance grant application conform perfectly with the Port's LHMP strategies and assessments.**

COMMUNITY INFORMATION

COMMUNITY PARTICIPATION:

1. Check box(es) if your community participates in any of the factors below.
 - a. 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

- CWPP, Fire Wire, Fire Safe
- Current CEQA Activity
- Defensible Space

Flood

- CRS Plan
- Current CEQA Activity
- Hydrology Study

- Shakeout Drill Participation
- Current CEQA Activity
- URM Participation

Earthquake

2. Provide a narrative description of all of factors selected from list above: **The Port of San Francisco participates in The Great American Shakeout Drill in October at its Pier 1 administrative offices and Pier 50 maintenance shed and offices.**
3. Is your jurisdiction required to provide public notice of this project? Yes or no, if yes provide details: **No**

PROJECT INFORMATION

PROJECT TITLE

Advance Assistance – **POSF Southern Waterfront EQ Risk Assessment**

1. Must include “Advance Assistance” in the project title.
2. Must use the same project title originally used in the approved notice of interest (NOI), or communicate with Cal OES HMA Branch regarding title change.
3. If you need to change your project title, contact the [HMA Inbox](mailto:hma@caloes.ca.gov) at hma@caloes.ca.gov.

PROJECT LOCATION (WHEN APPLICABLE)

1. Identify the County/Countries where the activity will occur: **San Francisco**
2. Latitude/Longitude Coordinates:
 - a. 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).
 - i. Latitude: 37.4518786
 - ii. Longitude: -122.22573342
 - b. If there are more than one set of lat/long coordinates, provide them on a separate document and add them to the map section.
3. Structure Coordinates:
 - a. 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.

- b. 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.
 - c. The polygon created by connecting the coordinates must encompass the entire project area.
 - d. Structure Latitude/Longitude:
4. Seal Level Rise (SLR):
 - a. Is the risk to the project increased by SLR due to project location and project activity type? Yes or No: **Yes**
 - b. Was SLR considered and included in the mitigation measures implemented in this project? Yes or No: **Yes**
5. Site Photos:
 - a. A minimum of three ground photos per project site are required when applicable. Include them in the photo section.
6. Mapping Requirements:
 - a. Provide the following mapping elements in the map section (when applicable):
 - i. If project area has been mapped using GIS software, include the completed Shapefiles on CD-RW.
 - ii. Include a vicinity map of the general area showing major roads. Aerial photographs may be used as vicinity maps.
 - iii. Prominently mark the project location on the vicinity map.
 - iv. Provide a detailed project map that clearly identifies the project boundaries.
 - v. Project map must show all lat/long coordinates provided in the project description.
 - vi. Vicinity map and the project map must both have a north arrow and scale.
 - vii. Do not send rolled maps – maps must be folded until 8.5" x 11" in size.
7. Public Assistance (PA) Program Funding:
 - a. List any Public Assistance Disaster Survey Reports (DSR) or Project Worksheets (PWs) that were completed at the project location from previous disasters: **n/a**
 - b. List all current engagement with PA for this current disaster and include date(s) if known: **n/a**
8. Deed restrictions that limit federal funding:
 - a. 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**

PROJECT DESCRIPTION

1. Project Type:

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

Type 1: Earthquake

Code Enforcement

Non-Structural

Structural

Non-Structural & Structural

Type 2: Fire

Defensible Space

Fire Resistant Building Materials

Fire Vegetation Management

Soil Stabilization

Climate Resiliency Mitigation Action (CRMA): Projects that mitigate risk through restoration of the natural environment.

Type 3: Flood

Acquisition

Dry Flood Proofing

Flood Control

Elevation

Type 4: Other

Critical Facility Generator(s)

Drought

Tsunami

Wind

2. Describe Problem/Hazards/Risks:

a. 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. **With this Advanced Assistance application, the Port proposes to improve the earthquake reliability of the Pier 94 & 96 Marine Terminals which form the heart of the Port's Maritime Eco-Industrial Center. These Piers, constructed in the early 1960's, are the remaining cargo and heavy maritime piers within San Francisco, are important for local maritime jobs for the adjacent Bayview and Hunters Point neighborhoods, and are critical maritime facilities for disaster response for the City and Region. Pier 94/96 is a 76-acre facility with 3 deep draft berths, 24,000 SF maintenance building, 2 cranes, on-dock rail access and direct access to the Intermodal Container Transfer Facility. This facility is adjacent to Islais Creek, its industrial zones, and has close freeway access. The structure on the pier is vulnerable to earthquake damage, including direct structural impacts from shaking as well as the effects on soils in the vicinity of those structures. The proposed project would facilitate a subsequent application for funds to construct improvements to increase the structural rating of facilities in the project area. While continuity of the Port's cargo operations is key to the local and regional economy in and of itself, Piers 94/96 play a key role in San Francisco's disaster response plans. The location and size of this facility,**

as well as its capacity to bring in resources by water should other avenues be compromised, are unique in San Francisco.

3. Describe Recent Events that influenced the selection of this project:
 - a. 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. **The Port recently commissioned an initial study of earthquake vulnerability and found these facilities highly vulnerable to earthquake damage including liquefaction of the backlands, slope failures of the shoreline, and damage and collapse of pile supported bulkheads and wharves (Port of San Francisco Southern Waterfront Initial Seismic Study, Draft 3/24/2021, Parsons/RJSD JV). This type of damage may render the facilities unusable for months or years following a large earthquake, impairing response and recovery activities leading to additional human suffering and recovery costs.**
4. Scope of Work (SOW):
 - a. State the exact SOW document title: **2.0 Scope of Work.docx**
 - b. Insert this document in the SOW section:
 - i. Describe the entire SOW of the project in clear, concise, ample detail.
 - ii. Must provide a thorough description of all tasks and activities to be undertaken.
 - iii. Must be written in sequential order from start to finish of the project.
 - iv. Describe any ground disturbance activities that need to occur.
 - v. Describe any design parameters such as level of design.
 - vi. List key milestones.
 - vii. List expected deliverables.
 - c. Insert this document in the SOW section.
5. Has your jurisdiction previously received HMGP funding?
 - a. Yes, No, or Unknown. If Yes, provide disaster number(s): **Unknown**
6. Has your jurisdiction received any other funding?
 - a. Describe all other funding received for this project and all other recent projects. Identify the funding source (i.e., Federal, State, Private, etc.): **No other funding received for this project**
7. Related Projects:
 - a. 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**

WORK SCHEDULE INFORMATION

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.

1. Describe each of the major work elements and milestones in the description section below.
2. Advance Assistance examples are: Designs, studies, engineering, inspection, evaluate and determine mitigation actions, BCA development, EHP compliance, etc.
3. State the total timeframe anticipated for each of the work elements.
4. State the total timeframe anticipated to complete the project.
5. Work schedule must mirror SOW and budget.
6. OPTIONAL: Provide the work schedule in GANTT chart form as supplemental documentation in the work schedule section, Include this information as an example.

Total project duration (including close-out) must not exceed a 36-month Period of Performance (POP).

Work Schedule Example

| # | Milestone Descriptions | Timeframe |
|-----|---|------------------|
| 1. | Kick off meeting | 3 months |
| 2. | Public outreach campaign | 4 months |
| 3. | Procurement for consultant | 3 months |
| 4. | Inspection | 4 months |
| 5. | Evaluation of findings | 4 months |
| 6. | Cost estimate creation | 2 months |
| 7. | Cost benefit analysis | 2 weeks |
| 8. | Design | 4 months |
| 9. | BCA development | 2 months |
| 10. | Public meetings and disclosures | 6 weeks |
| 11. | EHP Compliance | 4 months |
| 12. | | |
| 13. | | |
| 14. | | |
| 18. | Project Close-out | 1 month |
| 19. | Grant Close-out STANDARD VALUE (DO NOT CHANGE) | 3 months |
| 20. | TOTAL MONTHS: | 36 months |

Work Schedule

| # | Milestone Descriptions | Timeframe |
|----|-----------------------------------|-----------|
| 1. | 5.0 Project Schedule (P94-96).pdf | |
| 2. | | |
| 3. | | |

| # | Milestone Descriptions | Timeframe |
|-----|---|-----------|
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| 15. | | |
| 16. | | |
| 17. | | |
| 18. | Project Close-out | |
| 19. | Grant Close-out STANDARD VALUE (DO NOT CHANGE) | 3 months |
| 20. | TOTAL MONTHS: | |

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.

COST ESTIMATE INFORMATION

HMGP COST ESTIMATE SPREADSHEET

1. Cost estimate instructions:
2. Using the HMGP Cost Estimate Spreadsheet, provide a detailed cost estimate breakdown.
3. 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.
4. 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.
5. Documentation that supports the budget must be included to the subapplication in the budget section.
6. Total costs must be consistent with the requested federal share plus the matching funds and must be consistent with the project cost in the SOW and work schedule.

HMGP Cost Estimate Spreadsheet Example

| # | Item Name | Unit Quantity | Unit | Unit Cost | Cost Estimate Total |
|-----|---|---------------|------|-----------|---------------------|
| 1. | Pre-Award Costs: Sub application development | 40 | HR | \$100.00 | \$4000.00 |
| 2. | Site survey | 2 | EA | \$2500.00 | \$5000.00 |
| 3. | Building evaluation | 2 | EA | \$3000.00 | \$6000.00 |
| 4. | Hydraulic study | 100 | HR | \$40.00 | \$4000.00 |
| 5. | Environmental study | 65 | HR | \$220.00 | \$14300.00 |
| 6. | Hydrology report | 30 | HR | \$350.00 | \$10500.00 |
| 7. | Watershed planning | 70 | HR | \$40.00 | \$2800.00 |
| 8. | Engineering consultant | 1 | LS | \$9000.00 | \$15750.00 |
| 9. | Building 1901 design | 1 | LS | \$9000.00 | \$9000.00 |
| 10. | Building 1903 design | 1 | LS | \$9000.00 | \$9000.00 |
| 11. | BCA consultant | 1 | LS | \$9000.00 | \$9000.00 |
| 12. | Final Design review | 60 | HR | \$100.00 | \$6000.00 |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |

| # | Item Name | Unit Quantity | Unit | Unit Cost | Cost Estimate Total |
|-----|-------------------------------------|---------------|------|-----------|---------------------|
| 16. | | | | | |
| 17. | | | | | |
| 18. | | | | | |
| 19. | | | | | |
| 20. | | | | | |
| 21. | | | | | |
| 22. | | | | | |
| 23. | | | | | |
| 24. | | | | | |
| 25. | | | | | |
| | Total Project Cost Estimate: | | | | \$95350.00 |

7. 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).

8. 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.

Example Pre-Award Costs: Workshops or meetings related to development, submission of subapplication, preparing design specifications, gathering environmental and historic data.

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

9. 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.

FEDERAL/NON-FEDERAL SHARE INFORMATION:

1. Funding Restrictions:

- a. There is no restriction or cap on the federal share that may be requested for each project subapplication. 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.
- b. 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.
 - c. *The sum of the federal and non-federal shares must equal the total project cost.
 - d. *The federal share MUST NOT exceed 75 percent.
2. Project Cost Estimates formulated on the HMGP Cost Estimate Spreadsheet:
- a. Enter the total project cost: \$3,600,000
 - b. Federal Share (75% Maximum):
 - i. Requested Amount: \$2,700,000
 - ii. Percentage Amount: 75%
 - c. Non-Federal Share (Minimum 25%):
 - i. Requested Amount: \$900,000
 - ii. Percentage Amount: 25%
 - d. Verify all amounts entered are accurate.
 - e. Incorrect amounts will delay process of your subapplication.
3. Non-Federal Match Source: Match Commitment Letter:
- a. Use the Local Match Commitment Letter Template to complete this section and add completed letter to the match section.
 - b. A signed Match Commitment Letter must be provided on agency letterhead.
 - c. The non-federal source of matching funds must be identified by name and type.
 - d. If "other" is selected for funding type, provide a description.
 - e. Provide the date of availability for all matching funds.
 - f. Provide the date of the Funding Match Commitment Letter.
 - g. The funds must be available at the time of submission unless prior approval has been received from Cal OES.
 - h. If there is more than one non-federal funding source, provide the same information for each source on an attached document.
 - i. Match funds must be in support of cost items listed in the cost estimate spreadsheet.
 - j. Requirements for donated contributions can be found in 2 CFR 200.306.

BENEFIT/COST EFFECTIVENESS INFORMATION

BENEFIT/COST EFFECTIVENESS INFORMATION

1. Narrative of Anticipated Cost Effectiveness

Narrative should "indicate that there is a reasonable expectation that damages, or loss of life or injury will be reduced or prevented by the future proposed project." The narrative should address that the actions will evaluate cost effectiveness in the advance assistance subapplication and that a full Benefit-Cost Analysis will be

produced in the subsequent full project subapplication submission. See attached Narrative of Cost Effectiveness (SWEQ).doc

NATIONAL FLOOD INSURANCE PROGRAM (NFIP)

NFIP INFORMATION:

1. Contact your county or local floodplain administrator for NFIP information.
2. NFIP Participation:
 - a. Is the jurisdiction where the project is located participating in the NFIP?
Yes/No: Yes
 - i. If yes, are they in good standing? Yes/No: Yes
 - ii. If no, explain: n/a
3. Project Location:
 - a. Is this project located in a floodplain or floodway designated on a FEMA Flood Insurance Rate Map (FIRM)? Yes/No: Yes
 - i. Mark the project location on the FIRM and attach to subapplication in the maps section.
 - b. Provide the following information for the location of the project:
 - i. FIRM panel number: **0251 and 0232**
 - ii. FIRM zone designations: **D, and possibly AE, depending on study**
 - iii. NFIP community ID number: **060298**
4. Last [Community Assistance Visit \(CAV\)](#) Date: **n/a**

ENVIRONMENTAL INFORMATION

ENVIRONMENTAL INFORMATION:

1. Environmental and Historic Preservation Narrative

The narrative must indicate that Environmental and Historic Preservation (EHP) considerations will be made early in the planning and project scoping processes. The narrative should address that the actions will evaluate EHP requirements in the advance assistance subapplication and will be produced in the subsequent full project subapplication submission. See application document "9.0 Environmental and Historic Preservation Narrative.doc"

PRINT THIS PAGE – ORIGINAL SIGNATURE IS REQUIRED

PROJECT CONDITIONS

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

1. 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.
2. 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.
3. 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.
4. 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.
5. The intent of this Advance Assistance subapplication is to develop a subapplication. FEMA expects States that receive Advance Assistance to submit complete project applications up to or over the available HMGP ceiling by the final HMGP project application deadline.

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: **Daley Dunham**

Title: **Manager II**

Organization: **Port of San Francisco**

Signature: _____

Date: **9/10/2021**

GAVIN NEWSOM
GOVERNOR



NANCY WARD
DIRECTOR

August 26, 2024

Steven Reel
Deputy Program Manager, Engineering & Project Delivery
San Francisco, City and County
Pier 1, the Embarcadero
San Francisco, CA 94111

Subject: **Notification of Subapplication Approval**
Hazard Mitigation Grant Program
FEMA-**4569**-DR-CA, Project #**AP00689**, FIPS #**075-00000**
Supplement #**41**

Dear Mr. Reel:

The California Governor's Office of Emergency Services (Cal OES) received notification that the Federal Emergency Management Agency (FEMA) has approved your organization's subaward application in the amount of **\$2,700,000.00**. A copy of the FEMA award package is enclosed for your records. In order to receive payment as a grant subrecipient, your organization must have the following on file with the Recovery Financial Processing Unit:

- A valid, current (approved within the last 3 years) Governing Body Resolution
- A Project Assurances for Federal Assistance agreement
- A Supplemental Grant Subaward Information sheet
- A current Federal Funding Accountability and Transparency Act (FFATA) Financial Disclosure form. This form must be submitted each fiscal year.
- An active registration with the federal System for Award Management (SAM) website. The registration must remain active for the duration of this grant subaward.

For your convenience, this subapplication approval package includes the required post-obligation documents as well as guides to completing and renewing a SAM registration. Please complete the documents and mail copies to the address listed at the end of this letter, keeping the originals with your records. Alternatively, you may scan and email the completed documents to the Recovery Financial Processing Unit at HMgrantsPayments@CalOES.ca.gov. Electronic copies of the post-obligation documents can also be requested at the same address.



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RECOVERY FINANCIAL PROCESSING UNIT
(916) 845-8110

Mr. Reel
Page 2

Payments will be made on a reimbursement basis using the enclosed Hazard Mitigation Reimbursement Request Form. A ten percent (10%) retention will be withheld from all reimbursement payments and will be released as part of the subaward closeout process.

Reimbursements can be made only for items listed on the approved subaward application. Expenditures for any other work should be separately maintained and are the sole responsibility of the subrecipient. Any funds received in excess of current needs or approved amounts, or those found owed as a result of a final inspection or audit, must be refunded to the State within 30 days of receipt of an invoice from Cal OES.

When mailing documents to the Recovery Financial Processing Unit, please use the following address:

California Governor's Office of Emergency Services
Attention: Recovery Financial Processing Unit
3650 Schriever Avenue
Mather, CA 95655

For further assistance regarding post-obligation documents or the reimbursement request process, please contact the Recovery Financial Processing Unit at (916) 845-8110 or at HMGrantsPayments@caloes.ca.gov. For program-related questions, please contact the Hazard Mitigation Grants Program Unit at (916) 328-7450.

Recovery Financial Processing Unit

Enclosures

c: Subrecipient's Project File

*The Recovery Financial Processing Unit has universal Resolution No. 76-23, passed on 2/28/23, on file. A copy of the resolution is included in this package for your review. With the written permission of an Authorized Agent, the resolution can be applied to this project.

**The Recovery Financial Processing Unit has a current FFATA Financial Disclosure form on file for your organization. There is no need to resubmit the document to Cal OES for this fiscal year.



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