



June 30, 2016

Jimmy Leong  
Principal Engineer  
San Francisco, City and County  
525 Golden Gate Avenue  
San Francisco, CA 94102

**Subject: Notification of Subapplication Approval  
Hazard Mitigation Grant Program  
FEMA-4158-DR-CA, Project #0272, FIPS #075-00000**

Dear Mr. Leong:

The California Governor's Office of Emergency Services (Cal OES) received notification that the Federal Emergency Management Agency (FEMA) has fully approved your organization's Subaward application in the amount of \$404,208.00. A copy of the FEMA award package is enclosed for your records.

In order to receive payment, all subrecipient must have a current (within the last 3 years), valid Governing Body Resolution and updated Grant Assurances on file with our office (sample copies enclosed). These forms may be downloaded in an electronic format at [www.caloes.ca.gov](http://www.caloes.ca.gov) following the links: *Cal OES Divisions; Recovery; Disaster Mitigation & Technical Support; 404 Hazard Mitigation Grant Program; HM Post Obligation Documents*. Please complete the electronic forms and the enclosed "Supplemental Grant Subaward Information" sheet and return them to the address below within 30 Days. Payments will be made on a reimbursement basis using the Hazard Mitigation Reimbursement Form. A ten percent (10%) retention will be withheld from all reimbursement payments and will be released as part of the subgrant closeout process.

Reimbursements can be made for only 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.

Please read all enclosed documents prior to initiating the approved project. For further assistance please contact the Hazard Mitigation Grants at (916) 845-8150.

Grants Processing Unit

Enclosures

c: Applicant's File

3650 SCHRIEVER AVENUE • MATHER, CA 95655  
GRANTS PROCESSING UNIT  
(916) 845-8150 • (916) 636-3880 FAX