

REPORT FROM

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: August 31, 2020

CAO File No. 0130-02097-0001

Council File No. 20-0818

Council District: --

To: The Mayor
The Council

From: Richard H. Llewellyn, Jr., City Administrative Officer 

Reference: Transmittal from the Mayor dated June 16, 2020; referred for report August 17, 2020

Subject: **FY 2020 LEGISLATIVE PRE-DISASTER MITIGATION (LPDM) GRANT – GOOD SAMARITAN HOSPITAL ESSENTIAL SERVICES SEISMIC NON-STRUCTURAL RETROFIT**

RECOMMENDATIONS

That the Council:

1. Authorize the Mayor, or his designee, to:
 - a. Accept, on behalf of the City and PIH Health Good Samaritan Hospital, the Fiscal Year 2020 Legislative Pre-Disaster Mitigation (FY 20 LPDM) grant in the amount of \$1,740,458.25 from the California Office of Emergency Services, for a grant performance period of 36 months through January 23, 2023;
 - b. Adopt the attached Governing Body Resolution to designate the City entities that will apply for and manage Federal financial assistance provided by the Federal Emergency Management Agency and sub-granted through State of California (Attachment of the Mayor's transmittal dated June 16, 2020);
 - c. Submit to the grantor, on behalf of the City, requests for drawdown of funds for payment or reimbursements of City and PIH Health Good Samaritan Hospital funds expended for approved grant purposes;
 - d. Execute a contract with the PIH Health Good Samaritan Hospital for a term of up to 36 months within the applicable performance period, subject to the approval of the City Attorney as to form;
 - e. Receive, deposit into, and disburse the grant funds from a new FY20 LPDM Grant Fund, the grant funds received from the FY 20 LPDM grant award;

- f. Prepare Controller instructions for any technical adjustments as necessary to implement Mayor and Council intentions, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

2. Authorize the Controller to:

- a. Transfer appropriations and create new appropriations accounts within the new FY 20 LPDM Fund No. XXX, Department No. 46, for the FY20 LPDM grant, as follows:

<u>Fund/Dept. No.</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
XXX/46	46T304	Contractual	\$1,653,435.34
XXX/46	46T146	Mayor	61,933.61
XXX/46	46T299	Reimb. of Gen. Fund Costs	<u>25,089.30</u>
		Total	\$1,740,458.25

- b. Transfer appropriations from the FY 20 LPDM Fund No. XXX, Department No. 46, to the General Fund as reimbursement for FY 20 LPDM expenditures as follows:

From:

<u>Fund/Dept. No.</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
XXX/46	46T146	Mayor	\$61,933.61

To:

<u>Fund/Dept. No.</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Amount</u>
100/46	001020	Grant Reimbursed	\$61,933.61

- c. Transfer up to \$25,089.30 from the FY 20 LPDM Fund No. XXX, Account No. 46T299 to the General Fund, Department No. 46, Revenue Source Code No. 5346, for reimbursement of grant-funded fringe benefits; and,
- d. Transfer cash from the FY 20 LPDM Fund No. XXX, Department No. 46, to reimburse the General Fund, on an as-needed basis, upon presentation of proper documentation from City Departments, subject to the approval of the Mayor's Office of Public Safety.

SUMMARY

The Mayor's Office of Public Safety requests authority to accept the Federal Emergency Management Agency (FEMA), California Office of Emergency Services' (CalOES) FY 2020 Legislative Pre-Disaster Mitigation (FY 20 LPDM) grant award for the PIH Health Good Samaritan Hospital Essential Services Seismic Non-Structural Retrofit project in the amount of \$1,740,458.25 for a grant performance period of 36 months through January 23, 2023.

The LPDM grant is part of FEMA's Hazard Mitigation Assistance (HMA) program, which provides funding for eligible activities that reduce disaster losses and protect individuals and property from future disaster damages. The LPDM grant was awarded to Cal OES and the City is the subgrantee.

In accordance to the grant guidelines, eligible subgrantees include state agencies, tribal governments, and local governments. Although private organizations may not apply for LPDM funds, eligible subgrantees may apply for funding to mitigate private structures. The City will serve as the pass through agency by applying for and accepting the FY 20 LPDM grant funds for the PIH Health Good Samaritan Hospital. Upon Council approval, the City will enter into a contract with the PIH Health Good Samaritan Hospital to distribute the grant funds.

The PIH Health Good Samaritan Hospital will utilize the grant funds for the non-structural seismic retrofit of rooms in the basement and the Mechanical Power Plant of the PIH Health Good Samaritan Hospital located at 616 S. Witmer Street in Los Angeles. The basement rooms include the north mechanical room, the south mechanical room, and the PBX telecommunications room. The Mechanical Power Plant occupies two floors of the hospital. The first floor includes the boiler room, chiller room, water control room, fire pump room, and control room. The second floor includes the generator room, electrical room, air plenum room, and cooling tower area. This project will properly brace and anchor equipment and utilities within the basement and Mechanical Power Plant critical to hospital functionality. The Mayor's Office of Public Safety reports that non-structural seismic retrofitting to the basement and Mechanical Power Plant is required by the California Office of Statewide Health Planning and Development (OSHPD), the lead agency in collecting data and disseminating information about California's healthcare infrastructure to ensure the seismic safety of hospitals.

FEMA guidelines allow for up to five-percent of the total award to be used in support of the management and administration of grant-funded programs. As the designated administrator and fiscal agent for the LPDM grant administration, the Mayor's Office will utilize five-percent, or \$87,022.91, of the grant award to support two Mayoral Aides responsible for administering the grant. In addition, HMA grants may be generally used to fund 75-percent of the eligible project costs, with the remaining 25-percent provided through non-Federal sources. The approved budget for this project is \$2,320,611, with \$1,740,458.25 to be provided by the grant, and \$580,153 provided by the PIH Health Good Samaritan Hospital. There is no match obligation for the City of Los Angeles.

It should be noted that as part of the application package, CalOES requests the submission of the Government Body Resolution (Attachment of the Mayor's transmittal dated June 16, 2020). The Governing Body Resolution authorizes specified City officials to execute for and on behalf of the City any actions necessary in obtaining Federal financial assistance.

The recommendations and Controller instructions in this report differ from the recommendations provided in the Mayor's transmittal dated June 16, 2020, in order to correctly implement the grant award fund transactions. The Mayor's Office of Public Safety concurs with the revised recommendations and instructions incorporated into this report.

FISCAL IMPACT STATEMENT

Approval of the recommendations within this report will have no additional impact to the General Fund. The matching requirement for the grant is \$580,153, which will be provided by the PIH Health Good Samaritan Hospital. There is no match obligation for the City of Los Angeles.

FINANCIAL POLICIES STATEMENT

The recommendations provided in this report comply with the City's Financial Policies in that one-time grant funding will be utilized for one-time program expenditures.

RHL:ED:04210022

Attachment



ERIC GARCETTI
MAYOR

June 16, 2020

Honorable Members of the City Council
c/o City Clerk
Room 395, City Hall

Re: Notification of Request for Authority to Accept FY20 Legislative Pre-Disaster Mitigation (LPDM) Grant Award in the amount of \$1,740,458.25 from the Federal Emergency Management Agency, California Office of Emergency Services to fund the PIH Health Good Samaritan Hospital Essential Services Seismic Non-structural Retrofit

Dear Honorable Members:

Pursuant to Section 14.6(c) of the Los Angeles Administrative Code, the Mayor's Office of Public Safety is requesting from City Council authority to accept the Federal Emergency Management Agency (FEMA), California Office of Emergency Services' (CalOES) FY 2020 Legislative Pre-Disaster Mitigation Grant Award (FY20 LPDM) for PIH Health Good Samaritan Hospital Essential Services Seismic Non-structural Retrofit. On January 23, 2020 FEMA approved the FY20 LPDM subgrant application and the City of Los Angeles (City) was awarded \$1,740,458.25 for a grant performance period of 36 months through January 23, 2023 (Attachment 1).

Overview

The LPDM grant is part of FEMA's Hazard Mitigation Assistance (HMA) program, which is intended to reduce the risk to individuals and property from natural hazards while simultaneously reducing reliance on Federal disaster funds to assist them in implementing a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events.

Federal funds for this grant are awarded by FEMA and passed through CalOES to the City. Although private entities are not eligible to apply directly for the LPDM funding, eligible subgrantees may apply for funding to mitigate a private structure.

Honorable Members of the City Council
June 16, 2020
Page 2 of 5

FEMA issued procedures for completing a two-step application process on March 15, 2018 whereby the City submitted a Notification of Intent (NOI) to CalOES to determine if the City's proposed activity complied with the LPDM eligibility requirements. CalOES approved the City's NOI on April 26, 2018 and an application was submitted on April 16, 2019. The City received CalOES's Notification of Approval letter dated February 26, 2020 (Attachment 2) in the amount of \$1,740,458.25.

Transmitted herewith is a request to:

- Accept \$1,740,458.25 in Federal Emergency Management Agency (FEMA) Fiscal Year 2020 Legislative Pre-Disaster Mitigation (FY20 LPDM) grant funds on behalf of PIH Health Good Samaritan Hospital, for a performance period of 36 months through January 23, 2023; and
- Authorize the Mayor's Office of Public Safety to execute a contract, subject to the approval of the City Attorney as to form and legality, for the distribution of the FY20 LPDM grant funds, for a term of up to 36 months, with PIH Health Good Samaritan Hospital.
- Authorize the Mayor's Office of Public Safety to use grant funding to support the management and administration of the PIH Health Good Samaritan Hospital project.

PIH Health Good Samaritan Hospital Non-Structural Retrofit Project

In the event of a major earthquake, hospitals in the City of Los Angeles, including PIH Health Good Samaritan Hospital, will be required to provide additional emergency response services as well as ensure the health and well-being of their existing patients. To address this scenario, the state legislature passed a law that requires California hospitals to maintain their acute care units and emergency rooms in earthquake-proof structures. This law is intended to reduce hospital closures and minimize the disproportionate burden on those hospitals that remain open following a major earthquake. In order to help ensure that the hospital remains fully operational in the event of an earthquake, PIH Health Good Samaritan Hospital seeks to use the FY20 LPDM funding to retrofit the hospital's essential services.

The project will provide non-structural seismic retrofitting of rooms in the basement of PIH Health Good Samaritan Hospital (i.e., the north mechanical room, the PBX telecommunications room, and the south mechanical room) all located in the "Witmer Building" at 616 S. Witmer Street, Los Angeles, CA 90017. It will also retrofit rooms in the hospital's Power Plant, 23' from the Witmer Building (i.e., the boiler, chiller, water control, fire pump and control room on the first floor of the plant and the generator room, the electrical room, an air plenum room, and an area containing six cooling towers on the second floor of the plant). Without non-structural seismic retrofitting, a major earthquake would destroy key elements of the hospital, including the critical mechanical

Honorable Members of the City Council
June 16, 2020
Page 3 of 5

equipment and utilities it holds in its basement and in its Mechanical Power Plant, both of which OSHPD is requiring be properly braced and anchored by the year 2030.

Generally, HMA grants may be used to fund seventy-five percent (75%) of the project, with the remaining funding to come from non-federal sources. PIH Health Good Samaritan Hospital will meet this match requirement by providing funding for the retrofit project in the amount of \$580,153. There is no match obligation for the City of Los Angeles.

It is a priority of the City of Los Angeles to support and encourage seismic retrofitting and mitigation projects for critical infrastructure facilities such as PIH Health Good Samaritan Hospital.

Governing Body Resolution

CalOES requires the submission of the attached Governing Body Resolution as a part of the application package. The Governing Body Resolution authorizes specified City Officials to execute for and on behalf of the City of Los Angeles any actions necessary for the purpose of obtaining federal financial assistance under the FY20 LPDM.

LPDM Management and Administration

FEMA guidelines allow for up to five percent (5%) of the total award to be used in support of the management and administration (M&A) of grant-funded programs. The Mayor's Office is the designated administrator and fiscal agent for LPDM grant administration on behalf of PIH Health Good Samaritan Hospital and will utilize five percent (5%) of the grant award, or \$87,022.91 to support two Mayoral Aides, responsible for administering the grant for the retrofit program funded by the LPDM grant.

RECOMMENDATIONS

It is therefore requested that the City Council:

1. **Authorize** the Mayor, or his designee, to:
 - a. **Accept** on behalf of the City and PIH Health Good Samaritan Hospital, the Fiscal Year 2020 Legislative Pre-Disaster Mitigation (FY20 LPDM) grant in the amount of \$1,740,458.25 from the California Office of Emergency Services, for a performance period of 36 months to January 23, 2023;
 - b. **Adopt** the attached Governing Body Resolution to designate the City entities that will apply for and manage Federal financial assistance provided by the Federal Emergency Management Agency and sub-granted through the State of California (Attachment 3);

Honorable Members of the City Council

June 16, 2020

Page 4 of 5

- c. **Submit** to the grantor on behalf of the City requests for drawdown of funds for payment or reimbursements of City and PIH Health Good Samaritan Hospital funds expended for approved grant purposes;
- d. **Execute** contract, subject to the approval of the City Attorney as to form and legality, for a total contract amount of for a term of up to 36 months within the applicable performance period with PIH Health Good Samaritan Hospital; and
- e. **Receive**, deposit into, and disburse from a new FY20 LPDM Grant Fund, the grant funds from the FY20 LPDM grant award.
2. **Authorize** the Controller to:
- a. Transfer appropriations and create new appropriation accounts within **Fund XXX, FY20 LPDM**, as follows:

TRANSFER FROM:

<u>Fund/ Dept.</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
XXX/46	46S304	Contractual	\$ 1,653,435.34
XXX/46	46S146	Mayor	\$ 61,933.61
XXX/46	46S299	Reimbursement of General Fund Costs	\$ 25,089.30
TOTAL:			\$ 1,740,458.25

TRANSFER TO:

<u>Fund/ Dept.</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
XXX/46	46S146	Mayor	\$ 61,933.61

- b. Transfer appropriations within Fund XXX to the General Fund for reimbursement as follows:

TRANSFER FROM:

<u>Fund/ Dept.</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
XXX/46	46S146	Mayor	\$61,933.61

TRANSFER TO:

<u>Fund/ Dept.</u>	<u>Account</u>	<u>Account Name</u>	<u>Amount</u>
100/46	001020	Grant Reimbursed	\$61,933.61

Honorable Members of the City Council

June 16, 2020

Page 5 of 5

3. **Authorize** the Controller to transfer up to \$25,089.30 from Fund No. XXX, Account 46S299 to the General Fund 100, Department 46, Revenue Source Code No. 5346, for reimbursement of grant-funded fringe benefits;
4. **Authorize** the Controller to transfer cash from Fund XXX/46 to reimburse the General Fund, on an as-needed basis, upon presentation of proper documentation from City Departments, subject to the approval of the Mayor's Office of Public Safety; and
5. **Authorize** the Mayor, or designee, to prepare Controller instructions for any technical accounting adjustments, subject to approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

Sincerely,



ERIC GARCETTI

Mayor

EG:lij

Attachments

- 1 Award Letter
- 2 CalOES Notification of Application Approval
- 3 Governing Body Resolution



February 26, 2020

Gabriela Jasso
Director of Grants and Finance
Los Angeles, City of
200 North Spring Street, Room #303
Los Angeles, CA 90012

Subject: **Notification of Subapplication Approval**
Hazard Mitigation Grant Program
FEMA-4353-DR-CA, Project #PJ0157, FIPS #037-44000

Dear Ms. Jasso:

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 **\$1,740,458.25**. 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 Grants 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 DUNS Number 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 Grants Processing Unit at HMGrantsPayments@CalOES.ca.gov. Electronic copies of the post-obligation documents can also be requested at the same address.



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 Grants Processing Unit, please use the following address:

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

For further assistance regarding post-obligation documents or the reimbursement request process, please contact the Recovery Grants Processing Unit at (916) 845-8110. For program-related questions, please contact the Hazard Mitigation Grants Programs Unit at (916) 845-8150.

Recovery Grants Processing Unit

Enclosures

c: Applicant's File

*The Recovery Grants Processing Unit has the City's universal resolution, passed on 08/29/17, on file. A copy of the resolution is included in this package for your review. With the permission of an Authorized Agent, the resolution can be applied to this project.



U.S. Department of Homeland Security
1111 Broadway, Suite 1200
Oakland, CA 94607-4052



FEMA

January 23, 2020

Mark S. Ghilarducci, Director
Governor's Authorized Representative
California Office of Emergency Services
3650 Schriever Avenue
Mather, CA 95655

701349

Reference: Application Approval, HMGP #4353-157-38R
City of Los Angeles,
Good Samaritan Hospital Essential Services Seismic Non-structural Retrofit
FIPS Code#037-44000, Supplement #28

Dear Mr. Ghilarducci:

The Federal Emergency Management Agency (FEMA) have approved and issued Hazard Mitigation Grant Program (HMGP) funds for the City of Los Angeles (subrecipient), HMGP #4353-157-38R, Good Samaritan Hospital Essential Services Seismic Non-structural Retrofit.

The total eligible costs are \$2,320,611. As shown in the enclosed Supplement #28 Obligation Report, we have obligated \$1,740,458.25 for up to 75 percent federal share; the non-Federal share match is \$580,153. These funds are available in Smartlink for eligible disbursements.

This HMGP grant approval and obligation of funds are subject to the following:

1. **Scope of Work (SOW)** – The approved activity will consist of non-structural seismic retrofit of mechanical equipment, utilities, and communications equipment located at the Good Samaritan Hospital's Main Hospital Building (i.e., the Witmer Building) and Power Plant building. The project will involve bracing and anchoring the equipment and utilities so that Good Samaritan Hospital can continue to provide essential services during and after an earthquake
2. **Budget Revisions and Cost Overruns** - In accordance with the 2015 Hazard Mitigation Assistance Unified Guidance, Part VI D.3, when budget changes are made, all programmatic requirements continue to apply. Additional information regarding budget adjustments and revisions can be found in 2 CFR Part 200.308. The Recipient must obtain FEMA's prior written approval for any budget revisions.

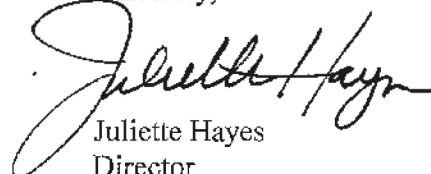
Cost overruns must be approved by FEMA Region IX before implementation and the subgrant must continue to meet programmatic eligibility requirements, including cost effectiveness and cost share. Additional information can be found in 2 CFR Part 200.

Mr. Ghilarducci
January 23, 2020
Page 2

3. **Completion Date** – The work schedule in the application states the activity completion time frame is 36 months. We will annotate January 23, 2023 as the project completion date. Please inform the subrecipient that work completed after this date is not eligible for federal funding, and federal funds may be de-obligated for work not completed within schedule for which there is no approved time extension
4. **National Environmental Policy Act (NEPA)** - This project has been determined to be Categorically Excluded from the need to prepare either an Environmental Impact Statement or Environmental Assessment in accordance with FEMA Instruction 108-1-1 and DHS Instruction 023-01-001-01; CATEX N18 has been applied. Particular attention should be given to the project conditions before and during project implementation. Failure to comply with these conditions may jeopardize federal assistance including funding.
5. This award of funds is subject to the enclosed *Standard Hazard Mitigation Grant Program Conditions*, amended August 2018. Federal funds may be de-obligated for work that does not comply with these conditions.

If you have any questions or need further assistance please contact me, or your staff may contact Linda Ortiz, Hazard Mitigation Assistance Specialist, at Linda.Ortiz@fema.dhs.gov.

Sincerely,



Juliette Hayes
Director
Mitigation Division
FEMA Region IX

cc: Jennifer Hogan, State Hazard Mitigation Officer
Shafeel Koya, Cal OES
Robin Shepard, Cal OES
Monika Saputra, Cal OES

Enclosures (4):
Supplement #28 Obligation Report
Project Management Report
Record of Environmental Considerations
Standard IIMGP Conditions

01/23/2020
13:44

FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION GRANTS PROGRAM
Obligation Report w/ Signatures

HMGP-OB-02

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Recipient
4353	38-R	0	157	1	28	CA	Statewide

Subrecipient: Los Angeles

Project Title : Los Angeles, Good Samaritan Hospital Essential Services Retrofit Project

Subrecipient FIPS Code: 037-44000

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation
\$1,740,458.25	\$1,740,458.25	\$0.00	\$0.00

Project Amount	Subrecipient Management Cost Amount	Total Obligation	IFMIS Date	IFMIS Status	FY
\$1,740,458.25	\$0.00	\$1,740,458.25	01/17/2020	Accept	2020

Comments

Date: 01/17/2020 User Id: KMOJICA

Comment: Approved funding for the City of Los Angeles, Good Samaritan Hospital Retrofit.

Authorization

Preparer Name: KAREN MOJICA

Preparation Date: 01/17/2020

HMO Authorization Name: LINDA ORTIZ

HMO Authorization Date: 01/17/2020



Authorizing Official Signature



Authorizing Official Title

01/23/20

Authorization Date

Authorizing Official Signature

Authorizing Official Title

Authorization Date

01/23/2020
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FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION GRANT PROGRAM

HMGP-AP-01

Project Management Report

Disaster Number	FEMA Project Number	Amendment Number	App ID	State	Recipient
4353	38-R	0	157	CA	Statewide

Subrecipient: Los Angeles

FIPS Code: 037-44000

Project Title : Los Angeles, Good Samaritan Hospital Essential Services Retrofit Project

Mitigation Project Description

Amendment Status : Approved

Approval Status: Approved

Project Title : Los Angeles, Good Samaritan Hospital Essential Services Retrofit Project

Recipient : Statewide

Subrecipient : Los Angeles

Recipient County Name : Los Angeles

Subrecipient County Name : Los Angeles

Recipient County Code : 37

Subrecipient County Code : 37

Recipient Place Name : Los Angeles

Subrecipient Place Name : Los Angeles

Recipient Place Code : 0

Subrecipient Place Code : 44000

Project Closeout Date : 00/00/0000

Work Schedule Status

Amend #	Description	Time Frame	Due Date	Revised Date	Completion Date
0	Instruction Design Phase: kick off work on detailed sc	1w	00/00/0000	00/00/0000	00/00/0000
0	ts/Engineers develop and complete design drawings	3m	00/00/0000	00/00/0000	00/00/0000
0	completed project design drawings to OSHPD for rev	4m	00/00/0000	00/00/0000	00/00/0000
0	HPD-recommended modifications/corrections and acc	2m	00/00/0000	00/00/0000	00/00/0000
0	ids to determine contractors and award contract to w	4w	00/00/0000	00/00/0000	00/00/0000
0	ire staging areas, signage, and alerts for hospital pers	2w	00/00/0000	00/00/0000	00/00/0000
0	Construction Phase (mobilization)	1w	00/00/0000	00/00/0000	00/00/0000
0	Deferred Approvals preparation and approval	3m	00/00/0000	00/00/0000	00/00/0000
0	Main Hospital Basement:	3m	00/00/0000	00/00/0000	00/00/0000
0	Construction (demobilization)	1m	00/00/0000	00/00/0000	00/00/0000
0	Power Plant 1st Floor:	3m	00/00/0000	00/00/0000	00/00/0000
0	Instruction (demobilization) - inspections and correctio	1m	00/00/0000	00/00/0000	00/00/0000
0	Power Plant 2nd	3m	00/00/0000	00/00/0000	00/00/0000
0	Construction (demobilization)	1m	00/00/0000	00/00/0000	00/00/0000
0	Main Hospital Floors 1-9	3m	00/00/0000	00/00/0000	00/00/0000
0	Construction (demobilization)	1m	00/00/0000	00/00/0000	00/00/0000
0	complete documents for OSHPD approval	1m	00/00/0000	00/00/0000	00/00/0000
0	Project Close-out	2m	00/00/0000	00/00/0000	00/00/0000
0	Grant Close-out	3m	00/00/0000	00/00/0000	00/00/0000

Approved Amounts

Total Approved Net Eligible	Federal Share Percent	Total Approved Federal Share Amount	Non-Federal Share Percent	Total Approved Non-Fed Share Amount
\$2,320,611	75.00000000	\$1,740,458	25.00000000	\$580,153

01/23/2020
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FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION GRANT PROGRAM

Attachment
HMGP-AP-01

Project Management Report

Disaster Number	FEMA Project Number	Amendment Number	App ID	State	Recipient
4353	38-R	0	157	CA	Statewide

Subrecipient: Los Angeles

FIPS Code: 037-44000

Project Title : Los Angeles, Good Samaritan Hospital Essential Services Retrofit Project

Allocations

Allocation Number	IFMIS Status	IFMIS Date	Submission Date	FY	ES/DFSC Support Req	ES/DFSC Amend Nr	Proj Alloc Amount Fed Share	Subrecipient Management Cost	Total Alloc Amount
16	A	01/17/2020	01/16/2020	2020	2916866	5	\$1,740,458.25	\$0.00	\$1,740,458.25
Total							\$1,740,458.25	\$0.00	\$1,740,458.25

Obligations

Action Nr	IFMIS Status	IFMIS Date	Submission Date	FY	SFS Support Req	SFS Amend Number	Suppl Nr	Project Obligated Amt - Fed Share	Subrecipient Management Cost	Total Obligated Amount
1	A	01/17/202	01/17/2020	2020	2938877	0	28	\$1,740,458.25	\$0.00	\$1,740,458.25
Total								\$1,740,458.25	\$0.00	\$1,740,458.25

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4353-157-38

Title: Good Samaritan Hospital Essential Services Non-Structural Retrofit

NEPA DETERMINATION

Non Compliant Flag: No	EA Draft Date:	EA Final Date:
EA Public Notice Date:	EA Fonsi	Level: CATEX
EIS Notice of Intent	EIS ROD Date:	

Comment The City of Los Angeles, Los Angeles County, proposes to perform a non-structural seismic retrofit of mechanical equipment, utilities, and communications equipment located at the Good Samaritan Hospital's Main Hospital Building (i.e., the Witmer Building - 34.05477, -118.26593) and Power Plant building (34.05500, -118.26489), located 23 feet from the Witmer Building. The project will involve bracing and anchoring the equipment and utilities so that Good Samaritan Hospital can continue to provide essential services during and after an earthquake. The staging area for project sites in the Main Hospital Building will be near the Northwest Corner of the basement, on the West side of the building, accessed via Witmer Street by a ramp that runs from Witmer Street down to the staging area at the basement door. The staging area for the Power Plant will be located at the Southeast Corner of the Plant, accessed via Lucas Avenue.

This project has been determined to be Categorical Excluded from the need to prepare either an Environmental Impact Statement or Environmental Assessment in accordance with FEMA Instruction 108-1-1 and DHS Instruction 023-01-001-01: Categorical Exclusion n18 has been applied. Particular attention should be given to the project conditions before and during project implementation. Failure to comply with these conditions may jeopardize federal assistance including funding.

- sorlega3 - 12/20/2019 17:40:53 GMT

CATEX CATEGORIES

CateX Category Code	Description	Selected
*n18	(*n18) Federal Assistance for Construction or Installation of Structures, Facilities, or Equipment to Ensure Continuity of Operations. Federal assistance for the construction or installation of measures for the purpose of ensuring the continuity of operations during incidents such as emergencies, disasters, flooding, and power outages involving less than one acre of ground disturbance. Examples include the installation of generators, installation of storage tanks of up to 10,000 gallons, installation of pumps, construction of structures to house emergency equipment, and utility line installation. This CATEX covers associated ground disturbing activities, such as trenching, excavation, and vegetation removal of less than one acre, as well as modification of existing structures.	Yes

EXTRAORDINARY

Extraordinary Circumstance Code	Description	Selected ?
	No Extraordinary Circumstances were selected	

ENVIRONMENTAL LAW / EXECUTIVE ORDER

Environmental Law/ Executive Order	Status	Description	Comment
Clean Air Act (CAA)	Completed	Project will not result in permanent air emissions - Review concluded	

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4353-157-38

Title: Good Samaritan Hospital Essential Services Non-Structural Retrofit

Environmental Law/ Executive Order	Status	Description	Comment
Coastal Barrier Resources Act (CBRA)	Completed	Project is not on or connected to CBRA Unit or otherwise protected area - Review concluded	
Clean Water Act (CWA)	Completed	Project would not affect any water of the U.S. - Review concluded	
Coastal Zone Management Act (CZMA)	Completed	Project is not located in a coastal zone area and does not affect a coastal zone area - Review concluded	
Executive Order 11988 - Floodplains	Completed	No effect on floodplain/flood levels and project outside floodplain - Review concluded	See Attached SFHA Firmette. - sortega3 - 12/20/2019 18:02:43 GMT
Executive Order 11990 - Wetlands	Completed	No effects on wetlands and project outside wetlands - Review concluded	See Attached Wetland Map - sortega3 - 12/20/2019 18:06:25 GMT
Executive Order 12898 - Environmental Justice for Low Income and Minority Populations	Completed	Low income or minority population in or near project area	The project will result in a beneficial impact to all populations. - sortega3 - 12/20/2019 17:47:13 GMT
	Completed	No disproportionately high and adverse impact on low income or minority population - Review concluded	
Endangered Species Act (ESA)	Completed	No listed species and/or designated critical habitat present in areas affected directly or indirectly by the federal action - Review concluded	The proposed action is to implement non-structural seismic retrofits to brace and anchor equipment and utilities in order to continue to provide essential services during and after an earthquake inside of existing buildings in urban downtown Los Angeles. These actions would result in no impacts to endangered species. The proposed scope of work for design development will not destroy or adversely modify suitable habitat and will not affect any other listed or proposed species. It is therefore determined the proposed action would have a "No Effect" on listed species and consultation with the Services (USFWS/NMFS) under Section 7 of the Endangered Species Act is not required. See attached No Effect Determination. - sortega3 - 12/20/2019 17:43:01 GMT
Farmland Protection Policy Act (FPPA)	Completed	Project does not affect designated prime or unique farmland - Review concluded	
Fish and Wildlife Coordination Act (FWCA)	Completed	Project does not affect, control, or modify a waterway/body of water - Review concluded	

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4353-157-38

Title: Good Samaritan Hospital Essential Services Non-Structural Retrofit

Environmental Law/ Executive Order	Status	Description	Comment
Migratory Bird Treaty Act (MBTA)	Completed	Project located within a flyway zone	
	Completed	Project does not have potential to take migratory birds - Review concluded	
Magnuson-Stevens Fishery Conservation and Management Act (MSA)	Completed	Project not located in or near Essential Fish Habitat - Review concluded	
National Historic Preservation Act (NHPA)	Completed	Applicable executed Programmatic Agreement. Activity meets Programmatic Allowance (enter date and # in comments) - Review concluded	This Undertaking was reviewed by Marjorie Nowick who meets the Secretary of the Interior's Professional Qualification Standards for archeology and architectural history per Stipulation I.B.1.a of the 2019 Programmatic Agreement among FEMA, the California State Historic Preservation Officer (SHPO), and the California Governor's Office of Emergency Services (Cal OES) executed on October 29, 2019 (Agreement). All work is non-structural and will be within interior areas of the Wiltner Building and Power Plant Building. Both buildings were constructed in 1976 and so are less than 45 years of age. Accordingly, this Undertaking meets Programmatic Allowance I.B.1 of the Agreement. Per Stipulation II.A.1 of the Agreement, no review by or notification to the SHPO is required. - mnowick - 12/19/2019 19:27:56 GMT
Wild and Scenic Rivers Act (WSR)	Completed	Project is not along and does not affect Wild and Scenic River - Review concluded	

CONDITIONS

Standard Conditions:

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

Standard Mitigation Grant Program (HMGP) Conditions

FEMA Region IX, August, 2018

The following list applies to Recipients and Subrecipients accepting HMGP funds from the Federal Emergency Management Agency (FEMA) of the Department of Homeland Security (DHS):

1. **Applicable Federal, State, and Local Laws and Regulations.** The Recipient/Subrecipient must comply with all applicable Federal, State, and Local laws and regulations, regardless of whether they are on this list or other project documents. DHS financial assistance Recipients and Subrecipients are required to follow the provisions of the State HMGP Administrative Plan, applicable Hazard Mitigation Assistance Uniform Guidance, and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in Title 2 of the Code of Federal Regulations (CFR) Part 200, adopted by DHS in 2 CFR 302.
2. **Financial Management Systems.** The Recipient and Subrecipient must maintain financial management systems to account for and track funds, as referenced in 2 CFR 200.302.
3. **Match or Cost Share.** Non-federal match or cost share must comply with 2 CFR 200.306, the scope of work (SOW), and any agreements among the Subrecipient, the Recipient, and FEMA.
4. **Budget Changes.** Unanticipated adjustments are permitted within the approved total cost. However, if costs exceed the federal share, the Subrecipient must notify the Governor's Authorized Representative (GAR) of overruns before implementation. The GAR shall submit a written request for approval to FEMA Region IX. The subaward must continue to meet HMGP requirements, including cost effectiveness and cost share. Refer to 2 CFR 200.308 for additional information.
5. **Real Property and Land.** The acquisition, use, and disposition must comply with 2 CFR 200.311.
6. **Equipment.** The acquisition, use, and disposition must comply with 2 CFR 200.313.
7. **Supplies.** Upon project completion, FEMA must be compensated for unused supplies, exceeding \$5,000 (fair market value), and not needed for other federal programs. Refer to 2 CFR 200.314.
8. **Procurement.** Procurement procedures must be in conformance with 2 CFR 200.318-320.
9. **Monitoring and Reporting Program Performance.** The Recipient and Subrecipient must submit quarterly progress reports, as referenced in the 2 CFR 200.328 and State HMGP Administrative Plan.
10. **Records Retention.** In accordance with 2 CFR 200.333, financial/ programmatic records related to expenditures must be maintained at least 3 years after the date of Recipient's final expenditure report.
11. **Enforcement and Termination.** If the Recipient or Subrecipient fails to comply with the award or subaward terms, whether stated in a Federal statute or regulation, the State HMGP Administrative Plan, subapplication, a notice of award, an assurance, or elsewhere, FEMA may take one or more of the actions outlined in 2 CFR 200.338, including termination or partial termination of the award or subaward outlined in 2 CFR 200.339.
12. **Allowable Costs.** Funds are to be used for allowable costs in compliance with 2 CFR 200.403, the approved SOW, and any agreements among the Subrecipient, Recipient, and FEMA.

13. **Non-Federal Audit.** The Recipient and Subrecipient are responsible for obtaining audits in accordance with the Single Audit Act of 1984, in compliance with 2 CFR 200.501.
14. **Debarred and Suspended Parties.** Recipients and Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, and 2 CFR 180. These regulations restrict federal financial assistance awards, subawards, and contracts with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in the federal assistance programs or activities.
15. **Equipment Rates.** Rates claimed for use of Subrecipient-owned equipment in excess of the FEMA-approved rates must be approved under State guidelines issued by the State Comptroller's Office or must be certified by the Recipient to include only those costs attributable to equipment usage less any fixed overhead and/or profit.
16. **Duplication of Funding between Public Assistance (PA) and HMGP.** Funding for PA Section 406 and HMGP Section 404 are permitted on the same facility/location, but the activities identified under each program must be distinct with separately accounted funds. At closeout, FEMA may adjust the funding to ensure the Subrecipient was reimbursed for eligible work from only one funding source.
17. **Historic Properties and Cultural Resources.** In compliance with 2 CFR 800, if a potential historic property or cultural resource is discovered during construction, the Subrecipient must cease work in the area and take all reasonable measures to avoid or minimize harm to the discovered property/resource. During construction, the Subrecipient will monitor ground disturbance activity, and if any potential archeological resources are discovered, will immediately cease work in that area, and notify the Recipient and FEMA. Construction in the area may resume with FEMA's written approval after FEMA's consultation, if applicable, with the State Historic Preservation Officer (SHPO).
18. **NEPA and Changes to the Scope of Work (SOW).** To comply with the National Environmental Policy Act (NEPA), and other Laws and Executive Orders, any change to the approved SOW shall be re-evaluated before implementation. Construction associated with a SOW change, prior to FEMA approval, may be ineligible for funding. Acceptance of federal funding requires environmental permits and clearances in compliance with all appropriate federal, state and local laws, and failure to comply may jeopardize funding.

Within their authority, the Recipient and Subrecipient must use of all practicable means, consistent with other essential policies, to create and maintain productive harmony for people and nature, and fulfill the social, economic, and other needs of present and future generations of Americans.

RECEIVED

JAN 20 2018

647550

GRANTS PROCESSING UNIT

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130

Cal OES ID No: 037-44000

DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE City Council OF THE City of Los Angeles
(Governing Body) (Name of Applicant)

THAT City Administrative Officer OR
(Title of Authorized Agent)

Assistant City Administrative Officer OR
(Title of Authorized Agent)

Chief Administrative Analyst or Inspector General
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Los Angeles a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-283 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the City of Los Angeles a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) _____

RECEIVED

Passed and approved this 29 day of AUGUST, 2017

JAN 18 2018

Herb J. Wesson, President
(Name and Title of Governing Body Representative)

Mitchell Englander, President Pro Tempore
(Name and Title of Governing Body Representative)

PUBLIC ASSISTANCE

David E. Ryu, Councilmember
(Name and Title of Governing Body Representative)

CERTIFICATION

I, Erika Pulst (Name) duly appointed and Deputy City Clerk (Title) of

City of Los Angeles (Name of Applicant) do hereby certify that the above is a true and correct copy of a

Resolution passed and approved by the City Council (Governing Body) of the City of Los Angeles (Name of Applicant)

on the 29th day of AUGUST, 2017

Erika Pulst
(Signature)

Deputy City Clerk
(Title)

RECEIVED

JAN 20 2018

647550

GRANTS PROCESSING UNIT

**DESIGNATION OF SUBRECIPIENT'S AGENT RESOLUTION
Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program**

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, a public entity
(Name of Subrecipient)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Service for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California,
(Name of Subrecipient)

hereby authorizes its agent(s) to provide to the California Governor's Office of Emergency Service for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

This is a universal resolution and is effective for all open and futures Disasters/Grants up to three (3) years following the date of approval below.

This is a Disaster/Grant specific resolution and is effective for only Disaster/Grant name/number(s) _____

Passed and approved this _____ day of _____, 20____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20____

(Signature)

(Title)

Cal OES Form 130 Instructions

A new Designation of Applicant's Agent Resolution is required if the previously submitted document is older than three (3) years from the last date of Board/Council approval.

When completing the Cal OES Form 130, Subrecipients should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the individual or group responsible for appointing and approving the Authorized Agents. Examples include: Board of Directors, City Council, Board of Supervisors, etc.

Name of Subrecipient: This is the official name of the non-profit, agency, city, county or special district that has applied for the grant. Examples include: City of Sacramento; Sacramento County; or Los Angeles Unified School District.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Service regarding grants applied for by the subrecipient. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency (e.g.; City Clerk, the Authorized Agent, Secretary to the Director) and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names and titles of the Authorized Agents should be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving board members. Examples include: Chairman of the Board, Superintendent, etc. The names and titles cannot be one of the designated Authorized Agents.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval. Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person cannot be one of the designated Authorized Agents to eliminate "Self Certification."

PROJECT ASSURANCES FOR FEDERAL ASSISTANCE HAZARD MITIGATION GRANTS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact California Governor's Office of Emergency Services (Cal OES). Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, Federal Office of Inspector General 2 CFR 200.336, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 cc-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made, and (j) the requirements on any other nondiscrimination statute(s) which may apply to the application.
10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.O. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447 and 2448.
16. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
17. Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with §200.112.
18. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.
19. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subrecipient application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
 - a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;
 - h. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.
 - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.
20. The non-Federal entity for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award §200.113. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment.
21. Will not make any award or permit any award (subaward or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension.

**California Governor's Office of Emergency Services
SUPPLEMENTAL GRANT SUBAWARD INFORMATION**

The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth to the following:

1. Subrecipient: Los Angeles, City of **1a. DUNS#:** _____

2. Implementing Agency: _____ **2a. DUNS#:** _____

3. Implementing Agency Address: _____
Street City State ZIP+4

4. Location of Project: _____
City County ZIP+4

5. Federal Award Identification Number: FEMA-4353-DR-CA **6. Performance Period:** 01/17/2020 to 01/31/2023

7. Indirect Cost Rate: N/A 10% de minimis Federally Approved ICR _____

8. Supplement Information

Supp No.	Federal Share	Non-Federal Share	Admin Cost	Total Supplement Cost	Fed / Non-Fed Percentage
28	\$1,740,458.25	\$580,152.75	\$0.00	\$2,320,611.00	75% / 25%
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
Totals:	\$1,740,458.25	\$580,152.75	\$0.00		

Total Project Cost: \$2,320,611.00

9. Primary Authorized Agent:

Name: _____ Title: _____

Phone: _____ Email: _____

Mailing Address: _____
Street City State ZIP+4

Payment Mailing Address: _____
Street City State ZIP+4

**California Governor's Office of Emergency Services
SUPPLEMENTAL GRANT SUBAWARD INFORMATION**

Cal OES Contact Information Section:

Governor's Office of Emergency Services
Mark S. Ghilarducci, Director
3650 Schriever Avenue
Mather, CA 95655
Phone: (916) 845-8510

Cal OES Use Only	
Cal OES #	037-44000-00
FIPS #	037-44000
Subaward #	DR4353-PJ0157
PCA	82914
Federal Award Dates	12/04/2017 09/03/2026

Federal Awarding Agency Section

Federal Program Fund / CFDA #	Federal Awarding Agency	Total Federal Award Amount
Hazard Mitigation Grant Program / 97.039	U.S. Department of Homeland Security, Federal Emergency Management Agency	\$2,320,611.00

Project Description Section:

Good Samaritan Hospital Essential Services Retrofit Project

Research and Development Section:

Is this Subaward a Research and Development grant? Yes No

SUPPLEMENTAL GRANT SUBAWARD INFORMATION Instructions
Please complete the sections marked with an asterisk (*)

1. Subrecipient

The subrecipient is the unit of government or community-based organization (CBO) that has the legal responsibility for these grant subaward funds (e.g. Alameda County, City of Fresno, or Women's Place of Merced).

***1a. Federal DUNS Number (Subrecipient)**

Enter the 9-digit Federal Data Universal Numbering System (DUNS) ID number for the subrecipient listed above. If you do not yet have an assigned DUNS number, one may be obtained by contacting Dun & Bradstreet at www.dnb.com or at (866)-705-5711. The DUNS number must be current and active in the federal System for Award Management (SAM) for the duration of this grant subaward. Note: A DUNS number is required only for federally-funded grants.

***2. Implementing Agency**

Enter the complete name of the agency responsible for the day-to-day operation of the grant subaward (e.g. Sheriff's Department, Fire Department, or Department of Public Works). If the implementing agency is the same as the subrecipient, enter the subrecipient's name again.

***2a. Federal DUNS Number (Implementing Agency)**

Enter the 9-digit Federal Data Universal Numbering System (DUNS) ID number for the implementing agency listed above. If the implementing agency does not yet have an assigned DUNS number, one may be obtained by contacting Dun & Bradstreet at www.dnb.com or at (866)-705-5711. The DUNS number must be current and active in the federal System for Award Management (SAM) for the duration of this grant subaward. Note: A DUNS number is required only for federally-funded grants.

***3. Implementing Agency Address**

Enter the address of the implementing agency. Provide the complete nine digit ZIP code (ZIP+4).

***4. Location of Project**

Enter the city and county/operational area where the project is located. Provide the complete nine digit ZIP code (ZIP+4).

5. Federal Award Identification Number (FAIN)

This section shows the Federal Award Identification Number associated with this funding source/disaster. Example: 4301-DR-CA or FEMA-4301-DR-CA.

6. Performance Period

This section shows the beginning and ending dates of this grant subaward's project performance period.

SUPPLEMENTAL GRANT SUBAWARD INFORMATION Instructions
Please complete the sections marked with an asterisk (*)

***7. Indirect Cost Rate**

Indicate whether the subrecipient is using the 10% de minimis based on Modified Total Direct Costs (MTDC) or the indirect cost rate approved by the subrecipient's cognizant agency agreement. A copy of the approved ICR Negotiation Agreement must be enclosed with the application. Indicate N/A if the subrecipient will not be claiming indirect costs under this grant subaward. ***Indirect costs may not be allowable under certain federal fund sources.***

8. Supplement Information

This section features the FEMA supplement numbers, the federal and non-federal shares, and applicable subrecipient administrative costs for this grant subaward. The grant subaward's cost share percentage is displayed in the far right column.

***9. Primary Authorized Agent**

The primary authorized agent will be the main contact for Grants Processing Unit (GPU) correspondence and must be one of the authorized agents named in the governing body resolution. Enter the name, title, phone number, email address, and correspondence mailing address of the primary authorized agent for this project. Enter the payment mailing address where reimbursement payments should be mailed (payments will be sent to this address to the attention of the primary authorized agent).

Federal Awarding Agency Section

This section shows the federal awarding agency, federal program, and the Catalog of Federal Domestic Assistance (CFDA) number for this funding. Also shown is the total project cost related to this grant subaward.

Project Description Section

This section features the name or a short description of the project.

Research and Development Section

This section indicates whether this grant subaward is for research and development.

Grant subrecipients must complete and submit to Cal OES a Federal Funding Accountability Transparency Act (FFATA) Financial Disclosure form each fiscal year. Please review this form and fill it out accordingly. If all three of the listed criteria apply to your entity, please complete the provided executive compensation chart. Otherwise, please check the box indicating that your entity is not subject to FFATA financial disclosure. The document must be signed by an Authorized Agent as designated by your entity's Authorized Agent resolution. The completed form can be submitted to Cal OES along with the other post-obligation documents.

HAZARD MITIGATION GRANTS PROGRAM NOTIFICATION TO SUBGRANTEES GRANT ADMINISTRATION PROCEDURES

1. ADVANCES (HMGP Only)

The California Governor's Office of Emergency Services (Cal OES) may consider approval of a one time advance provided that the subgrantee justified the need for an advance in their Hazard Mitigation Grant Program (HMGP) application. An advance can be made after federal funds have been approved, but before the expenditure of eligible costs. The advanced amount will be subtracted from the subgrantee's first reimbursement request. The advance request must be made by submitting a Request for Advance of Funds form. Subgrantees who did not request an advance in their application are not eligible for advances. A special fund for the deposit of the state warrant must be established upon receipt of any advance funding.

2. WORK SCHEDULES

The subgrantee must provide Cal OES with a projected work schedule within thirty (30) days of receipt of this obligation package. This is a one-time-only report. It should outline the proposed work schedule for the approved activity, including milestones. The milestones listed in your work schedule will be used to measure the progress reported to Cal OES in the Quarterly Reports. Please provide a separate report for each grant. The work schedule should include the following information:

Table/Chart or Graph - Create a table, chart or graph depicting your proposed work schedule by major milestones (activities/measures) from the time of initiation to completion of proposed activity.

Time line - How long you anticipate the activity will take to complete (in months).

Phases - Explain in some detail, if you plan to perform your activity in several phases, and why.

Extended Start and Completion Dates - Explain any activity start dates beyond sixty (60) days from approval date, or completion dates beyond three (3) years.

The Work Schedule should be sent to: California Governor's Office of Emergency Services
Hazard Mitigation Grants Division
3650 Schriever Avenue
Mather, California 95655

3. PROCUREMENT/COMPETITIVE BIDS PROCESS

All contract/procurement transactions must be carried out in a manner consistent with financial administrative requirements found in Title 44 of the Code of Federal Regulations (44CFR) Part 13.

4. ALLOWABLE COSTS AND REIMBURSEMENTS.

Once Federal Emergency Management Agency (FEMA) approves a total eligible activity cost and obligates funding, Cal OES can process reimbursement requests for eligible activities. Payments are made on a reimbursement basis and no funds will be disbursed for activities that are not consistent with the approved scope of work. Activity expenditures will be reimbursed at 75% of eligible costs. Additionally, Cal OES will withhold retention of 10% from each reimbursement request. The retention amount will be released to the subgrantee upon completion of the closeout process.

Reimbursement requests must be submitted to Cal OES on a Hazard Mitigation Reimbursement Form. The form must be signed by the applicant's designated authorized agent.

Should the subgrantee be able to complete this work for less than the maximum allowable costs, the subgrantee will be reimbursed at 75% of the actual costs. Any remaining funds will be deobligated. If activity costs exceed the maximum allowable costs, the subgrantee will be reimbursed at 75% of the FEMA approved activity cost.

5. COST OVERRUNS (HMGP Only)

Cost over-runs can be considered if available funding exists in the HMGP for the declared disaster. Cost over-runs under ten (10) percent of the approved activity cost are allowed when offset by cost under-runs on other activities, as determined by Cal OES. Cost over-runs exceeding ten (10) percent of the approved activity cost require Cal OES to submit the request with a recommendation to the FEMA Regional Director for review and final determination.

Cost over-runs will be indicated by quarterly progress reports and may be verified by activity inspection. All cost over-runs must be requested before expenditure of costs in excess of the total approved activity costs and the request must be signed by the applicant's designated authorized agent. Costs in excess of total approved activity costs expended before approval of cost over-runs will not be considered eligible HMGP expenditures. All cost over-runs must be justified by the subgrantee and supported by a benefit-cost analysis prepared using the FEMA benefit-cost models. Unjustified over-runs will be denied by Cal OES.

There is no guarantee that HMGP funds will be available to cover cost over-runs.

6. SCOPE OF WORK CHANGES:

Any requests for changes to the approved scope of work must be consistent with program guidance and regulations, must be submitted to Cal OES and signed by the applicant's designated authorized agent. Pre-approval is required before the start of any activity not included in the approved scope of work. Costs associated with any activity that is not included in the approved scope of work are not eligible for reimbursement.

7. QUARTERLY REPORT PROCEDURES

Subgrantees are required to submit progress reports to Cal OES on a quarterly basis until the end of the approved performance period or the activity is complete. Quarterly Reports will not be required of activities with duration of less than three months. A single report for such short-term activities will satisfy reporting requirements.

The first Quarterly Report is due to Cal OES within three months following the activity initiation. Quarterly Reports will thereafter be numbered consecutively by quarter and year (e.g. a 24 month project is required to submit 8 quarterly reports.) The following is the schedule for the Quarterly Reports:

First Reporting Period:	January 01 - March 31	Report due by April 15
Second Reporting Period:	April 01 - June 30	Report due by July 15
Third Reporting Period:	July 01 - September 30	Report due by October 15
Fourth Reporting Period:	October 01 - December 31	Report due by January 15

Quarterly Reports shall include, at a minimum:

- A. The status and completion date for the activity funded, including any problem or circumstances affecting the completion date, scope of work, or costs which are expected to result in noncompliance with the approved grant conditions.
- B. A description of milestones completed in accordance with the work schedule provided by the subgrantee. The milestones declared in the subgrantee's work schedule will be applied as a standard of the activity's progress.

Cal OES will review subgrantee reports to identify activities requiring special attention or inspection. The Governor's Authorized Representative will review the reports and forward a report to the FEMA Regional Director on the status of each grant.

Cal OES will suspend reimbursements to subgrantees that are not current in the submission of quarterly progress reports. Reimbursement requests received for suspended grants will be returned to the subgrantee.

Quarterly Reports must be sent to:

California Governor's Office of Emergency Services
Hazard Mitigation Grants Division
3650 Schriever Avenue
Mather, California 95655

8. INSPECTIONS

Cal OES reserves the right to inspect all activities for compliance. Cal OES may require the subgrantee to perform a final inspection and prepare a report. If inspections and review of the subgrantee support documentation reveal problems in performance of work and/or the documentation of such work, Cal OES shall require the subgrantee to correct the deficiencies before close-out.

9. PERFORMANCE PERIOD EXTENSIONS

All performance period extension requests must include the dates and provision of all previous extensions on this activity, a detailed explanation for the delay and a revised activity work schedule. All performance period extension requests must be submitted to Cal OES and signed by the applicant's designated authorized agent. Any costs incurred outside of an approved performance period will not be considered eligible activity costs.

HMGP

Extensions to original performance period of up to twelve months may be granted by Cal OES upon written request from the subgrantee. Requests for time extensions must be submitted to Cal OES prior to the end of the current approved performance period.

Requests for time extensions beyond the authority of Cal OES must be submitted to Cal OES in writing and received by Cal OES no later than ninety (90) days prior to the expiration of the current approved performance period. Time extension requests received by Cal OES less than ninety (90) days prior to the end of the current approved performance period will not be considered. Cal OES must submit these requests to the FEMA Regional Director for final determination.

Following the Regional Director's review, Cal OES will be notified in writing of the determination. Cal OES will notify the subgrantee of FEMA's determination. If the extension is denied, the subgrantee can submit a second request to be considered by the FEMA Associate Director.

FMA / LPDM / PDM / SRI

Performance period extension requests must be submitted to Cal OES in writing and received by Cal OES no later than ninety (90) days prior to the expiration of the current approved period of performance. Time extension requests received by Cal OES less than ninety (90) days prior to the end of the current approved period of performance will not be considered. Review program guidance for period of performance extension request requirements.

10. ADMINISTRATIVE DOCUMENTS

The administrative documents included with this package must be completed, signed by an authorized representative of the subgrantee and received by Cal OES before any payments can be processed. These forms include (1) Subgrantee Assurances and (2) Designation of Applicant's Agent Resolution. Completed forms must be mailed to:

California Governor's Office of Emergency Services
Hazard Mitigation Grants Division
3650 Schriever Avenue
Mather, California 95655

11. FINAL REPORTS

Final Claims must be filed using the Final Claim form. All activity costs are subject to audit; therefore, adequate documentation is required to verify the scope of work and the activity costs. All activity documentation must be retained by the subgrantee for three years from closeout. The subgrantee shall submit a final report package

to Cal OES when the activity has been completed. The documentation required is dependent on the type of activity. The package must include at least the following:

- Final Claim form
- Accomplishments and results report
- Budget summary
- Photographs/materials

Payment of the 10% retention will be processed upon completion of the closeout process.

12. AUDITS

The Cal OES may request an audit of any funds disbursed to a subgrantee at any time, regardless of the amount. Each subgrantee is required to provide reasonable and timely access to all records. Subgrantees that expend combined federal awards above \$500,000 must submit audit reports consistent with the requirements of Office of Management and Budget OMB Circular A-133. Such audits of subgrantees will be conducted in accordance with the requirements of the Single Audit Act and amended by 1996 (PL 104-156). Records must be retained by the subgrantee for three years from project closeout.

13. MONITORING

In order to provide reasonable assurance of compliance with applicable Federal and State laws and regulations, and to comply with Cal OES's administrative oversight responsibilities, subgrantee activities shall be monitored and associated finding (s) and program deficiencies resolved through viable corrective action plans. Financial and administrative compliance monitoring is comprised of desk reviews, as well as field reviews, of specific subgrantee information and supporting financial documentation and books of record.

14. APPEALS (HMGP Only)

A subgrantee may appeal any determination made by FEMA relative to grant assistance by submitting justification in writing to Cal OES within sixty (60) days of the action being appealed. Appeals must be submitted through the Governor's Authorized Representative (GAR). Subgrantees must provide sufficient information to allow the GAR to determine the facts and validity of the request.

Cal OES will review the appeal material submitted, make any additional investigations necessary and forward the appeal with a written recommendation to the FEMA Regional Director within sixty (60) days.

The FEMA Regional Director shall notify Cal OES as to the disposition of the subgrantee's appeal or need for additional information within ninety (90) days following receipt of all related information. If the decision is to grant the appeal, the Regional Director will take appropriate implementing action.

If the Regional Director denies the appeal, the subgrantee may submit a second appeal in writing to the GAR. The GAR reviews the second appeal and may forward it to the FEMA Associate Director through the FEMA Regional Director. Such appeals shall be made in writing and shall be submitted not later than sixty (60) days after receipt of notice of the Regional Director's denial of the first appeal. The Associate Director shall render a determination on the GAR's appeal within ninety (90) days following receipt of all related information. The Associate Director's determination is final.

In rendering such determinations, the Associate Director may, in those cases involving appeals of a highly technical nature, refer the appeal to an independent scientific or technical body for review. The GAR must first agree to such a process, including a waiver of the ninety (90) day time limitation for appeal resolution, as well as sharing the cost of such reviews.

See Part 44 of the Code of Federal Regulations (44CFR) Section 206.440.

**California Governor's Office of Emergency Services (Cal OES)
REIMBURSEMENT REQUEST FORM**

Email Reimbursement Request to:
HMGrantsPayments@CalOES.ca.gov

Subrecipient: _____

FIPS ID #: _____

Mail Reimbursement Request to:

Disaster/Subaward #: _____

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

Please mark this box to indicate a
change in the Mailing Address in the
Authorized Agent section below

Project Number	Cumulative Expenditures to date	Reimbursement Request for the period of to
	\$	\$

Under penalty of perjury, I certify that:

- I am the duly authorized officer of the claimant herein and this claim is for costs incurred within the Grant Performance Period
- By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

Authorized Agent (Per Governing Body Resolution)

Printed Name Title Phone Number

Signature Date Email Address

New Mailing Address Only

Cal OES 400 (for Cal OES only)	
Obligated Amount	
Expenditures to Date	
Cost Share at 75%	
Less Retention	
Prior Payments Made	
Amount Allowable for Payment	

Reviewer Title Date Approver Title Date

**California Governor's Office of Emergency Services (Cal OES)
REIMBURSEMENT REQUEST FORM Instructions**

Subrecipient	The subrecipient is the entity as identified in the original grant application. Do not identify any sub-departments or offices as the subrecipient.
FIPS ID #	This is the subrecipient's identification number as identified on the Notification of Approval Letter.
Disaster/ Subaward #	The disaster/subaward number can be found on the Notification of Approval Letter.
Address Change	Indicate a change in address by checking the box shown and noting the new address on the line labeled "New Mailing Address Only" in the Authorized Agent section.
Project Number	The project number can be found on the Notification of Approval Letter.
Cumulative Expenditures to Date	Provide the full, total grant expenditures incurred to date for this project (including applicable local share).
Reimbursement Request Period	The subrecipient may request reimbursement of all, or a portion of, grant expenditures incurred since the last Reimbursement Request. Indicate the month, day and year for the beginning of the period covered to the end of the period covered during which these expenditures were incurred. <i>This is not the Project/Budget Period listed on the subaward.</i> HMGP Disaster Grants: No fiscal year restrictions. All other grants: A request period cannot cross the State fiscal year, which ends June 30 and begins July 1.
Authorized Agent Information	Complete all line items as requested and ensure that the form is signed by an Authorized Agent named on the Governing Body Resolution. The signature date must be on or after the final day of the indicated request period.
Mail	This form can be sent to Cal OES via email or regular mail. The subrecipient should maintain duplicate records of all documents sent to Cal OES.
Supporting Documents	Supporting documents are not required to be submitted with the Reimbursement Request; however, Cal OES reserves the right to request documentation of any time. Subrecipients are reminded to maintain documents that support the expenditures and reimbursement amounts shown on the request.
Additional Assistance	For additional assistance regarding this Reimbursement Request Form, please contact the Recovery/Hazard Mitigation Grants Processing Unit at (916) 845-8110 or at HMGrantsPayments@CalOES.co.gov.

Quick Start Guide for New Grantee Registration

Helpful Information

SAM an official **free, U.S. government-operated website** – it is FREE to register and maintain your entity registration record in SAM. It is FREE to get help.

What is an Entity?

In SAM, your company/business/organization is referred to as an "Entity." You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.

a

1. **DUNS Number:** You need a Data Universal Numbering System (DUNS) number to register your entity in SAM. DUNS numbers are unique for each physical location you are registering. If you do not have one, request a DUNS number for **free** to do business with the U.S. Federal government by visiting Dun & Bradstreet (D&B) at <http://fedgov.dnb.com/webform>. It takes no more than 1-2 business days to obtain a DUNS number.
2. **Taxpayer Identification Number:** You need your entity's Taxpayer ID Number (TIN) and Taxpayer Name (as it appears on your most recent tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN. Your TIN is usually your Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS). Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) as their TIN, but are strongly encouraged to obtain a free EIN from the IRS by visiting: <http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/How-to-Apply-for-an-EIN>. Allow approximately two weeks before your new EIN is ready for use when registering in SAM.
3. All non-Federal entities must mail an original, signed notarized letter to the Federal Service Desk within 60 days of activation.

Steps for Registering

1. Type www.sam.gov in your Internet browser address bar.
2. Select Log In to complete authentication and create an account.
3. On the My SAM page, select Entity Registrations from the sub-navigation menu and select Register New Entity.
4. Select your type of Entity.
5. If you are registering in SAM.gov so you can apply for a Federal financial assistance opportunity on Grants.gov, and are not interested in pursuing Federal contracts, you will have a much shorter registration path. To choose the grants only path:
 - Select "I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs." in response to the question "Why are you registering this entity to do business with the U.S. government?"
6. Complete the Core Data section:
 - Validate your DUNS information.
 - Enter Business Information (TIN, etc.) This page is also where you create your Marketing Partner Identification Number (MPIN). Remember your MPIN as it will help identify you in several other government systems. You must have it to apply in Grants.gov.
 - Enter your CAGE Code if you have one. CAGE codes are tied to DUNS Numbers and cannot be reused. Don't worry if you don't have a CAGE Code for the DUNS Number you are registering: one will be assigned to you after your registration is submitted. Foreign registrants must enter their NCAGE Code before proceeding.
 - Enter General Information (business types, organization structure, etc.) about your entity.
 - Provide your entity's Financial Information, i.e. U.S. bank Electronic Funds Transfer (EFT) Information for Federal government payment purposes. Foreign entities do not need to provide EFT information.
 - Answer the Executive Compensation questions.
 - Answer the Proceedings Details questions.
7. Complete the Points of Contact section:
 - Your Electronic Business POC is integral to your Grants.gov registration and application process. Your Government POC will be used by other government systems, such as the CAGE program, when they contact you. List someone with direct knowledge of this registration for both of those POCs.
8. Complete the Representations and Certifications section (for non-federal entities only):
 - Select Yes/No on the Financial Assistance Response page.
9. Make sure to select Submit after your final review. You will get Registration Submitted - Confirmation message on the screen. If you do not see this message, you have not submitted your registration.

Your registration will be reviewed. You will receive an email from SAM.gov when your registration is active.

Please give yourself plenty of time before your grant application submission deadline. Allow up to 12-15 business days after you submit before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information.

For FREE help registering in SAM, contact the supporting Federal Service Desk (FSD) at <https://www.fsd.gov/>



Quick Start Guide for Updating an Entity Registration

Helpful Information

Viewing Your Entity Record

- If you chose to make your record public, you can view your entity record by going to www.sam.gov, selecting Search Records, and searching by your DUNS number or Legal Business Name
- If your record is available in the public search, but expired, you can view it by searching for your entity by DUNS Number or Legal Business Name, selecting the "Inactive" checkbox, and clicking the "Apply Filters" button
- If you opted out of public search, you will need to log into SAM with the appropriate user account, select Entity Registrations and then Existing Entity Registrations to view your record

Before You Start

- When you renew or update your registration, you must review the entire record. Take the time to make sure all the information is accurate and complete.
- If your entity's physical address has changed since you last renewed, make sure to update the address Dun and Bradstreet (D&B) has on file prior to updating the registration in SAM.
- All non-Federal entities must mail an original, signed notarized letter to the Federal Service Desk within 60 days of activation.

Steps for Updating an Entity Registration

1. Type www.sam.gov in your Internet browser address bar and then log in.
2. On the My SAM page, select Entity Registrations and then Existing Entity Registrations from the sub-navigation menu.
3. Search for the entity you want to update or select the Legal Business Name of the entity the Entity List.
4. Select Update Entity from the Registration Details panel.
 - You may not update a registration in Submitted status. You may only update registrations that are Active, Expired, or a Work in Progress.
5. You may delete a Work in Progress if necessary. This will not affect your Active or Expired entity registration.
6. Select what you would like to update: Purpose of Registration and remaining entity registration. All sections applicable to the registration besides the Purpose of Registration or Point of Contacts only (skip to step 10).
7. Update the Core Data section.
8. Update the Assertions section (not required if registering for Federal Assistance opportunities only).
9. Update the Representations and Certifications section.
10. Update the Points of Contact section, including optional POCs. You may remove optional POCs if they are no longer relevant.
11. If you qualify as a small business, update your information in SBA's Dynamic Small Business Search (DSBS) or apply for a small business certification via the "SBA Supplemental" page.
12. Select Submit. Your registration will be reviewed. You will receive an email from SAM.gov when your registration is active.

Please note: If your registration update requires IRS or CAGE revalidation, it could take 10-12 business days for it to become active and replace your previous registration.



**DESIGNATION OF SUBRECIPIENT'S AGENT RESOLUTION
Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program**

BE IT RESOLVED BY THE City Council OF THE City of Los Angeles
(Governing Body) (Name of Applicant)

THAT The City of Los Angeles Mayor's Office, OR
(Title of Authorized Agent)
_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the City of Los Angeles Mayor's Office Department of Public Safety, a public entity
(Name of Subrecipient)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Service, for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the City of Los Angeles Mayor's Office Department of Public Safety, a public entity established under the laws of the State of California,
(Name of Subrecipient)

hereby authorizes its agent(s) to provide to the California Governor's Office of Emergency Service for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and futures Disasters/Grants up to three (3) years following the date of approval below.
- This is a Disaster/Grant specific resolution and is effective for only Disaster/Grant name/number(s) FEMA-4353-DR-CA

Passed and approved this _____ day of _____, 20_____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, Gabriela V. Jasso, duly appointed and Director of Grants and Finance of
(Name) (Title)

City of Los Angeles Mayor's Office of Public Safety, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the City Council of the City of Los Angeles
(Governing Body) (Name of Applicant)

on the _____ day of _____, 20_____



(Signature)

DIR OF GRANTS & FINANCE

(Title)