



BOARD PACKAGE

January 10, 2024

Regular Board Meeting – 5:00 p.m.

REGULAR BOARD MEETING AGENDA

January 10, 2023 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Via Conference Call (see below)

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order – Pledge of Allegiance

Roll Call

1) **Approval of Agenda**

2) **Public Comment** – Under this item, any member of the public wishing to directly address the Board on any item of interest that may or may not be within the subject matter jurisdiction of the Board, but not listed on the agenda, may do so at this time. However, the Board is prohibited by law from taking any action on any item not appearing on the agenda unless the action is otherwise authorized by the Brown Act. Any member of the public wishing to directly address the Board on any item listed on the agenda may do so when the item is being considered by the Board. Speakers are requested to be brief in their remarks. The Chair may limit each speaker to a comment period of five (5) minutes.

a) **General Public**

b) **Community Reports**

- C.E.R.T.
- County Supervisor
- Federal Representatives
- Fire
- Mojave Water Agency
- School District
- Sheriff
- State Representatives

3) **Consent Items**

- Approval of Minutes
- Approval of Board Stipends/Reimbursements
- Approval of Contractor Payments
- Acceptance of November Disbursements

4) **Matters Removed from Consent Items**

5) **Presentations/Appointments** – None

6) **Continued/New Agenda Items**

- Discussion & Possible Action to Approve the Purchase of GIS Mobile Application Software and Integration Services
- Discussion & Possible Action Regarding 2024/2025 Budget Process Schedule



Mission Statement:

The Mission of the Phelan Piñon Hills Community Services District is to efficiently provide authorized services and maximize resources for the benefit of the community.

Authorized Services:

- Water
- Parks & Recreation
- Street Lighting
- Solid Waste & Recycling

- c) Discussion & Possible Adoption of Resolution No. 2024-01; Authorizing Staff to Execute and Take Actions Approved by Applicant’s Board of Directors Necessary for the Purpose of Obtaining Federal Financial Assistance Provided by the Federal Department of Homeland Security and Subgranted Through the State of California for the Fiscal Year 2022 Nonprofit Security Grant Program
 - d) Discussion & Possible Approval to Complete & Submit Forms Required by CalOES and FEMA for the FY 2022 Nonprofit Security Grant Program
 - e) Review of Ordinance No. 2023-03; Establishing Guidelines for the Conduct of District Public Meetings and Activities
 - f) Review of Resolution No. 2023-04; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training
 - g) Discussion & Possible Action Regarding Section 3.4.3 Compensatory Time Off (“Comp Time”) of the District’s Personnel Manual
 - h) Update on Solid Waste Program Implementation
 - i) Update on the Proposed Civic Center & Phelan Park Expansion Projects
- 7) **Committee Reports/Comments**
- a) Engineering Committee (Standing)
 - b) Finance Committee (Standing)
 - c) Legislative Committee (Standing)
 - d) Parks, Recreation & Street Lighting Committee (Standing)
 - e) Waste & Recycling Committee (Standing)
- 8) **Staff and General Manager’s Report**
- 9) **Reports**
- a) Director’s Report
 - b) President’s Report
- 10) **Correspondence/Information**
- 11) **Review of Action Items**
- a) Prior Meeting Action Items
 - b) Current Meeting Action Items
- 12) **Set Agenda for Next Meeting**
- Regular Board Meeting – January 24, 2023
- 13) **Recess to Closed Session**
- CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Pursuant to Government Code Section 54956.8
Property: 17900 Sheep Creek Road, El Mirage, California (APN 0457-161-83 & 0457-161-83)
District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel
Negotiating Party: Circle Green, Inc.
Under Negotiation: Price & Terms of Purchase

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

Property: Pinon Hills Community Center, 10433 Mountain Road, Pinon Hills, California

District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel

Negotiating Party: San Bernardino County Fire Protection District

Under Negotiation: Price & Terms of Use Agreement

14) **Return to Open Session** – Announcement of Reportable Action

15) Adjournment

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above-agendized public meeting should be directed to the District's General Manager at (760) 868-1212 at least 24 hours prior to said meeting.

Agenda materials can be viewed online at www.pphcsd.org

Remote Viewing:

To watch the livestream (view only – nonparticipating), visit our YouTube channel:

[PPHCSD YouTube Channel Link](#)

Remote Participation:

To provide public comment, or otherwise participate remotely, select the meeting you wish to attend on the District's website and then click the "Join Remote Meeting" option.

<https://www.pphcsd.org/meetings>

Please be advised that remote participation and livestreaming options are provided as a courtesy to the public and technical issues could occur, resulting in delays or the inability to participate remotely or livestream. It is recommended that you attend in person to ensure you are able to participate.

Written Comments:

You may also email your public comment to the Board Secretary at ksevy@pphcsd.org by the meeting start time listed on this agenda. Your comment will be added to the record by the Board Secretary.

Please check the District website for updates on this meeting. We encourage you to sign up for our email notifications by emailing ksevy@pphcsd.org or by visiting our website and completing the signup form at www.pphcsd.org under the "Agendas and Minutes" tab.

Agenda Item 3a

Approval of Board Minutes

REGULAR BOARD MEETING MINUTES

December 13, 2023 – 5:00 p.m.
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Rebecca Kujawa, President
Mark Roberts, Vice President
Chuck Hays, Director
Deborah Philips, Director
Greg Snyder, Director

Board Members Absent: None

Staff Present: Don Bartz, General Manager
George Cardenas, Engineering Manager
Kim Sevy, HR & Solid Waste Manager/District Clerk
Sean Wright, Water Operations Manager
Jen Oakes, Executive Management Analyst

District Counsel: Steve Kennedy, General Counsel

REGULAR BOARD MEETING – 5:00 P.M.

Call to Order

President Kujawa called the meeting to order at 5:00 p.m. and the Pledge of Allegiance was conducted.

Roll Call

All Directors were present at roll call.

1) Approval of Agenda

Mr. Bartz requested to add a closed session for a claim presented to the District after the Agenda was posted. Director Philips moved to approve the Agenda as amended. Director Snyder seconded the motion. Motion carried 5-0.

2) Public Comment

a) **General Public** – None

b) **Community Reports**

- **School District** – Ryan Holman, Superintendent for SJUSD provided an update on school district activities and programs.

3) Consent Items

Vice President Roberts moved to approve the consent items. Director Philips seconded the motion. Motion carried 5-0.

4) **Matters Removed from Consent Items** – None

5) **Presentations/Appointments** – None

6) **Continued/New Agenda Items**

a) **Discussion & Possible Action Regarding Election of Officers**

Staff Recommendation: For the Board to elect a President & Vice President for 2024.

Vice President Roberts moved to elect Director Hays for President and Director Snyder for Vice President for 2024. Director Philips seconded the motion. Motion carried 5-0.

b) **Discussion & Possible Action Regarding Committee Assignments**

Staff Recommendation: For the Board to appoint District Committees for 2024 and to approve the proposed meeting schedule.

Board consensus was to keep the committee assignments and schedule as they stand.

c) **Discussion and Possible Adoption of Resolution No. 2023-28; Approving the Form of and Authorizing Execution and Delivery of a First Amendment to Lease Agreement and Memorandum of Lease Agreement, and a First Amendment of Site Lease; Approving and Authorizing Execution and Delivery of All Necessary Documents and Other Related Actions in Connection with the Release of Certain Real Property Currently Leased in Connection with the Lease Agreement of the District**

Staff Recommendation: For the Board to adopt Resolution No. 2023-28.

Mr. Bartz presented this item.

Director Snyder moved to approve the agreement. Director Hays seconded the motion. Motion carried 5-0.

d) **Discussion & Possible Adoption of Resolution No. 2023-29; Authorizing Staff to Execute and Take Actions Necessary for the Purpose of Obtaining Federal Financial Assistance Provided by the Federal Department of Homeland Security and Subgranted Through the State of California for the Fiscal Year 2022 Nonprofit Security Grant Program**

Staff Recommendation: For the Board to adopt Resolution No. 2023-29.

Ms. Sevy presented this item.

Consensus of the Board was to bring this item back in January 2024 with revisions per legal counsel.

e) **Discussion & Possible Adoption of Resolution No. 2023-30; Authorizing the Adoption and Implementation of an Early Retirement Incentive Program**

Staff Recommendation: For the Board to adopt Resolution No. 2023-30.

Mr. Bartz & Ms. Sevy presented this item.

Consensus of the Board was to bring this item back at a later date with additional requested information.

f) **Discussion & Possible Action Regarding Purchase & Installation of Pressure Reducing Station for Pinon Hills Road & Sacramento Road**

Staff Recommendation: For the Board to approve the purchase and installation of a 2-way pressure-reducing station located at Pinon Hills Road & Sacramento Road.

Mr. Wright introduced this item.

Director Snyder moved to approve the staff recommendation. President Kujawa seconded the motion. Motion carried 5-0.

g) **Discussion & Possible Action Regarding Amendments to Section 3.4.3 “Compensatory Time Off” (“Comp Time”) of the District’s Personnel Manual**

Staff Recommendation: For the Board to approve the amendments to Section 3.4.3 Compensatory Time Off (“Comp Time”).

Ms. Sevy presented this item.

Director Philips moved to approve the amendments to Section 3.4.3 of the Personnel Manual. Director Snyder seconded the motion. Motion carried 4-1 with Director Hays opposed.

h) **Discussion & Possible Action Regarding Amendments to Section 5.1 “Vacations” of the District’s Personnel Manual**

Staff Recommendation: For the Board to approve the amendments to Section 2.1 “Vacations.”

Ms. Sevy presented this item.

Consensus of the Board was to bring this item back with alternative language and guidelines for requesting time off.

i) **Update on Solid Waste Program Implementation**

Staff Recommendation: None

Ms. Sevy provided an update on this item.

No action taken; not an action item.

j) **Update on the Proposed Civic Center & Phelan Park Expansion**

Staff Recommendation: None

Mr. Cardenas provided an update on this item.

No action taken; not an action item.

7) **Committee Reports/Comments**

- a) **Engineering Committee (Standing)** – The meeting minutes were provided in the agenda materials.
- b) **Finance Committee (Standing)** – A special meeting will be held on January 23, 2024.
- c) **Legislative Committee (Standing)** – Met yesterday and received a legislative update from Congressman Obernolte's office.
- d) **Parks, Recreation & Street Lighting Committee (Standing)** – The meeting minutes were provided in the agenda materials. The Christmas Tree Lighting ceremony was discussed.
- e) **Waste & Recycling Committee (Standing)** – The meeting minutes were provided in the agenda materials.

8) **Staff and General Manager's Report**

Mr. Cardenas provided an update on the Phelan Road bridge repair project. Mr. Wright reported the new well will be operational next week.

9) **Reports**

a) **Director's Report**

Roberts – Attended ACWA in November and will have a report in January.

Philips – Attended ACWA and MWA's Technical Advisory Committee meeting.

Hays – Nothing to report.

Snyder – Nothing to report.

- b) **President's Report** – Thanked everyone for allowing her to be President the past two years.

10) **Correspondence/Information** – The items in the packet were noted.

11) **Review of Action Items**

- a) **Prior Meeting Action Items** – Complete
- b) **Current Meeting Action Items** – None

12) **Set Agenda for Next Meeting**

- Regular Board Meeting – January 10, 2024
NOTE: The December 27, 2023, Board Meeting was cancelled.

13) **Recess to Closed Session**

The Board recessed to Closed Session at 6:33 p.m.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8

Property: 17900 Sheep Creek Road, El Mirage, California (APN 0457-161-83 & 0457-161-83)
District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel
Negotiating Party: Circle Green, Inc.
Under Negotiation: Price & Terms of Purchase

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Government Code Section 54956.8
Property: Pinon Hills Community Center, 10433 Mountain Road, Pinon Hills, California
District Negotiator: Donald J. Bartz, General Manager; Steven M. Kennedy, General Counsel
Negotiating Party: San Bernardino County Fire Protection District
Under Negotiation: Price & Terms of Use Agreement

CONFERENCE WITH LEGAL COUNSEL

Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2)
One Potential Case

- 14) **Return to Open Session** – Announcement of Reportable Action
The Board returned to open session at 7:22 p.m. Mr. Kennedy reported that in respect to the first two closed session items, there was no reportable action. In respect to the third closed item, which was added to Agenda at the beginning of the Board meeting, and presented to the Board pursuant to the California Claims Act, the Board unanimously rejected the claim and instructed legal counsel to prepare a notice of rejection consistent with the grounds for which the Board rejected that claim; no other reportable action was taken.

- 15) **Adjournment**
With no further business before the Board, the meeting was adjourned at 7:23 p.m.

Agenda materials can be viewed online at www.pphcsd.org

Rebecca Kujawa, President of the Board

Date

Kim Sevy, HR & Solid Waste Manager/District Clerk

Date



Agenda Item 3b

Approval of Board
Stipends/Reimbursements

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2023

Name: Chuck Hays
Current Date: January 3, 2024
Reimbursement Month: December

Meeting No. 1:

Date of Meeting/Event: Wednesday, December 06, 2023
 Expense Description/Business Purpose: Solid Waste Committee
 Charge Amount: \$120
 Mileage (Distance): 6.2

Meeting No. 2:

Date of Meeting/Event (2): Wednesday, December 13, 2023
 Expense Description/Business Purpose (2): Board Meeting
 Charge Amount (2): \$120
 Mileage (Distance) (2): 6.2

Meeting No. 3:

Date of Meeting/Event (3):
 Expense Description/Business Purpose (3):
 Charge Amount (3):
 Mileage (Distance) (3):

Meeting No. 4:

Date of Meeting/Event (4):
 Expense Description/Business Purpose (4):
 Charge Amount (4):
 Mileage (Distance) (4):

Meeting No. 5:

Date of Meeting/Event (5):
 Expense Description/Business Purpose (5):
 Charge Amount (5):
 Mileage (Distance) (5):

Meeting No. 6:

Date of Meeting/Event (6):
 Expense Description/Business Purpose (6):
 Charge Amount (6):
 Mileage (Distance) (6):

Meeting No. 7:

Date of Meeting/Event (7):
 Expense Description/Business Purpose (7):
 Charge Amount (7):
 Mileage (Distance) (7):

Meeting No. 8:

Date of Meeting/Event (8):
 Expense Description/Business Purpose (8):
 Charge Amount (8):
 Mileage (Distance) (8):

Meeting No. 9:

Date of Meeting/Event (9):
 Expense Description/Business Purpose (9):
 Charge Amount (9):
 Mileage (Distance) (9):

Meeting No. 10:

Date of Meeting/Event (10):
 Expense Description/Business Purpose (10):
 Charge Amount (10):
 Mileage (Distance) (10):

Other Expenses:

List any meals, lodging, or other expenses you are requesting reimbursement for. Be sure to email or turn in your receipts within 24 hours of charges or return to the District.:

Certification:

I certify the expenses listed above are related to my authorized travel according to District policies.:

Chuck Hays

Reimbursement Summary:

TOTAL MILEAGE:	12.40
TOTAL REIMBURSED MILEAGE REQUESTED:	\$8.12
TOTAL MEETINGS:	2
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$240.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$248.12

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2023

Name: Deborah Philips
Current Date: January 1, 2024
Reimbursement Month: December

Meeting No. 1:

Date of Meeting/Event: Wednesday, December 06, 2023
Expense Description/Business Purpose: Solid Waste and Recycling Committee
Charge Amount: \$120
Mileage (Distance): 10

Meeting No. 2:

Date of Meeting/Event (2): Thursday, December 07, 2023
Expense Description/Business Purpose (2): Mojave Water Agency TAC (Rain totals)
Charge Amount (2): \$120
Mileage (Distance) (2): 0

Meeting No. 3:

Date of Meeting/Event (3): Tuesday, December 12, 2023
Expense Description/Business Purpose (3): Legislative Committee
Charge Amount (3): \$120
Mileage (Distance) (3): 10

Meeting No. 4:

Date of Meeting/Event (4): Wednesday, December 13, 2023
Expense Description/Business Purpose (4): Board meeting
Charge Amount (4): \$120
Mileage (Distance) (4): 10

Meeting No. 5:

Date of Meeting/Event (5): Thursday, December 14, 2023
Expense Description/Business Purpose (5): Meeting with GM (Early Retirement Plan, OT Hours, Comp Time)
Charge Amount (5): \$120
Mileage (Distance) (5): 0

Meeting No. 6:

Date of Meeting/Event (6): Wednesday, December 20, 2023
Expense Description/Business Purpose (6): AB1234 training
Charge Amount (6): \$120
Mileage (Distance) (6): 0

Meeting No. 7:

Date of Meeting/Event (7): Thursday, December 21, 2023
Expense Description/Business Purpose (7): Driver safety training
Charge Amount (7): \$120
Mileage (Distance) (7): 0

Meeting No. 8:

Date of Meeting/Event (8):
Expense Description/Business Purpose (8):
Charge Amount (8):
Mileage (Distance) (8):

Meeting No. 9:

Date of Meeting/Event (9):
Expense Description/Business Purpose (9):
Charge Amount (9):
Mileage (Distance) (9):

Meeting No. 10:

Date of Meeting/Event (10):
Expense Description/Business Purpose (10):
Charge Amount (10):
Mileage (Distance) (10):

Other Expenses:

List any meals, lodging, or other expenses you are requesting reimbursement for. Be sure to email or turn in your receipts within 24 hours of charges or return to the District.:

Certification:

I certify the expenses listed above are related to my authorized travel according to District policies.:

Deborah Philips

Reimbursement Summary:

TOTAL MILEAGE:	30.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$19.65
TOTAL MEETINGS:	7
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$840.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$859.65

Phelan Piñon Hills Community Services District

Board Stipend & Mileage Report - 2023

Name: Rebecca Kujawa
Current Date: December 14, 2023
Reimbursement Month: December

Meeting No. 1:

Date of Meeting/Event: Wednesday, December 06, 2023
 Expense Description/Business Purpose: Engineering Committee Meeting
 Charge Amount: \$120
 Mileage (Distance): 0

Meeting No. 2:

Date of Meeting/Event (2): Wednesday, December 13, 2023
 Expense Description/Business Purpose (2): Regular Board Meeting
 Charge Amount (2): \$120
 Mileage (Distance) (2): 0

Meeting No. 3:

Date of Meeting/Event (3):
 Expense Description/Business Purpose (3):
 Charge Amount (3):
 Mileage (Distance) (3):

Meeting No. 4:

Date of Meeting/Event (4):
 Expense Description/Business Purpose (4):
 Charge Amount (4):
 Mileage (Distance) (4):

Meeting No. 5:

Date of Meeting/Event (5):
 Expense Description/Business Purpose (5):
 Charge Amount (5):
 Mileage (Distance) (5):

Meeting No. 6:

Date of Meeting/Event (6):
 Expense Description/Business Purpose (6):
 Charge Amount (6):
 Mileage (Distance) (6):

Meeting No. 7:

Date of Meeting/Event (7):
 Expense Description/Business Purpose (7):
 Charge Amount (7):
 Mileage (Distance) (7):

Meeting No. 8:

Date of Meeting/Event (8):
 Expense Description/Business Purpose (8):
 Charge Amount (8):
 Mileage (Distance) (8):

Meeting No. 9:

Date of Meeting/Event (9):
 Expense Description/Business Purpose (9):
 Charge Amount (9):
 Mileage (Distance) (9):

Meeting No. 10:

Date of Meeting/Event (10):
 Expense Description/Business Purpose (10):
 Charge Amount (10):
 Mileage (Distance) (10):

Other Expenses:

List any meals, lodging, or other expenses you are requesting reimbursement for. Be sure to email or turn in your receipts within 24 hours of charges or return to the District.:

Certification:

I certify the expenses listed above are related to my authorized travel according to District policies.:

Rebecca Kujawa

Reimbursement Summary:

TOTAL MILEAGE:	0.00
TOTAL REIMBURSED MILEAGE REQUESTED:	\$0.00
TOTAL MEETINGS:	2
TOTAL MEETING REIMBURSEMENT REQUESTED:	\$240.00
OTHER EXPENSES REQUESTED:	\$0.00
Grand Total Reimbursement Requested:	\$240.00

Agenda Item 3c

Approval of Contractor
Payments

Payment Approval Form - Contract/Consultant

Date: 12/28/2023

Name of Vendor: Wallace Group

Description of work: Phelan Park Expansion - 65% Dev. Phase 1

Purchase Order # PO-05614

Date of Board Approval June 14, 2023

Original Approved Amount: \$ 435,811.00

Total Contract Amount \$ 435,811.00

% Completed to Date 2%

Total Invoiced to Date \$8,790.75

Amount Paid to Date 5,262.00

Pending Invoice \$ 1,413.75

Total Due this Invoice \$2,115.00

Total Contract Amount After Invoice: \$ 428,434.00

Certification that the above work is completed as reflected on the invoice.



Engineering Manager

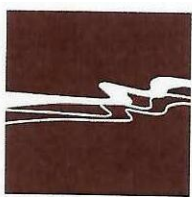
12/28/2023
Date

General Manager

12/28/23
Date

Approved by Board of Directors:

Date



WALLACE GROUP

Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294

December 22, 2023

Project No: 1764-0002-00

Invoice No: 61179

Invoice Total \$2,115.00

Phelan Piñon Hills Community Services District
4176 Warbler Rd
Phelan, CA 92371

Project 1764-0002-00 Phelan Piñon Hills Community Services District, Community Park Design
Development & Management

Professional services rendered through November 30, 2023

Phase 00100 Project Management & Administration
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Project Management & Admin	32,165.00	10.52	1,448.75	1,935.00
Total Fee	32,165.00		1,448.75	1,935.00
Total Fee				1,935.00
Total this Phase				\$1,935.00

Phase 00200 Fnl Schmtc Plns 35% & Cmpltn of CUP Plns
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
Final Schmtc Plns 35% Cmpltn of CUP Pln	83,083.00	6.5086	5,227.50	180.00
Total Fee	83,083.00		5,227.50	180.00
Total Fee				180.00
Total this Phase				\$180.00

Phase 00300 50% Design Development
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
50% Design Development	181,900.50	0.00	0.00	0.00
Total Fee	181,900.50		0.00	0.00
Total Fee				0.00
Total this Phase				0.00

Phase 00400 65% Design Development
Fee

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
65% Design Development	138,362.50	0.00	0.00	0.00
Total Fee	138,362.50		0.00	0.00
Total Fee				0.00
			Total this Phase	0.00
			Total this Invoice	\$2,115.00

Outstanding Invoices

Number	Date	Balance
60904	11/27/2023	1,413.75
Total		1,413.75

DESCRIPTION Phelan Park 65% Design December 22, 2023
GLACCT # AMT
CO0078 \$2,115.00

NOTES
 -
Board Approval Required
Approved for Payment
Contract Amount: \$435,811.00

PO # 05611 GEN MGR _____
 DEPT MGR  ADMIN MGR _____

Billing Backup

Friday, December 22, 2023

Wallace Group Invoice 61179 Dated 12/22/2023 9:21:43 AM

Project	1764-0002-00	Phelan Piñon Hills Community Services District, Community Park Design Development & Management
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Phase	00100	Project Management & Administration
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Labor

	Hours
Director of Landscape Architecture	
Wilkins, Matthew 11/7/2023 Meeting Prep and Travel	5.00
Wilkins, Matthew 11/8/2023 Site Visit and Travel Time	4.00
Wilkins, Matthew 11/9/2023 Emails and Coordination with Project Team	.50
Wilkins, Matthew 11/10/2023 Team Management	.50
Wilkins, Matthew 11/20/2023 Coordination with Tom Ragan on Survey	.50
Wilkins, Matthew 11/21/2023 Finalize Survey AS	.25
Totals	10.75
Total Labor	

Total this Phase

Phase	00200	Fnl Schmtc Plns 35% & Cmpltn of CUP Plns
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Labor

	Hours
Director of Landscape Architecture	
Wilkins, Matthew 11/6/2023 Project Management	.25
Wilkins, Matthew 11/27/2023 Coordination with Project Team	.50
Wilkins, Matthew 11/29/2023 Coordination with District	.25
Totals	1.00
Total Labor	

Total this Phase

Total this Project

Total this Report

Payment Approval Form - Contract/Consultant

Date: 12/28/2023

Name of Vendor: Wallace Group

Description of work: Phelan Park Expansion - 65% Dev. Phase 1

Purchase Order # PO-05614

Date of Board Approval June 14, 2023

Original Approved Amount: \$ 435,811.00

Total Contract Amount \$ 435,811.00

% Completed to Date 2%

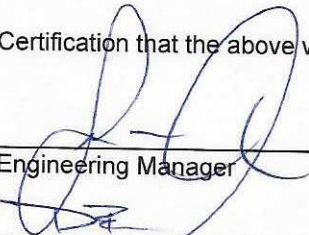
Total Invoiced to Date \$6,675.75

Amount Paid to Date 5,262.00

Total Due this Invoice **\$1,413.75**

Total Contract Amount After Invoice: \$ 429,135.25

Certification that the above work is completed as reflected on the invoice.



Engineering Manager

12/28/2023
Date

General Manager

12/28/23
Date

Approved by Board of Directors:

Date

Billing Backup

Monday, November 27, 2023

Wallace Group Invoice 60904 Dated 11/27/2023 11:58:12 AM

Project 1764-0002-00 Phelan Piñon Hills Community Services District, Community Park Design
Development & Management

Phase 00100 Project Management & Administration

Labor

		Hours
Project Assistant II		
Mendoza Pacheco, Gabriela	10/4/2023	.25
MJW Project Management.		
Totals		.25
Total Labor		

Total this Phase

Phase 00200 Fnl Schmtc Plns 35% & Cmpltn of CUP Plns

Labor


		Hours
Director of Landscape Architecture		
Wilkins, Matthew	10/10/2023	1.00
ARPA Design Layout Meeting with Kim		
Wilkins, Matthew	10/11/2023	.50
ARPA Design Layout Refinement		
Wilkins, Matthew	10/12/2023	.25
ARPA Design Layout Refinement		
Wilkins, Matthew	10/13/2023	1.00
ARPA Design Layout Refinement, Team Coordination, Management		
Wilkins, Matthew	10/16/2023	1.25
Review Plans, Coordination		
Wilkins, Matthew	10/17/2023	.75
Schedule Revisions, Coordination with Project Team		
Landscape Architect II		
Baird, Suzanne	10/16/2023	.50
Layout Revision Review		
Landscape Designer I		
Connell, Marilynn	10/16/2023	4.00
Updated Exhibit for Option 3		
Totals		9.25
Total Labor		

Total this Phase

Total this Project

Total this Report

DESCRIPTION Phelan Park 65% Design Invoice Date: November 27, 2023
GL ACCT # AMT
CO0078 \$1,413.75

NOTES -
Board Approval Required
Approved for Payment
Contract Amount: \$435,811.00
 PO # SC14 056 GEN MGR _____
 DEPT MGR  ADMIN MGR _____



WALLACE GROUP

Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294

November 27, 2023

Phelan Piñon Hills Community Services District
4176 Warbler Rd
Phelan, CA 92371

Project No: 1764-0002-00
Invoice No: 60904
Invoice Total \$1,413.75

Project 1764-0002-00 Phelan Piñon Hills Community Services District, Community Park Design
Development & Management

Professional services rendered through October 31, 2023

Table for Phase 00100: Project Management & Administration. Includes Billing Phase, Contract Amount, Percent Complete, Previous Fee Billing, Current Fee Billing, and Total Fee of 28.75.

Table for Phase 00200: Fnl Schmtc Plns 35% & Cmpltn of CUP Plns. Includes Billing Phase, Contract Amount, Percent Complete, Previous Fee Billing, Current Fee Billing, and Total Fee of 1,385.00.

Table for Phase 00300: 50% Design Development. Includes Billing Phase, Contract Amount, Percent Complete, Previous Fee Billing, Current Fee Billing, and Total Fee of 0.00.

Table for Phase 00400: 65% Design Development. Includes Billing Phase, Contract Amount, Percent Complete, Previous Fee Billing, Current Fee Billing, and Total Fee of 0.00.

Billing Phase	Contract Amount	Percent Complete	Previous Fee Billing	Current Fee Billing
65% Design Development	138,362.50	0.00	0.00	0.00
Total Fee	138,362.50		0.00	0.00
Total Fee				0.00
			Total this Phase	0.00
			Total this Invoice	\$1,413.75

Agenda Item 3d

Acceptance of Disbursements



Cash Disbursements Report By Payment Number

Payment Dates 11/1/2023 - 11/30/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
570	11/9/2023	CHA HAY	Charles Hays			22.01
	103123	Oct. Mileage - Board, SW		01-0-1-52210		-7.34
	103123	Oct. Mileage - Board, SW, Finance		01-0-1-52214		22.01
	103123	Oct. Mileage - Board, SW		25-5-1-52210		7.34
571	11/9/2023	DEBPHI	Deborah Jeanne Philips			62.88
	103123	Oct. Mileage - Board, ASBCSD		01-0-1-52210		-6.55
	103123	Oct. Mileage - Board, ASBCSD		01-0-1-52219		62.88
	103123	Oct. Mileage - SW		25-5-1-52210		6.55
572	11/9/2023	REBKUJ	Rebecca A. Kujawa			44.15
	103123	Oct. Mileage - Board & ASBCSD Meeti		01-0-1-52212		44.15
573	11/21/2023	AIMWIL	Aimee Williams			246.15
	103123	Mileage Reimb. - HR Conference (294		01-0-1-54470		192.57
	110523	Mileage Reimb. - Board Secretary Co		01-0-1-54470		53.58
574	11/21/2023	ERIBAR	Eric Barnes			2,411.43
	110423	Reimb. - Xylem Conf. Meals, Gas, Hot		01-1-1-54470		567.16
	110423-1	2 Days Car Rental for Personal Use		01-1-1-54470		-118.86
	110423-1	Reimb. - Xylem Conf. Airfare, Hotel &		01-1-1-54470		1,963.13
575	11/21/2023	Greg Sny	Gregory Snyder			40.61
	093023	Sept. Mileage - MWA Meeting		01-0-1-52216		40.61
576	11/21/2023	MUN DEN	Municipal Dental Pool			3,326.26
	120123	Dental Premium - Dec.		01-0-0-14130		3,326.26
577	11/21/2023	PAUMIH	Paul Mihalik			967.78
	101623	Reimb. - Water Wise Pro Dist. Class L		01-1-1-54470		172.05
	110423	Reimb. - Xylem Reach Conf. Expenses		01-1-1-54470		795.73
34335	11/9/2023	ALTLAN	ALTA Language Services, Inc.			242.00
	IS682442	(2)Translator Exams - T. De la rosa, E.		01-0-1-54290		242.00
34336	11/9/2023	APEREN	Apex Rentals			746.50
	93484	Skiploader Rental for Storm Damage		22-2-2-54300	C0110 OUTSIDE SVCS	746.50
34337	11/9/2023	AVCOM	AVCOM Services Inc.			72.00
	30559	Answering Service - October		01-0-1-53150		72.00
34338	11/9/2023	BRUMCE	Brunick, McElhane & Kennedy			4,185.00
	194	Legal Services - September		01-0-0-17000	C0002 OUTSIDE SVCS	1,065.00
	194	Legal Services - September		01-0-1-53120		2,197.50
	194	Legal Services - September		01-1-1-53120		592.50
	194	Legal Services - September		01-7-7-53120		30.00
	194	Legal Services - September		20-0-1-53120		270.00
	194	Legal Services - September		25-0-1-53120		30.00
34339	11/9/2023	CALTOO	C.T.W.S., LLC			17.10
	DH2469	Helium Rental Balance		22-2-2-54800		17.10
34340	11/9/2023	CED	Consolidated Electrical Distributors Inc			2,236.89
	9085-1041475	Well 15 5" Conduit for SCE Service		01-0-0-17000	C0095 OUTSIDE SVCS	2,236.89
34341	11/9/2023	CORE	Core & Main			13,830.44
	T737180	Bolts & Gaskets for Meter Change Ou		01-1-6-54500		215.16
	T752463	16" Mainline Break Repair Materials		01-1-5-54620		6,557.07

Cash Disbursements Report

Payment Dates: 11/1/2023 - 11/30/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	T834495	(131) 1"x3" Repair Clamps		01-1-0-13010		4,648.15
	T834510	(73) 3/4 CTS Clamp		01-1-0-13010		2,410.06
34342	11/9/2023	SBC LIENS	County of San Bernardino			320.00
	23-243090	(1) Lien Release		01-1-1-54830		20.00
	23-245008	(15)Lien Releases		01-1-1-54830		300.00
34343	11/9/2023	CR&R	CR&R Incorporated			1,415.21
	000793459-4538	Trash - Oasis Yard - Nov.		01-0-2-58110		388.58
	000793702-1564	Trash - Pinon Hills Park - Nov.		22-0-2-58110		241.01
	000793945-8478	Trash - Phelan CSD - Nov.		01-0-1-58110		392.81
	000793945-8478	Trash - Phelan CC - Nov.		22-0-2-58110		392.81
34344	11/9/2023	DONBAR	Don Bartz			425.00
	103123	Mileage Reimbursement - October		01-0-1-54140		425.00
34345	11/9/2023	FASTEN	Fastenal Company			1,031.65
	CAVIC90037	(8) 17 oz Blue Marking Paint		01-1-2-54500		533.75
	CAVIC90038	(20)2x3 Blue Flags		01-1-2-54500		206.97
	CAVIC90039	(3) Inverted Stripe Wands		01-1-2-54650		290.93
34346	11/9/2023	GEOMON	GEO-Monitor, Inc.			1,600.00
	27447	Routine Samples		01-1-4-53140		1,600.00
34347	11/9/2023	AIRMED	Global Medical Response, Inc.			957.00
	17698	AirMed Services - (4) Members		01-0-0-24580		957.00
34348	11/9/2023	GOTO	GoTo Communications, Inc.			724.00
	IN7102393036	Office Phones Support - Nov.		01-0-1-58010		724.00
34349	11/9/2023	IB CON	IB Consulting, LLC			2,358.52
	19534	Public Hearing		01-0-1-53150		2,358.52
34350	11/9/2023	INL SIGNS	Inland Signs, Inc.			9,231.48
	1006-17	Civic Center - Indoor Signage ADA		01-0-0-17000	C0002 OUTSIDE SVCS	2,591.72
	1006-18	Civic Center Project - Outdoor Signag		01-0-0-17000	C0002 OUTSIDE SVCS	6,639.76
34351	11/9/2023	ANDTRU	Mills Hardware			728.60
	103123	INV #313946 - Brass Tees		01-0-0-17000	C0095 OUTSIDE SVCS	80.43
	103123	INV #313952 - Spray Can, Brush Set f		01-0-0-17000	C0095 OUTSIDE SVCS	16.14
	103123	INV #313936 - Brass Parts for Well 15		01-0-0-17000	C0095 OUTSIDE SVCS	126.39
	103123	INV #313956 - Safety Spray Paint		01-0-0-17000	C0095 OUTSIDE SVCS	14.00
	103123	INV #313819 - Electrical for Well 15		01-0-0-17000	C0095 OUTSIDE SVCS	11.95
	103123	INV #313974 - Hose & Nozzle		01-0-0-17000	C0095 OUTSIDE SVCS	95.88
	103123	INV #313959 - Wrench Sets for Tank 1		01-1-2-54650		73.88
	103123	INV #313802 - 3" Aluminum Level		01-1-2-54650		8.61
	103123	INV #313970 - Tubing, Elbow, Couplin		01-1-3-54620		19.64
	103123	INV #313820 - Nails & Sealant for Sca		01-1-5-54620		19.37
	103123	INV #313830 - Nut, Bolts for 2" Meter		01-1-6-54500		42.76
	103123	INV #313892 - Hole Saw, Pilot Drill, N		01-1-6-54650		34.45
	103123	INV #313972 - F117 Hub Rebuild		01-1-8-54710		116.31
	103123	INV #313818 - (3) Blank Keys		22-2-2-54620		10.63
	103123	INV #313885 - 11" Cable Tie		22-2-2-54620		18.31
	103123	INV #313862 - (2) Toggle Switches		22-2-2-54620		2.13
	103123	INV #313906 - 1.5"x12" Flex Tube		22-2-2-54620		10.76
	103123	INV #313914 - 18' Double Loop Chain		22-2-2-54620		26.96
34353	11/9/2023	PAP REC	Paper Recycling & Shredding Specialist			78.00
	558049	On Site Shredding		01-0-1-53150		78.00
34354	11/9/2023	PHEEXP	Phelan Express, Inc.			1,528.12
	49492	Trk #21 Tune Up		01-1-8-54710		445.60
	49528	Truck #23 - Front & Rear Brakes, Oil C		01-1-8-54710		1,082.52

Cash Disbursements Report

Payment Dates: 11/1/2023 - 11/30/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
34355	11/9/2023	ARMELE	Rodger Ashby			9,750.00
	1003162023	Well 17 Electrical Install		01-0-0-17000	C0072 OUTSIDE SVCS	3,725.00
	1009102023	Electric Repairs - SCADA Hub at Smith		01-1-3-54620		900.00
	8289272023	Well #17 Electrical Install		01-0-0-17000	C0072 OUTSIDE SVCS	4,325.00
	925262023	Well #15 Electrical Repairs for Condui		01-0-0-17000	C0095 OUTSIDE SVCS	800.00
34356	11/9/2023	ROSE	Rose Noir Chocolates LLC			593.25
	2308	Kids Baking Class - October		22-2-2-54800		296.66
	2311	Kid's Baking Class - Nov.		22-2-2-54800		296.59
34357	11/9/2023	SHED WOR	Shed World, LLC			14,544.00
	25626	Well 15 Electrical & Chlorination Buil		01-0-0-17000	C0095 OUTSIDE SVCS	14,544.00
34358	11/9/2023	SCE MISC	Southern California Edison			58,482.43
	082923	Civic Center - Relocating Edison Powe		01-0-0-17000	C0002 OUTSIDE SVCS	58,482.43
34359	11/9/2023	SCE MISC	Southern California Edison			1,473.00
	082923-1	Civic Center - Relocating Edison Powe		01-0-0-17000	C0002 OUTSIDE SVCS	1,473.00
34360	11/9/2023	SDRMA	Special District Risk Management Authority			5,248.69
	74634	FY 2022-23 Annual Reconciliation		01-0-0-24540		3,580.01
	74634	FY 2022-23 Annual Reconciliation		01-1-1-51220		1,337.62
	74854	Add Liability for Trailer		01-0-1-54350		331.06
34361	11/9/2023	STAINS	Standard Insurance Company			1,146.76
	110123	LTD/Life/AD&D - November		01-0-1-51230		956.95
	110123	LTD/Life/AD&D - November		01-7-7-51230		112.83
	110123	LTD/Life/AD&D - November		22-0-1-51230		76.98
34362	11/9/2023	STEDES	Steen Design Studio, Inc			616.00
	4909	Civic Center - Traffic Study - County F		22-2-0-17000	C0078 COUNTY FEES	616.00
34363	11/9/2023	TIMLOC	Steven M. Zemba			20.00
	20814	Pinon Hills Fire - Combination Change		22-2-2-54620		20.00
34364	11/9/2023	TOMDOD	Tom Dodson & Associates			4,082.50
	PPH-127-2	CEQA Compliance for Proposed 6A		01-0-0-17000	C0109 OUTSIDE SVCS	575.00
	PPH-127-3	CEQA Compliance for Proposed 6A		01-0-0-17000	C0109 OUTSIDE SVCS	3,507.50
34365	11/9/2023	TURSEC	Turner Security, Inc			373.60
	226881	Monitoring Services - November		01-0-1-53150		46.95
	226881	Monitoring Services - November		01-1-1-53150		167.80
	226881	Monitoring Services - November		22-2-2-53150		158.85
34366	11/9/2023	USA	Underground Service Alert of So. Cal.			601.50
	1020230550	(338) Tickets		01-1-2-53150		601.50
34367	11/9/2023	UNIVAR	UNIVAR INC.			2,400.91
	51598220	Liquid Chlorine - 591Gl.		01-1-3-54500		2,400.91
34368	11/9/2023	USABB	HD Supply, Inc.			365.05
	INV00165205	Hydrant Sling		01-1-2-54650		154.99
	INV00180218	Hydrant Setter		01-1-2-54650		210.06
34369	11/9/2023	WALL GROUP	Wallace Group, a California Corporation			5,262.50
	60480	Phelan Park Expansion - 65% Design		22-2-0-17000	C0078 OUTSIDE SVCS	3,842.50
	60567	Phelan Park Expansion - 65% Design		22-2-0-17000	C0078 OUTSIDE SVCS	1,420.00
34370	11/9/2023	WAXIE	Waxie Enterprises, Inc			846.94
	82074485	Hand Soap		22-2-2-54500		284.54
	82074485	Papwer Towels		22-2-2-54500		206.39
	82074485	Transportation Surcharge		22-2-2-54500		9.80
	82074485	Kleen Pine		22-2-2-54500		281.69
	82074485	Waxie Order for Parks		22-2-2-54500		64.52

Cash Disbursements Report

Payment Dates: 11/1/2023 - 11/30/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
34372	11/21/2023 1546239	CA FOREST (2) Crews for Weed Abatement at 1C,	California Department of Forestry and Fire Protection	01-1-3-54620		454.16 454.16
34373	11/21/2023 010124	CPRS Membership Renewal - R. Kujawa & D	California Park & Recreation Society	22-2-2-54230		340.00 340.00
34374	11/21/2023 T834912 T849940 T908947	CORE Non-Inventory 2" Mtr Gasket Non-Inventory 3/4" Meter Gaskets (6) Clamps	Core & Main	01-0-0-17000 01-0-0-17000 01-1-0-13010	C0084 OUTSIDE SVCS C0084 OUTSIDE SVCS	2,258.56 38.79 134.69 2,085.08
34375	11/21/2023 109196	SBC PARCELS (2) Parcel Map Revisions Nov.	County of San Bernardino	01-1-1-54830		4.00 4.00
34376	11/21/2023 6601 6604	EWIDEV Fire Station Garage & Kitchen Electric Fire Station Offices Repairs	Ewing Development	22-2-2-54620 22-2-2-54620		16,550.00 9,780.00 6,770.00
34377	11/21/2023 101-42835 101-62904-01	GAOSBO Parts for Well #15 Vent 3" Vent Material for Well #15	G.A. Osborne Pipe & Supply Inc	01-0-0-17000 01-0-0-17000	C0095 OUTSIDE SVCS C0095 OUTSIDE SVCS	693.61 13.17 680.44
34378	11/21/2023 10758651	GARDA Armored Svcs. - Nov	Garda CL West, Inc	01-0-1-54200		627.84 627.84
34379	11/21/2023 30739 30750 30754 30755	GENPUM 2A booster A Motor Repairs (Due to Well 6A Pump Removed & Inspected Well #15 - Pump, Motor, Shaft Furnis Well #15 Transfer Switch Installed	General Pump Company, Inc.	01-1-5-54620 01-1-3-54620 01-0-0-17000 01-0-0-17000	C0110 OUTSIDE SVCS C0095 OUTSIDE SVCS C0095 OUTSIDE SVCS	278,362.98 15,066.69 19,052.00 216,335.29 27,909.00
34380	11/21/2023 50	GREE SVCS Landscape Maint. Phelan & P.H Parks	Greenstone Services Inc.	22-2-2-53150		720.00 720.00
34381	11/21/2023 2023112 2023112 2023112	LIN SVC Janitorial Svcs. - CSD Nov Janitorial Svcs. - Oasis Nov Janitorial Svcs. - CC Window Cleaning	Richard J. Linsalato	01-0-1-54320 01-1-1-54320 22-0-1-54320		635.00 380.00 225.00 30.00
34382	11/21/2023 103123 103123 103123 103123 103123 103123 103123	LOWES Inv #991607 Lights for Well #15 CL2 B Inv #979187 -Glue, Primer, PVC Coupl Inv #976160 - Luber & Screws for Smi Inv #987592 - Bolts Inv #987592 - Small Tools Inn #995666 - Tools for Trk #29 Inv #987592 - Paint for Wells	Lowe's Credit	01-0-0-17000 01-1-2-54500 01-1-2-54620 01-1-2-54620 01-1-2-54650 01-1-2-54650 01-1-3-54620	C0095 OUTSIDE SVCS	1,446.33 381.07 320.19 51.78 114.14 143.41 342.95 92.79
34383	11/21/2023 78-1	SHINE Painting Classes 11/11	Mary Gabriel	22-2-2-54800		892.00 892.00
34384	11/21/2023 I-02175078	OFFSOL Office Supplies, Paper, Pens, Clips, Cal	Office Solutions	01-0-1-54530		456.66 456.66
34385	11/21/2023 332279	PATSAL Steel to Fix Tailer #112 Arms	Patton Sales Corp	01-1-8-54710		355.15 355.15
34386	11/21/2023 3046420 7074126 7074451 7074618 7074779 7075101	REBEL Fuel - 545 Gl. Fuel-450 Gl. Fuel-158 Gl. Fuel-400 Gl. Fuel - 378 Gl., DSL - 62 Gl. Fuel- 413 Gl., DSL 162 Gl.	Rebel Oil Company, Inc.	01-1-8-54410 01-1-8-54410 01-1-8-54410 01-1-8-54410 01-1-8-54410 01-1-8-54410		13,624.40 2,547.03 2,064.64 703.25 1,800.98 2,026.90 2,655.83

Cash Disbursements Report

Payment Dates: 11/1/2023 - 11/30/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	7076234	Fuel-400 Gl.		01-1-8-54410		1,825.77
34387	11/21/2023 INV0096685	AQUA MET Yearly AMI Meter Basestation Subscri	Aqua Metric Sales Co	01-1-6-53170		5,568.00 5,568.00
34388	11/21/2023 INV00189785	USABB Hypochlorite Tank for Well #15	HD Supply, Inc.	01-0-0-17000	C0095 OUTSIDE SVCS	3,245.86 3,245.86
34390	11/30/2023 120123	SBC PUBWKS APN:0457-161-84 Split Into 3 (Dairy P	County of San Bernardino	20-0-1-53160		786.00 786.00
DFT0012448	11/8/2023 11779R	ACT IT Software Support - November	David Shay	01-0-1-53170		4,316.10 4,316.10
DFT0012449	11/9/2023 101023	FRO 3434 Phones - Telemetry 10/10-11/9	Frontier Communications	01-1-5-58010		212.33 212.33
DFT0012450	11/9/2023 111823	FRO 8637 Phones - Sr. Center 10/19-11/18	Frontier Communications	22-0-1-58010		65.93 65.93
DFT0012451	11/9/2023 5180381966 5180381966	CINFIR First Aid Supplies - CSD First Aid Supplies - CSD	Cintas	01-0-1-54500 22-0-1-54500		220.56 216.15 4.41
DFT0012453	11/9/2023 103123-4585	THEGAS Gas - Phelan CC 9/19-10/19	The Gas Company	22-0-2-58110		63.72 63.72
DFT0012454	11/9/2023 103123-6056	THEGAS Gas - Pinon Hills CC 9/27-10/20	The Gas Company	22-0-2-58110		54.41 54.41
DFT0012455	11/9/2023 103123-4084	THEGAS Gas - Phelan Sr. Center 9/19-10/19	The Gas Company	22-0-2-58110		21.31 21.31
DFT0012456	11/9/2023 103123-6781	THEGAS Gas - Pinon Hills Fire 9/27-10/26	The Gas Company	22-0-2-58110		14.30 14.30
DFT0012457	11/9/2023 102623	SCE 4241-7012 Electricity - S. Dairy Mobile 9/28-10/2	Southern California Edison	01-1-3-58110		124.76 124.76
DFT0012458	11/9/2023 102623	SCE 8092-3468 Electricity - NW Dairy Mobile 9/28-10	Southern California Edison	01-1-3-58110		84.01 84.01
DFT0012459	11/9/2023 102623	SCE 3752-2894 Electricity - N. Dairy Mobile 9/28-10/	Southern California Edison	01-1-3-58110		20.00 20.00
DFT0012460	11/9/2023 RC1033494 RC1033494	RACE Phones Internet - Phelan CC - Nov. Phones Internet Credit - Phelan CC -	Race Communications	22-0-1-58010 22-0-1-58010		4.00 204.00 -200.00
DFT0012461	11/9/2023 RC1033492 RC1033492	RACE Phones Internet Credit - Pinon Hills C Phones Internet - Pinon Hills CC - Nov	Race Communications	22-0-1-58010 22-0-1-58010		104.00 -100.00 204.00
DFT0012462	11/9/2023 RC1026425	RACE Phones Internet - Shop - Nov.	Race Communications	01-1-1-58010		255.00 255.00
DFT0012463	11/9/2023 RC1033493	RACE Phones Internet - CSD - Nov.	Race Communications	01-0-1-58010		255.00 255.00
DFT0012465	11/9/2023 103123	FBC-DEBORAH ACWA Fall Conference	First Bank Card	01-0-1-52239		1,225.00 1,225.00
DFT0012466	11/9/2023 103123 103123 103123	FBC-HEATHER Pitney Bowes - Postal Meter Rental Hyatt - PSHRA Conference - H. Childer Rosa's Cafe - PSHRA Conference - Hea	First Bank Card	01-0-1-54300 01-0-1-54470 01-0-1-54470		1,981.93 169.59 498.84 33.11

Cash Disbursements Report

Payment Dates: 11/1/2023 - 11/30/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	103123	Rosa's Cafe - PSHRA Conference - Hea		01-0-1-54470		37.56
	103123	Shout House - PSHRA Conference - H		01-0-1-54470		54.61
	103123	Hyatt - PSHRA Conference - A. Willia		01-0-1-54470		448.84
	103123	Amazon - Banker's Boxes		01-0-1-54530		37.70
	103123	Amazon - Power Adaptor, Highlighter		01-0-1-54530		27.20
	103123	The Gallery Collection - Cards		01-0-1-54530		79.98
	103123	Amazon - Toner for Karyn		01-0-1-54530		238.12
	103123	Amazon - Petty Cash Book		01-0-1-54530		10.14
	103123	Certified Mail - Express Check Shippin		01-0-1-54860		12.13
	103123	Certified Mail - Express Check Shippin		01-0-1-54860		12.13
	103123	Certified Mail - Express Check Shippin		01-0-1-54860		12.35
	103123	Amazon - Toner for Yard		01-1-2-54530		77.43
	103123	Amazon - Power Adaptor, Highlighter		01-1-2-54530		54.93
	103123	Certified Mail - Water Theft Letter		01-1-6-54860		7.23
	103123	Certified Mail - Backflow Letters		01-1-6-54860		78.39
	103123	Certified Mail - Water Theft Letter		01-1-6-54860		7.23
	103123	Certified Mail - Leak Letters		01-1-6-54860		84.42
DFT0012467	11/9/2023	FBC-JENNIFER	First Bank Card			1,331.58
	103123	Zoom - Cloud Recording		01-0-1-53170		100.00
	103123	Stater Bros. - Staff Training		01-0-1-54260		66.81
	103123	Amazon - Batteries for Office		01-0-1-54530		16.34
	103123	Amazon - Batteries for Office		01-0-1-54530		16.55
	103123	HDMWA - (5) Dinners and Class		01-1-1-54260		100.00
	103123	Uline - Gloves & Thermometers		01-1-2-54500		398.25
	103123	Fiverr - Well Production/Efficiency Da		01-1-2-54500		202.56
	103123	Mailchimp - Customer E-Bills		01-1-6-53170		120.00
	103123	Moo Print - (12) Vehicle Stickers		01-1-8-54710		24.99
	103123	HDMWA - (5) Dinners and Class		01-7-7-54260		150.00
	103123	ChaCha's Latin Kitchen - GIS Conferen		01-7-7-54470		50.50
	103123	Amazon - Pot & Hot Plate for Baking		22-2-2-54800		85.58
DFT0012468	11/9/2023	FBC-GEORGE	First Bank Card			2,493.70
	103123	Adobe Subscription- Office, Engineeri		01-0-1-53170		263.89
	103123	Mexico Lindo - Staff Meeting		01-0-1-54440		56.72
	103123	Adobe Subscription- Office, Engineeri		01-1-1-53170		47.98
	103123	76 - Fuel - Truck #28		01-1-8-54410		109.54
	103123	76 - Fuel - Truck #28		01-1-8-54410		109.48
	103123	Adobe Subscription- Office, Engineeri		01-7-7-53170		47.98
	103123	Parallels - Engineering MacBook App		01-7-7-54230		95.99
	103123	Renaissance Hotel - ESRI Conf.G. Card		01-7-7-54470		772.18
	103123	Starbucks - ESRI Conf.		01-7-7-54470		10.30
	103123	Starbucks - ESRI Conf.		01-7-7-54470		10.40
	103123	Las Casuelas Terraza - ESRI Conf.		01-7-7-54470		58.35
	103123	Renaissance Hotel - ESRI Conf.T. De La		01-7-7-54470		841.71
	103123	El Patio - ESRI Conf.		01-7-7-54470		69.18
DFT0012469	11/9/2023	FBC-LORI	First Bank Card			4,869.96
	103123	CSMFO - Night Event - A. Romero		01-0-1-54260		140.00
	103123	CSMFO - Night Event - L. Lowrance		01-0-1-54260		35.00
	103123	CSMFO Conference - A. Romero		01-0-1-54260		765.00
	103123	CSMFO Conference - L. Lowrance		01-0-1-54260		765.00
	103123	CSMFO Conference - D. Noland		01-0-1-54260		515.00
	103123	DH -Stay for CSMFO Conf. - D. Noland		01-0-1-54470		308.88
	103123	Westin Hotel - CalPERS Conf. - D. Nola		01-0-1-54470		882.56
	103123	Westin Hotel - CalPERS Conf. A. Rome		01-0-1-54470		840.76
	103123	DH -Stay for CSMFO Conf. - A. Romer		01-0-1-54470		308.88
	103123	DH -Stay for CSMFO Conf. - L. Lowran		01-0-1-54470		308.88
DFT0012470	11/9/2023	FBC-STEVE	First Bank Card			618.57
	103123	Amazon - Work Boots - D. Morrison		22-2-1-54680		130.91

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Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	103123	Webstaurant Store - Webstaurant Plu		22-2-2-54230		106.67
	103123	Swingset Mall - Replacement Pendulu		22-2-2-54620		164.05
	103123	HD Supply - (2) Lighting Fixtures		22-2-2-54620		76.05
	103123	Amazon - Fan Motor Assembly		22-2-2-54620		122.75
	103123	Amazon - Batteries		22-2-2-54620		18.14
DFT0012471	11/9/2023	FBC-CHRIS	First Bank Card			729.82
	103123	7-Eleven - Fuel Trk #25		01-1-8-54410		175.00
	103123	76- Fuel - Truck #23		01-1-8-54410		80.00
	103123	Chevron - Fuel - Truck #27		01-1-8-54410		140.42
	103123	Chevron - Fuel - Truck #18		01-1-8-54410		91.01
	103123	Chevron - Fuel - Truck #31		01-1-8-54410		107.46
	103123	76 - Fuel - Truck #27		01-1-8-54410		120.00
	103123	Tractor Supply - Truck #31 - Bolts for L		01-1-8-54710		15.93
DFT0012472	11/20/2023	SCE 8362-7804	Southern California Edison			542.60
	103123	Electricity Solar Meter - 9/28-10/31		01-1-3-58110		577.64
	103123	Electricity Solar Meter Credit - 9/28-1		01-1-3-58115		-35.04
DFT0012473	11/20/2023	SCE 7441-5755	Southern California Edison			315.75
	103023	Electricity - Pinon Hills CC - 10/2-10/3		22-0-2-58110		315.75
DFT0012474	11/20/2023	SCE 5917-6455	Southern California Edison			28.56
	103123	Electricity - Phelan Park St. Lights 10/		22-2-2-58110		28.56
DFT0012475	11/20/2023	SCE 1613-6373	Southern California Edison			18.28
	103123	Electricity - RR Crossings 10/1-10/31		23-0-2-58210		18.28
DFT0012476	11/26/2023	SCE 9587-0653	Southern California Edison			1,187.71
	102323	Electricity - Office 9/25-10/23		01-0-1-58110		1,187.71
DFT0012479	11/9/2023	NAPA	NAPA Auto Parts			281.34
	103123	INV #598983 - Battery Core Return Cr		01-1-5-54620		-18.00
	103123	INV #598514 - Grommets for 2A-C Bo		01-1-5-54620		4.62
	103123	INV #598982 -Pressure Sensor Batter		01-1-5-54620		246.26
	103123	INV #599827 - Hose for #117 Radiato		01-1-8-54710		23.69
	103123	INV #599860 - Truck #22 Cabin Filter		01-1-8-54710		24.77
DFT0012480	11/9/2023	VER AIR	Verizon Wireless			1,330.66
	942038343-00001	Phones, Jet Packs, Tablets, On Call - O		01-1-1-58010		1,330.66
DFT0012481	11/9/2023	FBC-DON	First Bank Card			4,465.38
	103123	76 - Fuel		01-0-1-54140		175.00
	103123	The Depot 8 - Fuel		01-0-1-54140		104.03
	103123	CSDA - CSDA Conference Credit		01-0-1-54260		-50.00
	103123	ACWA - ACWA Conference		01-0-1-54260		1,225.00
	103123	CSDA - CSDA Conference		01-0-1-54260		875.00
	103123	Rick's Cafe - Staff Meeting		01-0-1-54440		60.53
	103123	Rick's Cafe - Meeting with S. Wright		01-0-1-54440		42.48
	103123	Rick's Cafe - Meeting with Kevin from		01-0-1-54440		42.02
	103123	Hyatt - CSDA Meeting		01-0-1-54470		669.28
	103123	Southwest Airlines - CSDA Conferenc		01-0-1-54470		307.97
	103123	Hyatt - CSDA Meeting		01-0-1-54470		302.22
	103123	Kesh Cab Service - CSDA Meeting		01-0-1-54470		82.08
	103123	United Airlines - CSDA Conference		01-0-1-54470		500.39
	103123	Southwest Airlines - CSDA Meeting		01-0-1-54470		57.01
	103123	Ontario Airport Parking - CSDA Meeti		01-0-1-54470		40.00
	103123	SMF Cafeteria - CSDA Meeting		01-0-1-54470		32.37
DFT0012482	11/9/2023	FBC-KIM	First Bank Card			3,040.28
	103123	Adobe - Creative Cloud		01-0-1-53170		54.99
	103123	Calendar Wiz		01-0-1-53170		14.00
	103123	Google Suite		01-0-1-53170		14.40

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Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	103123	Dropbox Subscription - (3) Licenses		01-0-1-53170		540.00
	103123	Carino's - Staff Luncheon		01-0-1-54260		85.19
	103123	Carino's - Staff Luncheon		01-0-1-54260		235.58
	103123	Pizza Factory - Employee Gift Cards		01-0-1-54260		42.50
	103123	Amazon - End of Year Safety Awards		01-0-1-54260		94.69
	103123	Amazon - End of Year Safety Awards		01-0-1-54260		64.64
	103123	Public Treasury Institute - E. DeLa Cru		01-0-1-54260		105.00
	103123	Amazon - 6ft. Christmas Tree		01-0-1-54530		60.33
	103123	Amazon - Tree Ornaments for Office T		01-0-1-54530		36.62
	103123	Staples - Dividers		01-0-1-54530		36.77
	103123	Amazon - 6 Gallon Storage Container		01-0-1-54530		61.42
	103123	Minuteman Press - (4) Years of Servic		01-0-1-54530		393.74
	103123	Amazon - (2) Polo Shirts		01-0-1-54680		93.20
	103123	WaterWisePro - Training for Paul		01-1-1-54260		450.00
	103123	Safari Motor Inn - WaterWisePro for P		01-1-1-54470		81.40
	103123	Frontier Airlines - P. Mihalik for Xylem		01-1-1-54470		440.94
	103123	Amazon - Phun Days Supplies		22-2-2-54800		4.30
	103123	Amazon - Phun Days Supplies		22-2-2-54800		17.87
	103123	Pizza Factory - Lunch for Staff - Phun		22-2-2-54800		45.26
	103123	Amazon - Phun Days Supplies		25-5-1-54800		4.31
	103123	Pizza Factory - Lunch for Staff - Phun		25-5-1-54800		45.25
	103123	Amazon - Phun Days Supplies		25-5-1-54800		17.88
DFT0012483	11/9/2023	FBC-SEAN	First Bank Card			2,179.75
	103123-01	Amazon - Drill Bit for Pipe Stands - W		01-0-0-17000	C0095 OUTSIDE SVCS	48.73
	103123-01	Angel Rock & Sand - Gravel for SCE Tr		01-0-0-17000	C0095 OUTSIDE SVCS	466.54
	103123-01	Sensus - Xylem Reach Training - E. Bar		01-1-1-54260		750.00
	103123-01	Rick's Cafe		01-1-1-54440		119.79
	103123-01	Amazon -		01-1-2-54500		145.45
	103123-01	Smalley and Company - Distribution S		01-1-5-54500		19.50
	103123-01	Smalley and Company - Distribution S		01-1-5-54500		192.14
	103123-01	7-Eleven - Fuel Trk #29		01-1-8-54410		125.04
	103123-01	Amazon - Trk #24 - Tow Ball Replacem		01-1-8-54710		28.81
	103123-01	Rock Auto - Trk #24 - Shocks		01-1-8-54710		283.75
DFT0012484	11/9/2023	FBC-MARK	First Bank Card			1,225.00
	103123	ACWA Fall Conference		01-0-1-52235		1,225.00
DFT0012485	11/20/2023	SCE 2439-1773	Southern California Edison			-57.43
	102323	Electricity - Phelan Park Solar CR 9/25		01-1-3-58115		-57.43
DFT0012486	11/20/2023	SCE 7695-0442	Southern California Edison			-46.92
	102623	Electricity - Fill Station 9/28-10/26		01-1-3-58115		-46.92
DFT0012487	11/20/2023	SCE 9587-0653	Southern California Edison			-2,490.41
	092423	Electricity - Solar Credit 8/24-9/24		01-1-3-58115		-2,039.35
	092423	Electricity - Solar Credit 8/24-9/24		01-1-3-58115		-451.06
DFT0012488	11/9/2023	FBC-KIM	First Bank Card			1,276.31
	101023	Amazon - End of Year Safety Awards		01-0-1-54260		1,276.31
DFT0012489	11/9/2023	FBC-JENNIFER	First Bank Card			1,220.09
	103123-1	Sockets, Tie Downs, Slings		01-1-2-54650		654.27
	INV20881	Conservation Giveaways for Phun Day		01-1-9-54800		565.82
DFT0012490	11/9/2023	FBC-STEVE	First Bank Card			858.83
	102323	Pinon Hills Tires - Tires Truck #26		22-2-8-54710		858.83
DFT0012491	11/9/2023	FBC-SEAN	First Bank Card			7,915.29
	103123	Amazon - Trk #31 Invertor, Vice, Safet		01-1-2-54620		1,486.42
	103123-1	Xtreme Diesel - Trk #31 Overload Airb		01-1-8-54710		615.81
	103123-2	SpeedTech Lights - Trk #31 Light Bar		01-1-8-54710		928.60

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Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	103123-3	Acme Tools - Trk #31 Gas Powered Qu		01-1-2-54650		1,076.42
	2023001779185	MacArthur - Aquatapoxy		01-1-5-54620		1,548.52
	F296710	Jensen Precast - Well 15- SCE Transfor		01-0-0-17000	C0095 OUTSIDE SVCS	2,259.52
DFT0012492	11/9/2023	FBC-CHRIS	First Bank Card			3,204.25
	2614	Stillwell - Hydraulic Trailer Jack for Dit		01-1-2-54620		600.00
	5227	Rhino Liner - Trk #31 Rhino Lining Be		01-1-8-54710		950.00
	6050194	Victorville Chevrolet - Trk 21 Radio Re		01-1-8-54710		714.56
	73785	Lovelands - Trk 21 Upper Control Arm		01-1-8-54710		939.69
DFT0012493	11/10/2023	CALPERS 457	California Public Employees' Deferred Compensation Plan			275.00
	INV0005474	Cal PERS 457/ Employer Plan: 450 71		01-1-0-24560		194.24
	INV0005474	Cal PERS 457/ Employer Plan: 450 71		22-2-0-24560		4.69
	INV0005474	Cal PERS 457/ Employer Plan: 450 71		25-5-0-24560		76.07
DFT0012494	11/10/2023	CALPERS	Calif Public Employees' Retirement System			4,162.99
	INV0005475	CalPERS/Employee Portion(EE)		01-1-0-24530		3,336.57
	INV0005475	CalPERS/Employee Portion(EE)		01-7-0-24530		294.03
	INV0005475	CalPERS/Employee Portion(EE)		22-2-0-24530		282.40
	INV0005475	CalPERS/Employee Portion(EE)		25-5-0-24530		249.99
DFT0012495	11/10/2023	CALPERS	Calif Public Employees' Retirement System			3,707.13
	INV0005476	CalPERS/Employee Portion(ER)		01-1-0-24530		2,587.09
	INV0005476	CalPERS/Employee Portion(ER)		01-7-0-24530		451.71
	INV0005476	CalPERS/Employee Portion(ER)		22-2-0-24530		459.38
	INV0005476	CalPERS/Employee Portion(ER)		25-5-0-24530		208.95
DFT0012496	11/10/2023	CALPERS	Calif Public Employees' Retirement System			10,107.38
	INV0005477	CalPERS/Employer Portion		01-1-0-24530		7,421.62
	INV0005477	CalPERS/Employer Portion		01-7-0-24530		1,044.62
	INV0005477	CalPERS/Employer Portion		22-2-0-24530		1,044.96
	INV0005477	CalPERS/Employer Portion		25-5-0-24530		596.18
DFT0012497	11/10/2023	CALPERS	Calif Public Employees' Retirement System			24.18
	INV0005478	CalPERS Retirement/ Survivor Benefit		01-1-0-24530		18.01
	INV0005478	CalPERS Retirement/ Survivor Benefit		01-7-0-24530		1.97
	INV0005478	CalPERS Retirement/ Survivor Benefit		22-2-0-24530		2.61
	INV0005478	CalPERS Retirement/ Survivor Benefit		25-5-0-24530		1.59
DFT0012498	11/10/2023	EDD	Employment Development Department			841.68
	INV0005479	State Disability Ins - Payroll Taxes		01-0-0-24510		841.68
DFT0012499	11/10/2023	IRS	Internal Revenue Service			252.96
	INV0005480	Social Security - Payroll Taxes		01-0-0-24510		252.96
DFT0012500	11/10/2023	EDD	Employment Development Department			2.42
	INV0005481	State Employer Training Tax - Payroll T		01-0-0-24510		2.42
DFT0012501	11/10/2023	EDD	Employment Development Department			70.23
	INV0005482	State Unemployment Ins - Payroll Tax		01-0-0-24510		70.23
DFT0012502	11/10/2023	EDD	Employment Development Department			4,686.74
	INV0005483	CA State Income Tax - Payroll Taxes		01-0-0-24510		4,686.74
DFT0012503	11/10/2023	IRS	Internal Revenue Service			3,434.39
	INV0005484	Medicare - Payroll Taxes		01-0-0-24510		3,434.39
DFT0012504	11/10/2023	IRS	Internal Revenue Service			12,651.79
	INV0005485	Federal Income Tax - Payroll Taxes		01-0-0-24510		12,651.79
DFT0012505	11/23/2023	SCE 9515-2666	Southern California Edison			54,086.00
	093023-3	Electricity-Wells, Boosters, Task Sept		01-1-3-58110		131,466.88
	093023-3	Electricity-Solar Credits Sept		01-1-3-58115		-77,380.88

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DFT0012506	11/23/2023	SCE 9515-2666	Southern California Edison			12,722.83
	103123	Electricity-Wells, Boosters, Task Oct		01-1-3-58110		12,850.84
	103123	Electricity-Soalr Credits Oct		01-1-3-58115		-1,809.18
	103123	Electricity-St Lights Oct		23-3-2-58210		1,681.17
DFT0012507	11/23/2023	SCE 1078-5254	Southern California Edison			529.77
	103123	Electricity - CC & Sr. Ctr. 10/6 - 11/5		22-0-2-58110		529.77
DFT0012508	11/22/2023	SCE 7441-5755	Southern California Edison			58.00
	103123	Electricity - Pinon Hills CC Connectio		22-0-2-58110		58.00
DFT0012509	11/23/2023	FRO 5743	Frontier Communications			99.24
	110723	Phones - Office 11/7 - 12/6		01-0-1-58010		99.24
DFT0012510	11/23/2023	XEROX	Xerox Corporation			364.89
	5018009	Copier Lease 11/12 - 12/11		01-0-1-54300		364.89
DFT0012511	11/29/2023	CalPERS Health	California Public Employees' Retirement System			3,333.43
	120123 NonPERS	NonPERS Health Premium - Dec.		01-0-0-14100		3,322.80
	120123 NonPERS	NonPERS Health Premium Admn Fee		01-0-1-51230		10.63
DFT0012512	11/29/2023	CalPERS Health	California Public Employees' Retirement System			41,623.65
	120123	PERS Health Premium - Dec.		01-0-0-14130		41,490.88
	120123	PERS Health Premium Admin Fee - De		01-0-1-51230		132.77
DFT0012513	11/16/2023	AME FID	American Fidelity Assurance Company			187.49
	2161006A	Flex Spending 11/1		01-0-0-24580		187.49
DFT0012514	11/23/2023	SCE 3886-3219	Southern California Edison			39.87
	102623	Electricity - Well 17 10/16 - 10/26		01-1-3-58110		39.87
DFT0012515	11/22/2023	SCE 4490-1265	Southern California Edison			14.09
	103123	Electricity - P.H. Fire Station 10/9--1/3		22-0-2-58110		14.09
DFT0012516	11/22/2023	ACT IT	David Shay			6,357.00
	11889R	Microsoft Window Server`		01-0-1-54530		6,357.00
DFT0012517	11/20/2023	CIN UNI	Cintas Corporation			932.92
	103023	Uniform Rental Svcs. - Oct.		01-1-1-54680		843.29
	103023	Uniform Rental Svcs. - Oct.		22-2-1-54680		50.55
	4170897563	Vehicle Wash Station Supplies		01-1-8-54710		39.08
DFT0012518	11/24/2023	CALPERS 457	California Public Employees' Deferred Compensation Plan			275.00
	INV0005486	Cal PERS 457/ Employer Plan: 450 71		01-1-0-24560		219.21
	INV0005486	Cal PERS 457/ Employer Plan: 450 71		22-2-0-24560		5.73
	INV0005486	Cal PERS 457/ Employer Plan: 450 71		25-5-0-24560		50.06
DFT0012519	11/24/2023	CALPERS	Calif Public Employees' Retirement System			4,183.61
	INV0005487	CalPERS/Employee Portion(EE)		01-1-0-24530		3,408.17
	INV0005487	CalPERS/Employee Portion(EE)		01-7-0-24530		338.07
	INV0005487	CalPERS/Employee Portion(EE)		22-2-0-24530		265.84
	INV0005487	CalPERS/Employee Portion(EE)		25-5-0-24530		171.53
DFT0012520	11/24/2023	CALPERS	Calif Public Employees' Retirement System			3,721.87
	INV0005488	CalPERS/Employee Portion(ER)		01-1-0-24530		2,589.45
	INV0005488	CalPERS/Employee Portion(ER)		01-7-0-24530		451.71
	INV0005488	CalPERS/Employee Portion(ER)		22-2-0-24530		473.41
	INV0005488	CalPERS/Employee Portion(ER)		25-5-0-24530		207.30
DFT0012521	11/24/2023	CALPERS	Calif Public Employees' Retirement System			10,151.09
	INV0005489	CalPERS/Employer Portion		01-1-0-24530		7,495.78
	INV0005489	CalPERS/Employer Portion		01-7-0-24530		1,088.24
	INV0005489	CalPERS/Employer Portion		22-2-0-24530		1,051.42
	INV0005489	CalPERS/Employer Portion		25-5-0-24530		515.65

Cash Disbursements Report

Payment Dates: 11/1/2023 - 11/30/2023

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
DFT0012522	11/24/2023	CALPERS	Calif Public Employees' Retirement System			24.18
	INV0005490	CalPERS Retirement/ Survivor Benefit		01-1-0-24530		18.22
	INV0005490	CalPERS Retirement/ Survivor Benefit		01-7-0-24530		2.07
	INV0005490	CalPERS Retirement/ Survivor Benefit		22-2-0-24530		2.57
	INV0005490	CalPERS Retirement/ Survivor Benefit		25-5-0-24530		1.32
DFT0012523	11/24/2023	EDD	Employment Development Department			787.67
	INV0005491	State Disability Ins - Payroll Taxes		01-0-0-24510		787.67
DFT0012524	11/24/2023	EDD	Employment Development Department			0.37
	INV0005492	State Employer Training Tax - Payroll T		01-0-0-24510		0.37
DFT0012525	11/24/2023	EDD	Employment Development Department			10.87
	INV0005493	State Unemployment Ins - Payroll Tax		01-0-0-24510		10.87
DFT0012526	11/24/2023	EDD	Employment Development Department			4,550.31
	INV0005494	CA State Income Tax - Payroll Taxes		01-0-0-24510		4,550.31
DFT0012527	11/24/2023	IRS	Internal Revenue Service			3,192.78
	INV0005495	Medicare - Payroll Taxes		01-0-0-24510		3,192.78
DFT0012528	11/24/2023	IRS	Internal Revenue Service			12,016.31
	INV0005496	Federal Income Tax - Payroll Taxes		01-0-0-24510		12,016.31
DFT0012533	11/28/2023	VSP	Vision Service Plan			471.38
	819260005	Vision Insurance - Dec.		01-0-0-14130		471.38
DFT0012536	11/21/2023	FRO 5072	Frontier Communications			158.04
	112423	Phones - Oasis Yard 10/25 - 11/24		01-1-1-58010		158.04
DFT0012537	11/30/2023	AME SUP	American Fidelity Assurance			663.24
	D659696	Supplemental Life Insurance - Nov.		01-0-0-24580		663.24
DFT0012538	11/30/2023	AME FID	American Fidelity Assurance Company			187.49
	2161014A	Flex Spending 11/15		01-0-0-24580		187.49
DFT0012600	11/9/2023	FRO 3434	Frontier Communications			198.22
	111023	Phones - Telemetry 11/10 - 12/9		01-1-5-58010		198.22
Payment Total:						728,396.27

Report Summary

Fund Summary

Fund	Payment Amount
01 - WATER FUND	689,325.90
20 - GOV'T GENERAL FUND	1,056.00
22 - PARKS & RECREATION	34,124.95
23 - STREET LIGHTING	1,699.45
25 - SOLID WASTE	2,189.97
Grand Total:	728,396.27

Account Summary

Account Number	Account Name	Payment Amount
01-0-0-14100	Prepaid Expense	3,322.80
01-0-0-14130	Prepaid Benefit	45,288.52
01-0-0-17000	CIP Enterprise Funds	351,823.19
01-0-0-24510	Payroll Tax Payable	42,498.52
01-0-0-24540	Worker's Compensation	3,580.01
01-0-0-24580	Supplemental Ins W/H P	1,995.22
01-0-1-51230	Employee Group Insuran	1,100.35
01-0-1-52210	Board Exp - Auto Expens	-13.89
01-0-1-52212	Board - Auto Expense/K	44.15
01-0-1-52214	Board - Auto Expense/H	22.01
01-0-1-52216	Board - Auto Expense/Sn	40.61
01-0-1-52219	Board - Auto Expense/P	62.88
01-0-1-52235	Board - Education,Traini	1,225.00
01-0-1-52239	Board - Education,Traini	1,225.00
01-0-1-53120	Legal Services	2,197.50
01-0-1-53150	Outside Service	2,555.47
01-0-1-53170	Software Support	5,303.38
01-0-1-54140	Auto Expense	704.03
01-0-1-54200	Credit Card Fee & Bank	627.84
01-0-1-54260	Education & Training	6,240.72
01-0-1-54290	Employment Expense	242.00
01-0-1-54300	Equipment Rental / Leas	534.48
01-0-1-54320	General Maintenance	380.00
01-0-1-54350	Insurance	331.06
01-0-1-54440	Meeting, Seminar & Sup	201.75
01-0-1-54470	Travel Expense	5,960.39
01-0-1-54500	Operating Supplies	216.15
01-0-1-54530	Office Supplies	7,828.57
01-0-1-54680	Uniforms	93.20
01-0-1-54860	Postage & Mailing	36.61
01-0-1-58010	Telephone	1,078.24
01-0-1-58110	Utilities	1,580.52
01-0-2-58110	Utilities	388.58
01-1-0-13010	Inventory - Water Field P	9,143.29
01-1-0-24530	Retirement W/H Payable	26,874.91
01-1-0-24560	Retirement 457 W/H Pay	413.45
01-1-1-51220	Worker's Compensation	1,337.62
01-1-1-53120	Legal Services	592.50
01-1-1-53150	Outside Service	167.80
01-1-1-53170	Software Support	47.98
01-1-1-54260	Education & Training	1,300.00
01-1-1-54320	General Maintenance	225.00
01-1-1-54440	Meeting, Seminar & Sup	119.79
01-1-1-54470	Travel Expense	3,901.55
01-1-1-54680	Uniforms	843.29
01-1-1-54830	State & County Fees & S	324.00
01-1-1-58010	Telephone	1,743.70
01-1-2-53150	Outside Service	601.50

Account Summary

Account Number	Account Name	Payment Amount
01-1-2-54500	Operating Supplies	1,807.17
01-1-2-54530	Office Supplies	132.36
01-1-2-54620	Repair & Maintenance	2,252.34
01-1-2-54650	Small Tools	2,955.52
01-1-3-54500	Operating Supplies	2,400.91
01-1-3-54620	Repair & Maintenance	20,518.59
01-1-3-58110	Utilities	145,164.00
01-1-3-58115	Utilities - Solar Credits	-81,819.86
01-1-4-53140	Laboratory Analysis	1,600.00
01-1-5-54500	Operating Supplies	211.64
01-1-5-54620	Repair & Maintenance	23,424.53
01-1-5-58010	Telephone	410.55
01-1-6-53170	Software Support	5,688.00
01-1-6-54500	Operating Supplies	257.92
01-1-6-54650	Small Tools	34.45
01-1-6-54860	Postage & Mailing	177.27
01-1-8-54410	Fuel Costs	14,682.35
01-1-8-54710	Vehicle Maintenance	6,589.26
01-1-9-54800	Programs (Wtr Conserva	565.82
01-7-0-24530	Retirement W/H Payable	3,672.42
01-7-7-51230	Employee Group Insuran	112.83
01-7-7-53120	Legal Services	30.00
01-7-7-53170	Software Support	47.98
01-7-7-54230	Dues & Subscriptions	95.99
01-7-7-54260	Education & Training	150.00
01-7-7-54470	Travel Expense	1,812.62
20-0-1-53120	Legal Services	270.00
20-0-1-53160	Permits & Fees	786.00
22-0-1-51230	Employee Group Insuran	76.98
22-0-1-54320	General Maintenance	30.00
22-0-1-54500	Operating Supplies	4.41
22-0-1-58010	Telephone	173.93
22-0-2-58110	Utilities	1,705.17
22-2-0-17000	CIP - Parks & Rec	5,878.50
22-2-0-24530	Retirement W/H Payable	3,582.59
22-2-0-24560	Retirement 457 W/H Pay	10.42
22-2-1-54680	Uniforms	181.46
22-2-2-53150	Outside Service	878.85
22-2-2-54230	Dues & Subscriptions	446.67
22-2-2-54300	Equipment Rental / Leas	746.50
22-2-2-54500	Operating Supplies	846.94
22-2-2-54620	Repair & Maintenance	17,019.78
22-2-2-54800	Programs (Park & Rec)	1,655.36
22-2-2-58110	Utilities	28.56
22-2-8-54710	Vehicle Maintenance	858.83
23-0-2-58210	Utilities - Street Lights	18.28
23-3-2-58210	Utilities - Street Lights	1,681.17
25-0-1-53120	Legal Services	30.00
25-5-0-24530	Retirement W/H Payable	1,952.51
25-5-0-24560	Retirement 457 W/H Pay	126.13
25-5-1-52210	Board Exp - Auto Expens	13.89
25-5-1-54800	Programs (Solid Waste)	67.44
	Grand Total:	728,396.27

Project Account Summary

Project Account Key	Payment Amount
None	354,881.39
C0002 OUTSIDE SVCS	70,251.91

Project Account Summary

Project Account Key	Payment Amount
C0072 OUTSIDE SVCS	8,050.00
C0078 COUNTY FEES	616.00
C0078 OUTSIDE SVCS	5,262.50
C0084 OUTSIDE SVCS	173.48
C0095 OUTSIDE SVCS	269,265.30
C0109 OUTSIDE SVCS	4,082.50
C0110 OUTSIDE SVCS	15,813.19
Grand Total:	728,396.27

Agenda Item 4

Matters Removed from
Consent Items

Agenda Item 5

Presentations/Appointments

Agenda Item 6a

Discussion & Possible Action to Approve
the Purchase of GIS Mobile Application
Software and Integration Services

MEMORANDUM

DATE: January 10, 2024

TO: Board of Directors

FROM: Don Bartz, General Manager
By: George Cardenas, Engineering Manager

SUBJECT: Discussion & Possible Action to Approve the Purchase of GIS Mobile Application Software and Integration Services

STAFF RECOMMENDATION

For the Board to approve the purchase of GIS mobile application software and integration services from ElementsXS, Novotx, LLC in the amount of \$82,000.

BACKGROUND

In 2016, the District introduced Sedaru, office/mobile GIS asset management application, to our field and office staff. Sedaru is a vital tool for day-to-day operations at the District. Sedaru services include:

- Field data collection (pumps, wells, and hydrant flushing)
- Tyler (billing and customer management program) integrated mobile customer service orders
- Customer meter/account and parcel information
- Access to as-builts
- Valve turning integration
- 811 dig ticket management
- Hydraulic model integration for fire flow reporting/static system pressure information

In September 2023, the District received notice that Sedaru will be sunsetting on June 30, 2024. Over the last several months, staff has researched options to replace the services Sedaru provides. Below are the list of service providers considered and proposed cost for first year integration, and annual licensing subscription cost (for years 1-3).

SOFTWARE/SERVICE PROVIDER	1ST YEAR LICENSE & INTEGRATION	2ND YEAR LICENSE	3RD YEAR LICENSE	TOTAL 3-YEAR COSTS
Cityworks	\$ 120,000	\$ 38,000	\$ 44,200	\$ 202,200
ElementsXS	\$ 82,000	\$ 20,000	\$ 20,000	\$ 122,000
Tyler EAM/ UtiliSync 811	\$ 91,220	\$ 15,450	\$ 15,450	\$ 122,120
Nobel Systems	\$ 56,500	\$ 55,000	\$ 55,000	\$ 166,500
Mentor APM	\$ 120,000	\$ 20,000	\$ 20,000	\$ 160,000

First year costs include onboarding, training, and professional services and first year licensing cost from July 1, 2024 to June 30, 2025.

Based on implementation and annual licensing costs, regional Elements XS user feedback, and the 20 years of business in GIS, staff recommends Elements XS to provide for the needs of the District in replacing Sedaru.

FISCAL IMPACT: \$62,000 for FY 2023/2024 which was not budgeted (\$20,000 is in the budget for next year for 2024/2025 licensing)

50% due upon contracting; remaining 50% due after project acceptance go-live date (anticipated go-live date: June 30, 2024)

ATTACHMENTS:

- Elements XS proposal
- Cost breakdown table and graph



Novotx, LLC
 4905 South 1500 West Suite 210
 Riverdale
 Utah
 United States 84405

Indicative Pricing Only - Not a Binding Agreement

Valid Until:
 Quote Number : 5405498000030034144
 Prepared By: Adam Schmidt
 aschmidt@novotx.com

BILL TO:	SHIP TO:
4176 Warbler Rd Phelan CA United States 92371	4176 Warbler Rd Phelan CA United States 92371

This agreement describes the products and/or services to be provided and/or licensed by the Customer at the address below. Prior to installation and/or use, an authorized representative of the Customer must agree to the terms and conditions of the License Agreement(s) associated with the product(s) listed below (provided separately).

Account Name: Phelan Pinon Hills Community Services District	Title: Engineering Manager
Contact Name: George Cardenas	Email: gcardenas@pphcsd.org

S.No.	Product Details	Quantity	List Price	Total
1.	Elements XS Annual Subscription - Single Utility Tier 1 EXS-SU-T1 Elements XS Annual Subscription for Utilities with up to 25,000 service connections. Enterprise License; includes unlimited named users. Subscription renews annually beginning 12 months after date of installation.	1	\$ 10,000.00	\$ 10,000.00
2.	Hosting Services (AWS) EXS-HOST-AWS Annual hosting services fee for Elements XS. Includes setup, maintenance, and support of Elements XS environment and up to 150gb of cloud storage for file attachments.	1	\$ 3,000.00	\$ 3,000.00
3.	811 Annual Subscription 811-ANNUAL Annual subscription fee for 811 integration	1	\$ 3,500.00	\$ 3,500.00
4.	Utility Billing Integration - Annual Subscription UB-ANNUAL Annual subscription fee for Elements XS integration with approved Utility Billing vendor as detailed below.	1	\$ 3,500.00	\$ 3,500.00
5.	Asset Management Onboarding Services EXS-ONB-AM Fixed price for Elements XS onboarding services as outlined below.	1	\$ 17,500.00	\$ 17,500.00
6.	Professional Services - Data Migration PS-DATA Migration Services to convert Sedaru data provided to Elements XS.	1	\$ 8,500.00	\$ 8,500.00
7.	Professional Services - 811 Configuration PS-INT-811 Elements XS 811 integration with positive response where required by law.	1	\$ 5,500.00	\$ 5,500.00
8.	Professional Services - Utility Billing Integration PS-INT-UB Elements XS 2-way integration with Tyler Incode.	1	\$ 22,500.00	\$ 22,500.00
9.	Professional Services - Workflow Development PS - WF Custom Workflow Development for 2-way Wachs Valve Exerciser integration.	1	\$ 8,000.00	\$ 8,000.00
			Sub Total	\$ 82,000.00
			Discount	\$ 0.00
			Tax	\$ 0.00
			Adjustment	44 \$ 0.00
			Grand Total	\$ 82,000.00

Payment Terms

Elements XS Annual Subscription, Cloud Hosting, 811, and Utility Billing: \$20,000 (first year), due upon contracting. Subscription renews annually, beginning 12 months after date of installation.

Elements XS Onboarding, Training and Professional Services (total \$62,000): 50% due upon contracting (\$31,000), remaining 50% due after project acceptance/go-live date (\$31,000).

Onboarding Services Included

Applied toward "Standard Deliverables" as outlined below.

Rough Scope:

Divisions - Water

Integrations - 811, Utility Billing, Wachs Valve Exercising

Standard Deliverables

The items below are included with a standard deployment of Elements XS.

What's Included

Pre-Installation Items

- Business process review and consultation for best practices with Elements XS
- Review IT infrastructure
- Review GIS infrastructure Review Reporting Requirements

Installation

- Installation of Elements XS

Map Integration

- Integration of one map viewer in Elements XS
- Configuration to load map-based (GIS) assets from map viewer
- Training to Configure GIS Layers in Elements

Deployment of the following workflows:

- Create Service Order from GIS Asset
- Report a GIS Problem from Map
- Select Multiple Assets from Map using the Elements Select Tool Add GIS Asset Relationships to Tasks
- Zoom to GIS Assets

General Application Setup

- Setting up company, department, and division structure
- Setup of default navigation menus
- Configure SMTP settings for Email notifications
- Active Directory Integration with LDAP

Service Orders Setup

- Configuration of Default Statuses
 - 1 - Pending
 - 2 - In Progress
 - 3 - Ready for Review
 - 4 - Complete
 - 5 - Cancelled
- Configuration of Default Priorities:

- 1 - Low
- 2 - Medium
- 3 - High
- 4 - Emergency

Delivery of standard Service Order templates using default Status and Priority configurations

Training on the following items:

- Configure custom application menus
- Configure service order templates
- Configure preventive and routine maintenance schedules
- Configure users and user permissions
- Configure basic Elements XS workflows
- Configure custom Service Order Task Status and Priority types
- Configuration of custom Elements XS forms
- Configuration of default Service Order Task assignments

One-Time Data Imports (Includes Test Imports and Data Validations)

- Non-spatial assets
- Inventory Items (materials, equipment).

Utility Billing Integration (as specified on Sales Agreement)

Standard Reports and Dashboards

Service Orders & Work Management Reports

- Task Charges
- Task Contractor Usage
- Task Costs
- Task Equipment Usage
- Task Labor Usage
- Task Material Usage

Inventory Reports

- Purchase Order Details
- Item Receiving Details
- Invoice Details
- Material Usage by Asset Type
- Contractor Purchase Order History
- FIFO Valuation Report
- Item Quantity Transaction History
- Item Purchase Order History
- Parts Used by Account / Date
- Stock Levels Report
- Vendor Purchase Order History

Other Included Reports

- Activities Details
- Notes Details
- Phone Calls Details
- Timesheet Hours
- System Configuration Reports

What's Not Included

- Installing or configuring Microsoft SQL Server, Esri products, or any other third-party applications that may be required for Elements XS.
- Configuring and/or publishing map or feature services, including query layers
- Configuring Esri web maps, dashboards, or other Esri technology
- Setting up preventive and routine maintenance schedules *
- Setting up asset scoring *
- Setting up service order templates *
- Setting up user accounts and user permissions *
- Setting up custom application menus *
- Setting up basic Elements XS workflows *

- Configuring default assignments for Service Order templates *
- Creation of Elements Advanced Workflows to support custom business processes (unless specified in sales agreement)
- Training on creation of Elements Advanced Workflows
- IT setup (opening ports, installing IIS, etc.)
- Creating dynamic forms
- Creating Custom Reports

* Training on how to configure and use these features is provided

Additional Terms

Required Licensing:

All Elements XS deployments require Esri's ArcGIS Enterprise and/or an active subscription to ArcGIS Online. On-premise deployments also require Microsoft SQL Server and a standard Windows server operating environment. Pricing in this agreement does not include these products and Customer is responsible for purchasing, installing, and maintaining these applications.

Scope Limitations & Additional Services

For all items beyond the original project scope, additional professional services are billed at \$1,800 per day (\$225 per hour). Services beyond the project scope must be approved by Customer prior to services being performed and will be billed separately. Services beyond the scope of this agreement include:

- Any scripts, interfaces, reports or program code requested by the Licensee, other than Program Modifications to the Elements XS applications that provide specific functionality uniquely designed for the Licensee
- Consulting services for Custom Applications or Custom Programming performed specifically for the Licensee
- Historical data imports require the customer to provide data to Novotx in a tabular format following a template provided by Novotx

Travel Expenses

Unless specified otherwise, all travel expenses will be billed actual, as incurred, for any services performed onsite.

Sales Tax

Customer agrees to pay any and all applicable sales, use, excise or transaction taxes with respect to the products and services under this Sales Agreement. It is the customer's responsibility to pay any and all applicable taxes if the customer is not tax exempt.

Purchase Authorization

Indicative Pricing Only. Authorized signatures not available.

Sedaru Software Replacement Alternatives - Implementation and Annual Costs - First Three Years

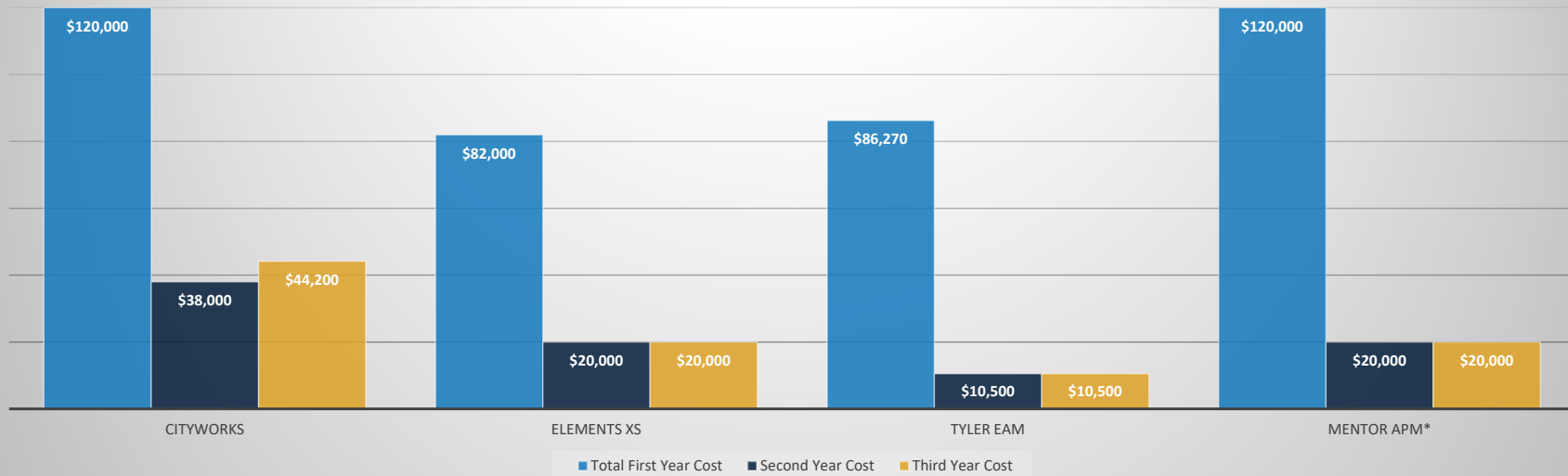
Current Service: Sedaru

Annual Cost: \$19,872

First Year Costs Include Implementation and First Year Annual Cost.

Name	Total First Year Cost	Second Year Cost	Third Year Cost	Total Over 3 Years	Implementation Cost Total	Notes
Cityworks	\$120,000	\$38,000	\$44,200	\$202,200	\$87,000	Annual fees include Tyler (\$5,000 per annum) and Dig Alert API fees (\$8,000 per annum)
Elements XS	\$82,000	\$20,000	\$20,000	\$122,000	\$62,000	Not actual 2nd and 3rd year costs as inflation escalator will be applied each year.
Tyler EAM	\$86,270	\$10,500	\$10,500	\$107,270	\$75,770	While annual fees are lower, more back end staff time will be required with this option.
Mentor APM*	\$120,000	\$20,000	\$20,000	\$160,000	\$100,000	*All costs are estimated per verbal estimate during demo
UtiliSync811*	\$4,950	\$4,950	\$4,950	\$14,850		*UtiliSync811 is only for 811 Dig Alert Ticket maintenance and would be a service that could be used in addition to another service if applicable

Total Cost Over First Three Years



Agenda Item 6b

Discussion & Possible Action Regarding
2024/2025 Budget Process Schedule



A. 4176 Warbler Road
P.O. Box 294049
Phelan, CA 92329
P. (760) 868-1212
F. (760) 868-2323
W. www.pphcsd.org

MEMORANDUM

DATE: January 10, 2024

TO: Board of Directors

FROM: Don Bartz, General Manager
By: David Noland, Finance Supervisor

SUBJECT: Review & Discussion regarding the 2024/2025 Budget Schedule

STAFF RECOMMENDATION

Staff recommends for the Board to review the attached draft 2024/2025 budget timeline and determine if modifications are necessary.

BACKGROUND

Each year, staff completes a schedule for the budget process timeline. This timeline, along with a summary of the budget process, is published on the District's website and a press release is issued in order to encourage public participation.

FISCAL IMPACT

None

ATTACHMENT(S)

2024/2025 Budget Schedule
Draft Press Release - Budget Process & Schedule

Budget Schedule - Committees and Management 2024/2025 Budget			
January 10, 2024	Wed	5:00 PM	Regular Board Meeting - Board review schedule and approve.
January and February			Management and Supervision staff begin work on operational budgets, reviewing historical expenses, estimating future expenses, gathering quotes and estimates, evaluating goals and programs, etc.
January 8, 2024	Mon	10:30am	Following Staff Meeting: Management meeting budget process
January 23, 2024	Tues	4:30 PM	Special Parks and Recreation Committee - Review and discuss draft budget schedule, long range plans, programs and operational goals.
January 17, 2024	Wed	4:30 PM	Engineering Committee - Review and discuss draft budget schedule, long range plans and operational goals.
January 17, 2024	Wed	4:30 PM	Solid Waste and Recycling Committee - Review and discuss draft budget schedule, long range plans, programs and operational goals.
January 2024	TBD	TBD	As committees meet quarterly now, they may need to schedule special meeting(s) in January or February in order to complete the long range plans and operational goals by February 7, 2024.
February 7, 2024	Wed	5:00 PM	Long range capital, maintenance plans, programs and capital budgets due to Lori for inclusion in the February 21, 2024 Special Workshop.
February 14, 2024	Wed	Noon	Long range capital, maintenance plans, programs and capital budgets due to Kim for Special Board Meeting.
February 21, 2024	Wed	5:00 PM	Board Workshop - Workshop to review and approve long range capital, maintenance plans, programs, capital budgets, and goals.
March			Staff develops draft budget.
March 14, 2024	Thurs	Noon	Draft Budget due to Kim for inclusion in Finance Committee Meeting.
March 19, 2024	Tues	4:00 PM	Special Finance Committee Meeting - Review and discuss draft budget.
March 27, 2024	Thurs	Noon	Draft budget due to Kim for inclusion in April 3, 2024 Special Board Workshop package.
April 3, 2024	Wed	5:00 PM	Board Workshop - Review draft budget.
April 11, 2024	Thurs	Noon	Final Draft Budget due to Kim for inclusion in Finance Committee Meeting.
April 16, 2024	Tues	4:00 PM	Finance Committee Meeting - Review and discuss final draft budget.
April 24, 2024	Thurs	Noon	Final Draft Budget due to Kim for inclusion in May 1 Special Board Workshop package.
May 1, 2024	Wed	5:00 PM	Board Workshop - Review final draft budget (NOTE: This meeting is tentative. The meeting of April 3, 2024 will determine whether or not this meeting will be necessary).
June 26, 2024	Wed	5:00 PM	Regular Board Meeting - Budget presentation, Hearing, and possible adoption.

Note: Shaded meetings are public meetings. Meeting dates are subject to change and notification will be posted accordingly.

PRESS RELEASE - 1/11/2024

**PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
2024/2025 BUDGET PROCESS & SCHEDULE**

DRAFT

Each year, staff is tasked with preparing a budget for consideration at an annual Public Hearing in June. The process leading up to the hearing includes several public meetings to provide the Board and the public with information for consideration and opportunities for input into the budget process. These public meetings include workshops, committee, and Board meetings. Beginning in January, committees review and update their respective Long Range Plans including the 10-year Capital Improvement Plan (CIP) and Maintenance plans. In February, staff gathers information in preparation for the budget. February through March, the Board reviews and approves the Long Range Capital Plans. Staff utilizes budget assumptions based on the consumer price index and other economic factors. Considering these guidelines, staff begins the process of preparing a draft budget. Staff works with department managers and supervisors to obtain budget information and incorporates the data with the assumptions as directed by the Board. The draft budget is reviewed by management and presented to the Finance Committee for consideration prior to being presented to the full Board. The Final Draft Budget is made available for review and a public hearing is held in June. The Final Draft Budget is presented to the Board during the public meeting for final review, consideration, and adoption. All of these are public meetings and the District encourages public attendance and participation. The events listed below have been scheduled to promote public participation and ensure the public has the opportunity to become familiar with the budget process. **The Public is invited to ALL of these sessions and is encouraged to attend.**

SCHEDULE OF EVENTS

PUBLIC MEETINGS AND HEARING FOR 2024/2025 BUDGET PROCESS

January & February	Committees meet, review, and update long range capital, maintenance plans, programs, and District goals. Committee meeting agendas are posted on the District calendar, in the office, online, and at the community centers. The public is invited and encouraged to attend and participate in this process.
Wednesday – 5:00 p.m. February 21, 2024	Special Board Workshop – Review and approval of committee proposed long range capital, maintenance plans, programs, and goals.
Tuesday – 4:00 p.m. March 19, 2024	Special Finance Committee – Review Draft Budget
Wednesday – 5:00 p.m. April 3, 2024	Special Board Workshop – Review Draft Budget
Tuesday – 4:00 p.m. April 16, 2024	Finance Committee – Review Final Draft Budget
Wednesday – 5:00 p.m. May 1, 2024	Special Board Workshop – Review Final Draft Budget. Note: This meeting is tentative. The meeting of April 3, 2024, will determine whether or not this meeting will be necessary.
Wednesday – 5:00 p.m. June 26, 2024	Regular Board Meeting Budget Hearing & possible Budget approval (with any modifications identified as a result of the hearing).

Agenda Item 6c

Discussion & Possible Adoption of Resolution No. 2024-01; Authorizing Staff to Execute and Take Actions Approved by Applicant's Board of Directors Necessary for the Purpose of Obtaining Federal Financial Assistance Provided by the Federal Department of Homeland Security and Subgranted Through the State of California for the Fiscal Year 2022 Nonprofit Security Grant Program

MEMORANDUM

DATE: January 10, 2024

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk

SUBJECT: Discussion & Possible Adoption of Resolution No. 2024-01; Authorizing Staff to Execute and Take Actions as Approved by the Applicant's Board of Directors Necessary for the Purpose of Obtaining Federal Financial Assistance Provided by the Federal Department of Homeland Security and Subgranted Through the State of California for the Fiscal Year 2022 Nonprofit Security Grant Program

STAFF RECOMMENDATION

For the Board to adopt Resolution No. 2024-01; Authorizing Staff to Execute and Take Actions as Approved by the Applicant's Board of Directors Necessary for the Purpose of Obtaining Federal Financial Assistance Provided by the Federal Department of Homeland Security and Subgranted Through the State of California for the Fiscal Year 2022 Nonprofit Security Grant Program.

BACKGROUND

Staff submitted a Community Project Funding Request ("Request") in the amount of \$2 million to help fund a portion of the Civic Center Project which will house the Community/Board Room that also will serve as the area's Community Emergency Operations Center. The \$2 million request was funded in the FY2023 Omnibus appropriations bill which the Senate and House passed at the end of December 2022.

CalOES issued grant documents to the District to complete as they will be administering the funds. Staff has been working with CalOES on FEMA requirements. One of the FEMA requirements is for the District to adopt a resolution authorizing staff to execute and take actions necessary for the purpose of obtaining these funds.

At the December 13, 2023, Board Meeting, the Board rejected the Resolution and requested for staff to add language as suggested by the District's legal counsel and bring the Resolution back to the Board. Staff reviewed the language with CalOES who said that the District can add the language and that CalOES will then submit to FEMA for review. It is possible this additional will be rejected by FEMA.

FISCAL IMPACT

None

ATTACHMENT(S)

Resolution No. 2024-01

RESOLUTION NO. 2024-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PHELAN PINON HILLS COMMUNITY SERVICES DISTRICT IN THE COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, AUTHORIZING STAFF TO EXECUTE AND TAKE ACTIONS AS APPROVED BY THE APPLICANT’S BOARD OF DIRECTORS NECESSARY FOR THE PURPOSE OF OBTAINING FEDERAL FINANCIAL ASSISTANCE PROVIDED BY THE FEDERAL DEPARTMENT OF HOMELAND SECURITY AND SUBGRANTED THROUGH THE STATE OF CALIFORNIA FOR THE FISCAL YEAR 2022 NONPROFIT SECURITY GRANT PROGRAM

BE IT RESOLVED by the Board of Directors of the Phelan Piñon Hills Community Services District that Donald Bartz or George Cardenas are hereby authorized to execute for and on behalf of the Phelan Piñon Hills Community Services District (“Applicant”), a public entity established under the laws of the State of California, any actions approved the Applicant’s Board of Directors necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and subgranted through the State of California for the FY 2022 Nonprofit Security Grant Program.

PASSED AND APPROVED this 10th day of January, 2024, by the Board of Directors of the Phelan Pinon Hills Community Services District, State of California, by the following vote:

AYES: Directors:
NOES: Directors:
ABSENT: Directors:
ABSTAIN: Directors:

President of Phelan Piñon Hills
Community Services District and of
the Board of Directors thereof

STATE OF CALIFORNIA)
) ss.
COUNTY OF SAN BERNARDINO)

I, Kimberly Sevy, HR & Solid Waste Manager/District Clerk of the Phelan Piñon Hills Community Services District, San Bernardino County, California, hereby certify the foregoing to be a full, true and correct copy of the record of the action as the same appears in the Official Minutes of said Board at its meeting of January 10, 2024.

Signature _____ Date _____

Agenda Item 6d

Discussion & Possible Approval to Complete & Submit Forms Required by CalOES and FEMA for the FY 2022 Nonprofit Security Grant Program

MEMORANDUM

DATE: January 10, 2024

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk

SUBJECT: Discussion & Possible Approval to Complete & Submit Forms Required by CalOES and FEMA for the FY 2022 Nonprofit Security Grant Program

STAFF RECOMMENDATION

For the Board to authorize staff to complete and submit the attached forms required by CalOES and FEMA for the FY 2022 Nonprofit Security Grant Program.

BACKGROUND

Staff submitted a Community Project Funding Request (“Request”) in the amount of \$2 million to help fund a portion of the Civic Center Project which will house the Community/Board Room that also will serve as the area’s Community Emergency Operations Center. The \$2 million request was funded in the FY2023 Omnibus appropriations bill which the Senate and House passed at the end of December 2022.

Assuming the Board approved Resolution No. 2024-01, staff requests for the Board to authorize staff to complete, and submit as necessary, the attached forms required by CalOES and FEMA for the FY 2022 Nonprofit Security Grant Program. The Notice of Funding Opportunity (“NOFO”) and Supplement to the NOFO have also been included for information purposes.

FISCAL IMPACT

None

ATTACHMENT(S)

- NOFO (informational only)
- NOFO Supplement (informational only)
- Grants Management Assessment Form
- Standard Assurance Form
- FFATA Financial Disclosure Form
- Certification Regarding Lobbying Form
- Financial Management Forms Workbook
 - Subaward Face Sheet Form
 - Authorized Agent Information Form
 - Project Ledger Form
 - Planning Form
 - Equipment Form

- M&A Form
- Match Form
- Consultant/Contractor Form
- Personnel Form
- Indirect Costs Form
- ICR Form
- Authorized Agent Form

**The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year 2023 Emergency Operations Center
Grant Program**

All entities wishing to do business with the federal government must have a unique entity identifier (UEI). The UEI number is issued by the SAM system. Requesting a UEI using SAM.gov can be found at <https://sam.gov/content/entity-registration>.

Grants.gov registration information can be found at <https://www.grants.gov/web/grants/register.html>.

Planned UEI Updates in Grant Application Forms:

On April 4, 2022, the Data Universal Numbering System (DUNS) Number was replaced by a new, non-proprietary identifier requested in, and assigned by, the System for Award Management (SAM.gov). This new identifier is the Unique Entity Identifier (UEI).

Additional Information can be found on Grants.gov:

<https://www.grants.gov/web/grants/forms/planned-uei-updates.html>

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A. Program Description**1. Issued By**

U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/Grant Programs Directorate

2. Assistance Listings Number

97.052

3. Assistance Listings Title

Emergency Operations Center (EOC) Grant Program

4. Funding Opportunity Title

Fiscal Year 2023 Emergency Operations Center (EOC) Grant Program

5. Funding Opportunity Number

FY 2023 EOC Grant Program	NOFO Number
Region 1	DHS-23-GPD-052-001-01
Region 2	DHS-23-GPD-052-002-01
Region 3	DHS-23-GPD-052-003-01
Region 4	DHS-23-GPD-052-004-01
Region 5	DHS-23-GPD-052-005-01
Region 6	DHS-23-GPD-052-006-01
Region 7	DHS-23-GPD-052-007-01
Region 8	DHS-23-GPD-052-008-01
Region 9	DHS-23-GPD-052-009-01
Region 10	DHS-23-GPD-052-010-01

6. Authorizing Authority for Program

Section 614 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5196c) as amended by section 202 of the Implementing Recommendations of the 9/11 Commission Act of 2007

7. Appropriation Authority for Program

Consolidated Appropriations Act, 2023 (Pub. L. No. 117-328)

8. Announcement Type

Initial

9. Program Category

Preparedness: Community Security

10. Program Overview, Objectives, and Priorities

a. *Overview*

The fiscal year (FY) 2023 Emergency Operations Center (EOC) Grant Program is intended to improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, strategically located, and fully interoperable EOCs with a focus on addressing identified deficiencies and needs. Fully capable emergency operations facilities at the state and local levels are an essential element of a comprehensive national emergency management system and are necessary to ensure coordination and unity of effort among multiple emergency management organizations and across multiple jurisdictions during major disasters or emergencies caused by any hazard. Among the five basic homeland security missions noted in the [DHS Strategic Plan for Fiscal Years 2020-2024](#), the EOC Grant Program supports the goal to Strengthen National Preparedness and Resilience.

The [2022-2026 FEMA Strategic Plan](#) outlines three bold, ambitious goals in order to position FEMA to address the increasing range and complexity of disasters, support the diversity of communities we serve, and complement the nation’s growing expectations of the emergency management community. The EOC Grant Program supports Goal 3: Promote and Sustain a Ready FEMA and a Prepared Nation.

The FY 2023 EOC Grant Program will provide \$89,140,285 for equipping, upgrading, or constructing the EOC projects included in Appendix A of this NOFO. Per the National Fire Protection Association, an EOC is defined as a “facility or capability from which direction and control is exercised in an emergency. This type of center or capability is designated to ensure that the capacity exists for leadership to direct and control operations from a centralized facility or capability in the event of an emergency.” “Construction,” as defined in this program, refers to building a new facility or any changes to the footprint of an existing facility, while “upgrading” refers only to internal improvements to an existing facility.

State Administrative Agencies (SAAs) are the only entities eligible to apply for FY 2023 EOC Grant Program funding. Such applications will be submitted on behalf of the state and local governments (subrecipients) identified to receive funding as outlined in Appendix A of this NOFO. See [Section C](#) of this notice for additional program eligibility information and [Section D](#) for detailed application instructions.

b. *Objectives*

The objective of the FY 2023 EOC Grant Program is to improve EOC operations through funding the EOC projects included in Appendix A of this NOFO. These projects fund equipping, upgrading, and/or construction of EOCs to provide fully capable facilities to support command, control, and coordination of multi-agency responses to major disasters or emergencies.

c. *Priorities*

The priorities of the FY 2023 EOC Grant Program are to fund equipping, upgrading, and/or construction of the emergency operations center projects identified in **Appendix A** of this NOFO.

11. Performance Measures

Performance metrics for this program are as follows:

- Percentage of funded projects that result in fully operational emergency operations centers
- Percentage of funded projects that provide an enhanced level of EOC services and capabilities

FEMA will calculate and analyze the above metrics through a review of recipient Performance Progress Reports and award monitoring to ensure that the funds are expended for their intended purpose and achieve the stated outcomes in the grant application.

B. Federal Award Information

1. Available Funding for the NOFO: **\$89,140,285**
2. Period of Performance: **36 Months**

Extensions to the period of performance are allowed. Additional information on period of performance extensions, please refer to Section H of this NOFO.

FEMA awards under most programs, including this program, only include one budget period, so it will be same as the period of performance. *See* 2 C.F.R. § 200.1 for definitions of “budget period” and “period of performance.”

3. Projected Period of Performance Start Date(s): **No later than 06/01/2023**
4. Projected Period of Performance End Date(s): **No later than 05/31/2026**
5. Funding Instrument Type: **Grant**

C. Eligibility Information

1. Eligible Applicants

Only State Administrative Agencies (SAAs) (on behalf of state and local units of government) with identified projects in **Appendix A** of this NOFO are eligible to apply.

2. Applicant Eligibility Criteria

Eligible EOC projects were identified in the Joint Explanatory Statement accompanying the Consolidated Appropriations Act, 2023. Those EOC projects are identified in **Appendix A** of this NOFO.

3. Other Eligibility Criteria/Restrictions

a. *National Incident Management System (NIMS) Implementation*

Prior to allocation of any federal preparedness awards, recipients must ensure and maintain adoption and implementation of NIMS. The list of objectives used for progress and achievement reporting is on FEMA’s website at [NIMS Implementation and Training | FEMA.gov](https://www.fema.gov/nims-implementation-and-training).

Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment, and/or supplies) to meet incident needs. Utilization of the standardized resource management concepts such as typing, credentialing, and inventorying, promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management, NIMS resource typing definitions, job titles, and position qualifications is on FEMA’s website at [NIMS Components - Guidance and Tools | FEMA.gov](#).

FEMA developed the [National Incident Management System Guideline for the National Qualification System](#) to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes and identifies tools that Federal Emergency Response Officials and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

Although state (including territorial), local, tribal, and private sector partners (including nongovernmental organizations) are not required to credential their personnel in accordance with these guidelines, FEMA strongly encourages them to do so to leverage the federal investment in the Federal Information Processing Standards 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction.

Additional information about NIMS in general is available on FEMA’s website at [National Incident Management System | FEMA.gov](#).

4. **Cost Share or Match**

The FY 2023 EOC Grant Program has a cost share requirement. All award recipients must provide a non-federal entity contribution supporting 25% of the total project costs (federal amount plus cost share amount). The non-federal entity contribution can be cash (hard match) or third-party in-kind (soft match), with the exception of construction activities, which must be a cash (hard) match. In-kind contributions are defined as third-party contributions per 2 C.F.R. § 200.306. The required cost share amount, by project, is included in the project funding table in Appendix A.

All applicants are required to commit to the cost share requirement **for each activity under each project** at the time of application. The non-federal contribution should be specifically identified for each proposed activity. The non-federal contribution, whether cash or third-party in-kind match, must consist of eligible costs (i.e., same allowability as the federal share).

D. Application and Submission Information

1. Key Dates and Times

- | | |
|--|---------------------------------|
| a. <i>Application Start Date:</i> | 03/01/2023 |
| b. <i>Application Submission Deadline:</i> | 04/14/2023 at 5:00 PM ET |

All applications **must** be received by the established deadline. **Prior to application submission, SAAs must coordinate with applicable subrecipients identified in Appendix A to collect the information required for completion of the State’s application and may impose separate deadlines to ensure timely application submission.**

The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of their submission. For additional information on how an applicant will be notified of application receipt, see the subsection titled “Timely Receipt Requirements and Proof of Timely Submission” in Section D of this NOFO.

FEMA will not review applications that are received after the deadline or consider these late applications for funding. FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant’s control that prevent submission of the application by the deadline, other exigent or emergency circumstances, or statutory requirements for FEMA to make an award.

Applicants experiencing technical problems outside of their control must notify FEMA as soon as possible and before the application deadline. Failure to timely notify FEMA of the issue that prevented the timely filing of the application may preclude consideration of the award. “Timely notification” of FEMA means: prior to the application deadline and within 48 hours after the applicant became aware of the issue.

A list of FEMA contacts can be found in Section G of this NOFO, “DHS Awarding Agency Contact Information.” For additional assistance using the ND Grants System, please contact the ND Grants Service Desk at (800) 865-4076 or NDGrants@fema.dhs.gov. The ND Grants Service Desk is available Monday through Friday, 9:00 AM – 6:00 PM Eastern Time (ET). For programmatic or grants management questions, please contact your FEMA Regional EOC Grant Program Manager. If applicants do not know who to contact or if there are programmatic questions or concerns, please contact the Centralized Scheduling and Information Desk (CSID) by phone at (800) 368-6498 or by e-mail at askcsid@fema.dhs.gov, Monday through Friday, 9:00 AM – 5:00 PM ET.

- c. *Anticipated Award Date:* **06/30/2023**
- d. *Other Key Dates*

The suggested deadlines outlined in the table below apply only to the SAA as the eligible applicant. As noted in Section D.1.b. above, SAAs may impose separate deadlines on the subrecipients identified in Appendix A to ensure timely collection of the information required for application submission.

Event	Suggested Deadline for Completion
Initial registration in SAM.gov includes UEI issuance	Four weeks before actual submission deadline
Obtaining a valid Employer Identification Number (EIN)	Four weeks before actual submission deadline
Creating an account with login.gov	Four weeks before actual submission deadline
Registering in SAM or updating SAM registration	Four weeks before actual submission deadline
Registering in Grants.gov	Four weeks before actual submission deadline
Registering in ND Grants	Four weeks before actual submission deadline
Starting application in Grants.gov	One week before actual submission deadline
Submitting application in Grants.gov	Three days before actual submission deadline
Submitting the final application in ND Grants	By the submission deadline

2. Agreeing to Terms and Conditions of the Award

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

3. Address to Request Application Package

Initial applications are processed through the [Grants.gov](https://www.grants.gov) portal. Final applications are completed and submitted through FEMA’s Non-Disaster Grants (ND Grants) System. Application forms and instructions are available at Grants.gov. To access these materials, go to [Home | Grants.gov](#).

Hard copies of the NOFO can be downloaded at [Grants.gov](https://www.grants.gov) or obtained via email from the Awarding Office points of contact listed in Section G of this NOFO, “DHS Awarding Agency Contact Information” or by TTY (800) 462-7585.

4. Requirements: Obtain a Unique Entity Identifier (UEI) and Register in the System for Award Management (SAM)

Each applicant, unless they have a valid exception under 2 CFR 25.110, must:

- 1) Be registered in Sam.Gov before application submission;
- 2) Provide a valid Unique Entity Identifier (UEI) in its application; and
- 3) Continue to always maintain an active System for Award Management (SAM) registration with current information during the Federal Award process.

5. Steps Required to Obtain a Unique Entity Identifier, Register in the System for Award Management (SAM), and Submit an Application

Applying for an award under this program is a multi-step process and can take four weeks or more to complete. Applicants are encouraged to register early to ensure they meet the required submission deadlines.

Please review the table above for estimated deadlines to complete each of the steps listed. Failure of an applicant to comply with any of the required steps before the deadline for submitting an application may disqualify that application from funding.

To apply for an award under this program, all applicants must:

- a. Apply for, update, or verify their Unique Entity Identifier (UEI) number from SAM.gov and Employer Identification Number (EIN) from the Internal Revenue Service;
- b. In the application, provide an UEI number;
- c. Have an account with [login.gov](https://www.login.gov);
- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- e. Create a Grants.gov account;
- f. Add a profile to a Grants.gov account;
- g. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
- h. Register in ND Grants
- i. Submit an initial application in Grants.gov;
- j. Submit the final application in ND Grants, including electronically signing applicable forms; and**
- k. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Specific instructions on how to apply for, update, or verify an UEI number or SAM registration or establish an AOR are included below in the steps for applying through Grants.gov.

Applicants are advised that FEMA may not make a federal award until the applicant has complied with all applicable SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when FEMA is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, FEMA may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Per 2 C.F.R. § 25.110(c)(2)(iii), if an applicant is experiencing exigent circumstances that prevents it from obtaining an UEI number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible by contacting askcsid@fema.dhs.gov and providing the details of the circumstances that prevent completion of these requirements. If FEMA determines that there are exigent circumstances and FEMA has decided to make an award, the applicant will be required to obtain an UEI number, if applicable, and complete SAM registration within 30 days of the federal award date.

6. Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity.

For this funding opportunity, FEMA requires applicants to submit initial applications through Grants.gov and a final application through ND Grants.

7. How to Register to Apply through Grants.gov

a. *General Instructions:*

Registering and applying for an award under this program is a multi-step process and requires time to complete. Read the instructions below about registering to apply for FEMA funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission.

Organizations must have an UEI number, an EIN, an active System for Award Management (SAM) registration and Grants.gov account to apply for grants.

Organizations must also have a Grants.gov account to apply for an award under this program. Creating a Grants.gov account can be completed online in minutes, but UEI and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Complete organization instructions can be found on Grants.gov here: [Organization Registration | Grants.gov](#).

If individual applicants are eligible to apply for this grant funding opportunity, refer to [Applicant Registration | Grants.gov](#).

b. *Obtain an UEI Number:*

All entities applying for funding, including renewal funding, must have a UEI number. Applicants must enter the UEI number in the applicable data entry field on the SF-424 form.

For more detailed instructions for obtaining a UEI number, refer to [SAM.gov](#).

c. *Obtain Employer Identification Number*

All entities applying for funding must provide an Employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting: [Apply for an Employer Identification Number \(EIN\) Online | Internal Revenue Service \(irs.gov\)](#).

d. *Create a login.gov account:*

Applicants must have a login.gov account in order to register with SAM or update their SAM registration. Applicants can create a login.gov account here: [Create your account - Login.gov](#).

Applicants only have to create a login.gov account once. For applicants that are existing SAM users, use the same email address for the login.gov account as with SAM.gov so that the two accounts can be linked.

For more information on the login.gov requirements for SAM registration, refer to [SAM.gov | Home](#).

e. Register with SAM:

All organizations applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. Organizations will be issued a UEI number with the completed SAM registration.

For more detailed instructions for registering with SAM, refer to [Step 2: Register with SAM | Grants.gov](#).

Note: As a new requirement per 2 C.F.R. § 25.200, applicants must also provide the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

I. ADDITIONAL SAM REMINDERS

Existing SAM.gov account holders should check their account to make sure it is "ACTIVE." SAM registration should be completed at the very beginning of the application period and should be renewed annually to avoid being "INACTIVE." **Please allow plenty of time before the grant application submission deadline to obtain an UEI number and then to register in SAM. It may be four weeks or more after an applicant submits the SAM registration before the registration is active in SAM, and then it may be an additional 24 hours before FEMA's system recognizes the information.**

It is imperative that the information applicants provide is correct and current. Please ensure that your organization's name, address, and EIN are up to date in SAM and that the UEI number used in SAM is the same one used to apply for all other FEMA awards. Payment under any FEMA award is contingent on the recipient's having a current SAM registration.

II. HELP WITH SAM

The SAM quick start guide for new recipient registration and SAM video tutorial for new applicants are tools created by the General Services Administration (GSA) to assist those registering with SAM. If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at [GDIT TSS Service Portal - GDIT Technology Shared Services Portal \(fsd.gov\)](#) or call toll free (866) 606-8220.

f. *Create a Grants.gov Account:*

The next step in the registration process is to create an account with Grants.gov. If applicable, applicants must know their organization's UEI number to complete this process.

For more information, follow the on-screen instructions or refer to: [Applicant Registration | Grants.gov](#).

See also Section D.9 in this NOFO, "Submitting the Final Application in ND Grants," for instructions on how to register early in ND Grants.

g. *Add a Profile to a Grants.gov Account:*

A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, if applicable, enter the UEI number for the organization in the UEI field while adding a profile.

For more detailed instructions about creating a profile on Grants.gov, refer to: [Add Profile | Grants.gov](#).

h. *EBiz POC Authorized Profile Roles:*

After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the Authorized Organization Representative (AOR) role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to [EBiz POC Authorizes Profile Roles | Grants.gov](#).

i. *Track Role Status:*

To track your role request, refer to [Track Profile Role Status | Grants.gov](#).

j. *Electronic Signature:*

When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; **this step is often missed, and it is crucial for valid and timely submissions.**

8. *How to Submit an Initial Application to FEMA via Grants.gov*

Standard Form 424 (SF-424) is the initial application for this NOFO.

Grants.gov applicants can apply online using a workspace. A workspace is a shared, online environment where members of a grant team may simultaneously access and edit different

web forms within an application. For each Notice of Funding Opportunity, you can create individual instances of a workspace. Applicants are encouraged to submit their initial applications in Grants.gov at least seven days before the application deadline.

In Grants.gov, applicants need to submit the following forms:

- SF-424, Application for Federal Assistance; and
- Grants.gov Lobbying Form, Certification Regarding Lobbying.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to [Workspace Overview | Grants.gov](#).

a. *Create a Workspace:*

Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

b. *Complete a Workspace:*

Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission.

c. *Adobe Reader:*

If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at [Adobe Software Compatibility | Grants.gov](#).

d. *Mandatory Fields in Forms:*

In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

e. *Complete SF-424 Fields First:*

The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and UEI number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

f. *Submit a Workspace:*

An application may be submitted through workspace by clicking the “Sign and Submit” button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

g. *Track a Workspace:*

After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

h. *Additional Training and Applicant Support:*

For additional training resources, including video tutorials, refer to: [Applicant Training | Grants.gov](#).

Grants.gov provides applicants 24/7 (except federal holidays) support via the toll-free number (800) 518-4726, email at support@grants.gov and the website at [Support | Grants.gov](#). For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist FEMA with tracking your issue and understanding background information on the issue.

9. *Submitting the Final Application in ND Grants*

After submitting the initial application in Grants.gov, eligible applicants will be notified by FEMA and asked to proceed with submitting their complete application package in ND Grants. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement or, at the latest, seven days before the application deadline. Early registration will allow applicants to have adequate time to start and complete their applications.

Applicants needing assistance registering for the ND Grants system should contact ndgrants@fema.dhs.gov or (800) 865-4076, Monday through Friday, 9:00 AM – 6:00 PM ET. For step-by-step directions on using the ND Grants system and other guides, please see [Non-Disaster Grants Management System | FEMA.gov](#).

In ND Grants, applicants will be prompted to submit the standard application information and any program-specific information required as described in Section D.10 of this NOFO, “Content and Form of Application Submission.” The Standard Forms (SF) are auto generated in ND Grants, but applicants may access these forms in advance through the Forms tab under the [SF-424 family on Grants.gov](#). Applicants should review these forms before applying to ensure they have all the information required.

For additional application submission requirements, including program-specific requirements, please refer to the subsection titled “Content and Form of Application Submission” under Section D of this NOFO.

10. *Timely Receipt Requirements and Proof of Timely Submission*

As application submission is a two-step process, the applicant with the AOR role who submitted the application in Grants.gov will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of its initial application. **This notification does not serve as proof of timely submission, as the application is not complete until it is submitted in ND Grants.** Applicants can also view the ND Grants Agency Tracking Number by accessing the Details tab in the submitted workspace section in Grants.gov, under the Agency Tracking Number column. Should the Agency Tracking Number not appear, the application has not yet migrated from Grants.gov into the ND Grants System. Please allow 24 hours for your ND Grants application tracking number to migrate.

All applications must be received in ND Grants by **5:00 PM ET** on the application deadline. Proof of timely submission is automatically recorded by ND Grants. An electronic date/time stamp is generated within the system when the application is successfully received by ND Grants. Additionally, the applicant(s) listed as contacts on the application will receive a system-generated email to confirm receipt.

11. Content and Form of Application Submission

a. *Standard Required Application Forms and Information*

The following forms or information are required to be submitted in either Grants.gov or ND Grants. The Standard Forms (SF) are submitted either through Grants.gov, through forms generated in ND Grants, or as an attachment in ND Grants. Applicants may also access the SFs at [SF-424 Family | Grants.gov](#).

I. GRANTS.GOV

- **SF-424, Application for Federal Assistance**, initial application submitted through Grants.gov
- **Grants.gov Lobbying Form, Certification Regarding Lobbying**, submitted through Grants.gov

II. ND GRANTS

- **SF-424A, Budget Information (Non-Construction)**, submitted via the forms generated by ND Grants
 - **For construction under an award, submit SF-424C, Budget Information (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424A
- **SF-424B, Standard Assurances (Non-Construction)**, submitted via the forms generated by ND Grants
 - **For construction under an award, submit SF-424D, Standard Assurances (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424B
- **SF-LLL, Disclosure of Lobbying Activities**, submitted via the forms generated by ND Grants
- **Indirect Cost Agreement or Proposal**, submitted as an attachment in ND Grants if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. If the applicant does not have or is not required to have an

indirect cost rate agreement or proposal, please see Section D.13 of this NOFO, “Funding Restrictions and Allowable Costs,” for further information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal might be available or contact the relevant FEMA staff identified in Section G of this NOFO, “DHS Awarding Agency Contact Information” for further instructions.

Generally, applicants have to submit either the non-construction forms (i.e., SF-424A and SF-424B) or construction forms (i.e., SF-424C and SF-424D), meaning that applicants that only have construction work and do not have any non-construction work need only submit the construction forms (i.e., SF-424C and SF-424D) and not the non-construction forms (i.e., SF-424A and SF-424B), and vice versa. However, applicants who have both construction and non-construction work under this program need to submit both the construction and non-construction forms.

b. *Program-Specific Required Forms and Information*

The following program-specific forms or information are required to be submitted in ND Grants:

- As part of the FY 2023 EOC Grant Program application process, applicants must develop a formal Investment Justification (IJ) that addresses the construction, upgrading, or equipping activities and costs. FEMA has developed an Excel-based template that establishes the required IJ content and helps ensure that submissions are organized in a consistent manner while addressing key data requirements. Use of the template is not mandatory but recommended to ensure all appropriate information is submitted. If applicants choose to not use the template, they must ensure their application submission includes all fields and data elements that are included in the template. All applications must use the following file naming convention when submitting required documents as part of the FY 2023 EOC Grant Program: “FY 2023 EOC <State Abbreviation> - <EOC Name>.”

12. Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their state’s Single Point of Contact (SPOC) to comply with the state’s process under Executive Order 12372 (See [Executive Orders | National Archives; Intergovernmental Review \(SPOC List\) \(whitehouse.gov\)](#))

13. Funding Restrictions and Allowable Costs

All costs charged to awards covered by this NOFO must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in this NOFO, or the terms and conditions of the award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered, within the period of performance of the award, with the exception of approved pre-award costs (see Section 13.b [Pre-award Costs](#)). Also see 2 C.F.R. § 200.403(h) (referring to budget periods, which for FEMA awards is the same as the period of performance). For the EOC Grant Program, the budget period is the same as the period of performance.

In general, the Cost Principles establish standards for the allowability of costs, provide detailed guidance on the cost accounting treatment of costs as direct or administrative costs, and set forth allowability principles for selected items of cost. More specifically, except as otherwise stated in this NOFO, the terms and condition of an award, or other program materials, costs charged to awards covered by this NOFO must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E. In order to be allowable, all costs charged to a FEMA award or applied to the cost share must be reasonable in nature and amount and allocable to the particular FEMA award.

Additionally, all costs charged to awards must comply with the grant program's applicable statutes, policies, requirements in this NOFO as well as with the terms and conditions of the award. If FEMA staff identify costs that are inconsistent with any of these requirements, these costs may be disallowed, and FEMA may recover funds as appropriate, consistent with applicable laws, regulations, and policies.

As part of those requirements, grant recipients and subrecipients may only use federal funds or funds applied to a cost share for the purposes set forth in this NOFO and the terms and conditions of the award, and those costs must be consistent with the statutory authority for the award.

Grant funds may not be used for matching funds for other federal grants/cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

a. *Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services*

Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the [John S. McCain National Defense Authorization Act for Fiscal Year 2019 \(FY 2019 NDAA\)](#), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

Guidance is available at [Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services, FEMA Policy #405-143-1](#), or superseding document.

Additional guidance is available at [Contract Provisions Guide: Navigating Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards \(fema.gov\)](#).

Effective August 13, 2020, FEMA recipients and subrecipients **may not** use any FEMA funds under open or new awards to:

1. Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
2. Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
3. Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

I. REPLACEMENT EQUIPMENT AND SERVICES

FEMA grant funding may be permitted to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the NOFO.

II. DEFINITIONS

Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:

- i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
- ii. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or
- iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People’s Republic of China.

Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of “covered telecommunications equipment or services.” *See* 2 C.F.R. § 200.471.

b. Pre-award Costs

Pre-award costs are allowable only with the prior written approval of DHS/FEMA and if they are included in the award agreement. To request pre-award costs, a written request must be included with the application and be signed by the AOR. The request letter must include:

- an explanation of the pre-award costs incurred, including a justification for why the costs should be deemed allowable; and

- an itemized budget break-out that details all claimed pre-award costs, including dates incurred, to clearly distinguish them from post-award costs.

Recipients and subrecipients are cautioned that an Environmental Planning and Historic Preservation (EHP) review is required for all federally funded projects. Most EOCGP-funded projects that involve construction activities (including site prep and any ground disturbance activities) or modifications to existing buildings will require a full EHP review. Furthermore, the EHP review process usually must be completed before the project may begin. In some limited circumstances FEMA can conduct an after-the-fact (ATF) EHP review, which would retroactively provide approval for EHP-related activities and would allow grant funds to pay for pre-award costs for these activities. However, an ATF review may find EHP compliance issues that cannot be remedied because construction or installation had already begun. Such situations may compel FEMA to decline to provide pre-award costs, and even revoke federal funding for those portions of the project that fail to meet the EHP compliance requirements. See Section F.3.c of this NOFO for additional EHP guidance.

c. *Management and Administration (M&A) Costs*

M&A costs are allowed for activities directly related to the management and administration of the award, such as financial management, reporting, and program and financial monitoring. Some examples of M&A costs include grants management training for M&A staff, equipment and supplies for M&A staff to administer the grant award, travel costs for M&A staff to attend conferences or training related to the grant program, travel costs for the M&A staff to conduct subrecipient monitoring, contractual services to support the M&A staff with M&A activities, and auditing costs related to the grant award to the extent required or permitted by statute or 2 C.F.R. Part 200. Characteristics of M&A expenses can include the following: 1) direct costs that are incurred to administer a particular Federal award; 2) identifiable and unique to each Federal award; 3) charged based on the activity performed for that particular Federal award; and 4) not duplicative of the same costs that are included in the approved Indirect Cost Rate Agreement, if applicable.

State recipients may be reimbursed *up to* 4.8336663% of the total award amount (the federal share) of each subaward project for their M&A. This figure is based on the total dollar amount (\$15,960,933) appropriated by Congress to support M&A costs for state recipients under both the FY 2023 EOC and Pre-Disaster Mitigation Grant Programs. This 4.8336663% figure **excludes** the amount of any required non-federal match, which for EOCGP is 25%. Any funds retained must be used solely for M&A purposes associated with the EOCGP award. The Joint Explanatory Statement also notes that State recipients may use other eligible funds for M&A.

Subrecipients may use *up to* 5% of the funding passed through by the state solely for M&A purposes associated with the EOCGP award.

d. *Indirect Facilities & Administrative (F&A) Costs*

Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect

cost rate agreement at the time of application. Not all applicants are required to have a current negotiated indirect cost rate agreement. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to the FEMA Regional Grants Management Specialist for further instructions. Applicants who wish to use a cost allocation plan in lieu of an indirect cost rate must also reach out to the FEMA Regional Grants Management Specialist for further instructions. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above or based upon on the de minimis rate or cost allocation plan, as applicable. See [Section H.12](#) of this NOFO for additional information on the procedures for establishing an indirect cost rate.

f. *Other Direct Costs*

I. *Planning*

Planning costs to support the EOC construction or upgrading activities are allowable. These planning activities include the following:

- i. Developing plans, protocols, or procedures for the operation and use related to new capabilities as a result of the construction or upgrading activities;
- ii. Conducting physical and cyber security assessments;
- iii. Ensuring EOC continuity of operations; and
- iv. Analyzing constructed or renovated space to support the design and implementation of protection systems (e.g., fire protection and suppression, atmospheric filtration, explosives mitigation).

II. *Equipment*

Only equipment integral to EOC construction and upgrading activities is allowable. The allowable equipment categories for the FY 2023 EOC Grant Program are listed on the [Authorized Equipment List \(AEL\)](#). Although an item may be included within an allowable category on the list, the equipment must also directly support the function and operation of the EOC to be considered allowable.

The select allowable equipment includes equipment from the following AEL categories:

- Explosive Device Mitigation and Remediation (Category 2)
- Information Technology (Category 4)
- Cybersecurity Enhancement Equipment (Category 5)
- Interoperable Communications Equipment (Category 6)
- Power Equipment (Category 10)
- Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Category 21)

If applicants have questions concerning the eligibility of equipment not specifically addressed in the AEL, they should contact their FEMA Regional EOC Grant Program Manager through the Centralized Scheduling and Information Desk (CSID) at (800) 368-6498 or AskCSID@dhs.gov Monday through Friday, 9 a.m. – 5 p.m. ET, for clarification.

FEMA will consider requests to purchase equipment that is not listed in the AEL on a case-by-case basis. Such requests should be submitted in writing to the applicable FEMA Regional Grant Program Office. FEMA’s review and approval of such requests will involve both the FEMA regional office and headquarters program staff to ensure nationwide consistency in the decision-making process and to support any necessary updates to the AEL.

Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technological advances. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, please reference 2 C.F.R. Part 200, including 2 C.F.R. §§ 200.310, 200.313, and 200.316. Also see 2 C.F.R. §§ 200.216, 200.471, and [FEMA Policy #405-143-1](#), or successor policy, regarding prohibitions on covered telecommunications equipment or services.

Recipients and sub-recipients that are using FY 2023 EOC Grant Program funds to support emergency communications activities must comply with the SAFECOM Guidance on Emergency Communications Grants, including provisions on technical standards that ensure and enhance interoperable communications. This SAFECOM Guidance can be found at [Funding Resources | CISA](#).

Recipients and sub-recipients are required to provide the AEL number for all communications equipment purchased with grant award funding (plus a description of the equipment and the quantity purchased of each item) to the FEMA GPD once items are procured as part of periodic programmatic grant reporting.

III. *Construction and Upgrading*

“Construction,” as defined in this program, refers to building a new facility or any changes to the footprint of an existing facility, while “upgrading” refers to internal improvements to an existing facility. For EOC projects that involve construction or upgrading of multipurpose facilities, such as public safety facilities, police/fire stations, etc., EOCGP funding may only be used for those parts of the facility that are directly associated with the EOC. For new facility construction, the use of EOCGP funds should be limited to the proportionate facility construction cost, generally based on the square footage (floor space) of the EOC compared to the square footage of the entire facility.

All proposed construction and upgrading activities must undergo an Environmental Planning and Historic Preservation (EHP) review, including approval of the review from FEMA, prior to undertaking any action related to the project. Failure of a grant recipient to meet these requirements may jeopardize Federal funding. See Section F.3.c of this NOFO for more information.

E. Application Review Information

1. Application Evaluation Criteria

a. *Programmatic Criteria*

Applications will be reviewed to ensure completeness, adherence to programmatic guidelines, and cost allowability.

b. *Financial Integrity Criteria*

Prior to making a federal award, FEMA is required by 31 U.S.C. § 3354, as enacted by the Payment Integrity Information Act of 2019, Pub. L. No. 116-117 (2020); 41 U.S.C. § 2313; and 2 C.F.R. § 200.206 to review information available through any Office of Management and Budget (OMB)-designated repositories of governmentwide eligibility qualification or financial integrity information, including whether the applicant is suspended or debarred. FEMA may also pose additional questions to the applicant to aid in conducting the pre-award risk review. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

- i. Financial stability;
- ii. Quality of management systems and ability to meet management standards;
- iii. History of performance in managing federal award;
- iv. Reports and findings from audits; and
- v. Ability to effectively implement statutory, regulatory, or other requirements.

c. *Supplemental Financial Integrity Criteria and Review*

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently \$250,000:

- i. FEMA is required to review and consider any information about the applicant, including information on the applicant's immediate and highest-level owner, subsidiaries, and predecessors, if applicable, that is in the designated integrity and performance system accessible through the System for Award Management (SAM), which is currently the [Federal Awardee Performance and Integrity Information System](#) (FAPIIS).
- ii. An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
- iii. FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.206.

2. Review and Selection Process

Applications will be reviewed to ensure compliance with administrative application requirements, and that all proposed activities and budget line-items are allowable under this program.

F. Federal Award Administration Information

1. Notice of Award

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. **Recipients must accept all conditions in this NOFO as well as any specific terms and conditions in the Notice of Award to receive an award under this program.**

Notification of award approval is made through the ND Grants system through an automatic electronic mail to the recipient's authorized official listed in the initial application. The recipient should follow the directions in the notification to confirm acceptance of the award.

Recipients must accept their awards no later than 60 days from the award date. The recipient shall notify FEMA of its intent to accept and proceed with work under the award or provide a notice of intent to decline through the ND Grants system. For instructions on how to accept or decline an award in the ND Grants system, please see the ND Grants Grant Recipient User Guide, which is available at [Non-Disaster Grants Management System | FEMA.gov](#) along with other ND Grants materials.

Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of the award have been satisfied or until the award is otherwise rescinded. Failure to accept a grant award within the 60-day timeframe may result in a loss of funds.

2. Pass-Through Requirements

The SAA must pass-through 100% of funding to the subrecipients identified in **Appendix A** of this NOFO. Separate funding has been set aside for Recipient M&A costs. See Section D.13.c for more information.

3. Administrative and National Policy Requirements

In addition to the requirements of in this section and in this NOFO, FEMA may place specific terms and conditions on individual awards in accordance with 2 C.F.R. Part 200.

a. *DHS Standard Terms and Conditions*

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: [DHS Standard Terms and Conditions](#).

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

b. *Ensuring the Protection of Civil Rights*

As the Nation works towards achieving the [National Preparedness Goal](#), it is important to continue to protect the civil rights of individuals. Recipients and subrecipients must carry out

their programs and activities, including those related to the building, sustainment, and delivery of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

Federal civil rights statutes, such as Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964, along with DHS and FEMA regulations, prohibit discrimination on the basis of race, color, national origin, sex, religion, age, disability, limited English proficiency, or economic status in connection with programs and activities receiving [federal financial assistance](#) from FEMA.

The DHS Standard Terms and Conditions include a fuller list of the civil rights provisions that apply to recipients. These terms and conditions can be found in the [DHS Standard Terms and Conditions](#). Additional information on civil rights provisions is available at [External Civil Rights Division | FEMA.gov](#).

Monitoring and oversight requirements in connection with recipient compliance with federal civil rights laws are also authorized pursuant to 44 C.F.R. Part 7.

In accordance with civil rights laws and regulations, recipients and subrecipients must ensure the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment.

c. *Environmental Planning and Historic Preservation (EHP) Compliance*

As a federal agency, FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by FEMA, including grant-funded projects, comply with federal EHP laws, Executive Orders, regulations, and policies, as applicable.

All non-critical new construction or substantial improvement of structures in a Special Flood Hazard Area must, at a minimum, apply the flood elevations of the Federal Flood Risk Management Standard's Freeboard Value Approach unless doing so would cause the project to be unable to meet applicable program cost-effectiveness requirements. All other types of projects may choose to apply the flood elevations of the Federal Flood Risk Management Standard's Freeboard Value Approach. See [Executive Order \(EO\) 14030, Climate-Related Financial Risk](#) and [FEMA Policy #-206-21-0003, Partial Implementation of the Federal Flood Risk Management Standard for Hazard Mitigation Assistance Programs \(Interim\)](#) ([fema.gov](#)).

All GPD actions, including grant-funded actions, must comply with National Flood Insurance Program criteria or any more restrictive federal, state, or local floodplain management standards or building code (44 CFR § 9.11(d)(6)). All GPD-funded non-critical actions in 1% annual chance floodplains (also known as 100-year floodplains) that involve new construction or substantial improvement of structures must be elevated, at a minimum, to the lower of:

- Two feet above the 1% annual chance flood elevation (also known as the base flood elevation), in accordance with the Federal Flood Risk Management Standard (FFRMS) "Freeboard Value Approach" (FVA); or

- The 0.2% annual chance flood elevation. Where 0.2% annual chance flood elevations are not available, such actions must be elevated to at least two feet above the 1% annual chance flood elevation.

All GPD-funded critical actions in 0.2% annual chance floodplains (also known as 500-year floodplains) that involve new construction or substantial improvement of structures must be elevated, at a minimum, to the higher of:

- Three feet above the 1% annual chance flood elevation; or
- The 0.2% annual chance flood elevation. Where 0.2% annual chance flood elevations are not available, such actions must be elevated to at least three feet above the 1% annual chance flood elevation.

See [Executive Order \(EO\) 11988, Floodplain Management](#), as amended by [EO 13690, Establishing a Federal Flood Risk Management Standard and a Process for Further Soliciting and Considering Stakeholder Input](#).

Recipients and subrecipients proposing projects that have the potential to impact the environment, including, but not limited to, the construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description along with any supporting documentation requested by FEMA in order to determine whether the proposed project has the potential to impact environmental resources or historic properties.

In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not in compliance with applicable EHP laws, Executive Orders, regulations, and policies.

DHS and FEMA EHP policy is found in directives and instructions available on the [FEMA.gov EHP page](#), the FEMA website page that includes documents regarding EHP responsibilities and program requirements, including implementation of the National Environmental Policy Act and other EHP regulations and Executive Orders.

The GPD EHP screening form is located at: [FEMA Form](#). Additionally, all recipients under this funding opportunity are required to comply with the [FEMA GPD EHP Policy Guidance, FEMA Policy #108-023-1](#).

d. *National Incident Management System (NIMS) Implementation*

In expending funds under this program, recipients that are state, local, tribal, or territorial governments must ensure and maintain adoption and implementation of NIMS. The state, local, tribal, or territorial government must show adoption of NIMS during any point of the period of performance. The list of objectives used for progress and achievement reporting is at [NIMS Implementation and Training | FEMA.gov](#).

Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment, and/or supplies) to meet incident needs. Using standardized resource management concepts such as typing, credentialing, and inventorying, promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management, NIMS resource typing definitions, job titles, and position qualifications is on FEMA’s website at [NIMS Components - Guidance and Tools | FEMA.gov](#).

FEMA developed the [National Incident Management System Guideline for the National Qualification System](#) to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes and identifies tools which Federal Emergency Response Officials and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

Although state, local, tribal, and private sector partners (including nongovernmental organizations) are not required to credential their personnel in accordance with these guidelines, FEMA strongly encourages them to do so to leverage the federal investment in the Federal Information Processing Standards 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction.

Additional information about NIMS in general is available at [National Incident Management System | FEMA.gov](#).

4. Reporting

Recipients are required to submit various financial and programmatic reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

a. *Financial Reporting Requirements*

I. FEDERAL FINANCIAL REPORT (FFR)

Recipients must report obligations and expenditures through the FFR form (SF-425) to FEMA.

Recipients may review the Federal Financial Reporting Form (FFR) (SF-425) at [Post-Award Reporting Forms | Grants.gov](#).

Recipients must file the FFR electronically using the Payment and Reporting Systems ([PARS](#)).

II. FFR REPORTING PERIODS AND DUE DATES

An FFR must be submitted quarterly throughout the POP, including partial calendar quarters, as well as in periods where no grant award activity occurs. The final FFR is due within 120 calendar days after the end of the POP. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

Except for the final FFR due at 120 days after the end of the POP for purposes of closeout, the following reporting periods and due dates apply for the FFR:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

b. Programmatic Performance Reporting Requirements

I. PERFORMANCE PROGRESS REPORT (PPR)

Recipients are responsible for providing updated performance reports on a biannual basis as an attachment in ND Grants. The PPR must include:

- A brief narrative of overall project(s) status;
- A summary of project expenditures; and
- A description of any potential issues that may affect project completion.

c. Program Performance Reporting Periods and Due Dates

The following reporting periods and due dates apply for the PPR:

Reporting Period	Report Due Date
January 1 – June 30	July 30
July 1 – December 31	January 30

d. Closeout Reporting Requirements

I. CLOSEOUT REPORTING

Within 120 calendar days after the end of the period of performance for the prime award or after an amendment has been issued to close out an award before the original POP ends, recipients must liquidate all financial obligations and must submit:

- i. The final request for payment, if applicable;
- ii. The final FFR (SF-425);
- iii. The final progress report detailing all accomplishments, including a narrative summary of the impact of those accomplishments throughout the period of performance;
- iv. A qualitative narrative summary of the impact of those accomplishments throughout the entire POP; and
- v. Other documents required by this NOFO, terms and conditions of the award, or other FEMA guidance.

In addition, pass-through entities are responsible for closing out their subawards as described in 2 C.F.R. § 200.344; subrecipients are still required to submit closeout materials within 90 calendar days of the period of performance end date. When a subrecipient completes all closeout requirements, pass-through entities must promptly complete all closeout actions for

subawards in time for the recipient to submit all necessary documentation and information to FEMA during the closeout of the prime award.

After the prime award closeout reports have been reviewed and approved by FEMA, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for at least three years from the date of the final FFR. The record retention period may be longer, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. § 200.334.

The recipient is responsible for refunding to FEMA any balances of unobligated cash that FEMA paid that are not authorized to be retained per 2 C.F.R. § 200.344(d).

II. ADMINISTRATIVE CLOSEOUT

Administrative closeout is a mechanism for FEMA to unilaterally move forward with closeout of an award using available award information in lieu of final reports from the recipient per 2 C.F.R. § 200.344(h)-(i). It is a last resort available to FEMA, and if FEMA needs to administratively close an award, this may negatively impact a recipient's ability to obtain future funding. This mechanism can also require FEMA to make cash or cost adjustments and ineligible cost determinations based on the information it has, which may result in identifying a debt owed to FEMA by the recipient.

When a recipient is not responsive to FEMA's reasonable efforts to collect required reports needed to complete the standard closeout process, FEMA is required under 2 C.F.R. § 200.344(h) to start the administrative closeout process within the regulatory timeframe. FEMA will make at least three written attempts to collect required reports before initiating administrative closeout. If the recipient does not submit all required reports in accordance with 2 C.F.R. § 200.344, this NOFO, and the terms and conditions of the award, FEMA must proceed to administratively close the award with the information available within one year of the period of performance end date. Additionally, if the recipient does not submit all required reports within one year of the period of performance end date, per 2 C.F.R. § 200.344(i), FEMA must report in FAPIIS the recipient's material failure to comply with the terms and conditions of the award.

If FEMA administratively closes an award where no final FFR has been submitted, FEMA uses that administrative closeout date in lieu of the final FFR submission date as the start of the record retention period under 2 C.F.R. § 200.334.

In addition, if an award is administratively closed, FEMA may decide to impose remedies for noncompliance per 2 C.F.R. § 200.339, consider this information in reviewing future award applications, or apply special conditions to existing or future awards.

e. *Additional Reporting Requirements*

I. **DISCLOSING INFORMATION PER 2 C.F.R. § 180.335**

This reporting requirement pertains to disclosing information related to government-wide

suspension and debarment requirements. Before a recipient enters into a grant award with FEMA, the recipient must notify FEMA if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:

- i. Are presently excluded or disqualified;
- ii. Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
- iii. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
- iv. Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to FEMA in accordance with 2 C.F.R. § 180.350.

II. REPORTING OF MATTERS RELATED TO RECIPIENT INTEGRITY AND PERFORMANCE

Per 2 C.F.R. Part 200, Appendix I § F.3, the additional post-award reporting requirements in 2 C.F.R. Part 200, Appendix XII may apply to applicants who, if upon becoming recipients, have a total value of currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies that exceeds \$10,000,000 for any period of time during the period of performance of an award under this funding opportunity.

Recipients that meet these criteria must maintain current information reported in FAPIIS about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

III. SINGLE AUDIT REPORT

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend \$750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report, also known as the single audit report.

The audit must be performed in accordance with the requirements of U.S. Government Accountability Office's (GAO) Government Auditing Standards, located at [Yellow Book | U.S. GAO](#), and the requirements of Subpart F of 2 C.F.R. Part 200, located at [eCFR :: 2 CFR Part 200 Subpart F -- Audit Requirements](#).

5. Monitoring and Oversight

Per 2 C.F.R. § 200.337, FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems to review award progress and to provide any required technical assistance. During site visits or desk reviews, FEMA will review recipients' files related to the award. As part of any monitoring and program evaluation activities, recipients must permit FEMA, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program.

Recipients must respond in a timely and accurate manner to FEMA requests for information relating to the award.

Effective monitoring and oversight help FEMA ensure that recipients use grant funds for their intended purpose(s); verify that projects undertaken are consistent with approved plans; and ensure that recipients make adequate progress toward stated goals and objectives. Additionally, monitoring serves as the primary mechanism to ensure that recipients comply with applicable laws, rules, regulations, program guidance, and requirements. FEMA regularly monitors all grant programs both financially and programmatically in accordance with federal laws, regulations (including 2 C.F.R. Part 200), program guidance, and the terms and conditions of the award. All monitoring efforts ultimately serve to evaluate progress towards grant goals and proactively target and address issues that may threaten grant success during the period of performance.

FEMA staff will periodically monitor recipients to ensure that administrative processes, policies and procedures, budgets, and other related award criteria are meeting Federal Government-wide and FEMA regulations. Aside from reviewing quarterly financial and programmatic reports, FEMA may also conduct enhanced monitoring through either desk-based reviews, onsite monitoring visits, or both. Enhanced monitoring will involve the review and analysis of the financial compliance and administrative processes, policies, activities, and other attributes of each federal assistance award, and it will identify areas where the recipient may need technical assistance, corrective actions, or other support.

Financial and programmatic monitoring are complementary processes within FEMA's overarching monitoring strategy that function together to ensure effective grants management, accountability, and transparency; validate progress against grant and program goals; and safeguard federal funds against fraud, waste, and abuse. Financial monitoring primarily focuses on statutory and regulatory compliance with administrative grant requirements, while programmatic monitoring seeks to validate and assist in grant progress, targeting issues that may be hindering achievement of project goals and ensuring compliance with the purpose of the grant and grant program. Both monitoring processes are similar in that they feature initial reviews of all open awards, and additional, in-depth monitoring of grants requiring additional attention.

Recipients and subrecipients who are pass-through entities are responsible for monitoring their subrecipients in a manner consistent with the terms of the federal award at 2 C.F.R. Part 200, including 2 C.F.R. § 200.332. This includes the pass-through entity's responsibility to monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

In terms of overall award management, recipient and subrecipient responsibilities include, but are not limited to: accounting of receipts and expenditures, cash management, maintaining adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring if acting as a pass-through entity, or other assessments and reviews, and

ensuring overall compliance with the terms and conditions of the award or subaward, as applicable, including the terms of 2 C.F.R. Part 200.

G. DHS Awarding Agency Contact Information

1. Contact and Resource Information

a. *Program Office Contact*

FEMA has region-specific Preparedness Officers. If you do not know your Preparedness Officer, please contact CSID by phone at (800) 368-6498 or by email at askcsid@fema.dhs.gov, Monday through Friday, 9:00 AM – 5:00 PM ET.

b. *Centralized Scheduling and Information Desk (CSID)*

CSID is a non-emergency comprehensive management and information resource developed by FEMA for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the federal, state, and local levels. When necessary, recipients will be directed to a federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368-6498 or by e-mail at askcsid@fema.dhs.gov, Monday through Friday, 9:00 AM – 5:00 PM ET.

c. *Grant Programs Directorate (GPD) Award Administration Division*

GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the AAD's Help Desk via e-mail at ASK-GMD@fema.dhs.gov.

d. *FEMA Regional Offices*

FEMA Regional Offices manage, administer, and conduct the application budget review, create the award package, approve, amend, and close out awards, as well as conduct cash analysis, financial and programmatic monitoring, and audit resolution for the EOC Grant Program. The Regions also provide technical assistance to EOC Grant Program recipients.

FEMA Regional Office contact information is available at [Regions, States and Territories | FEMA.gov](#).

e. *Equal Rights*

The FEMA Office of Equal Rights (OER) is responsible for compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA and recipients of FEMA financial assistance. All inquiries and communications about federal civil rights compliance for FEMA grants under this NOFO should be sent to FEMA-CivilRightsOffice@fema.dhs.gov.

f. *Environmental Planning and Historic Preservation*

GPD's EHP Team provides guidance and information about the EHP review process to recipients and subrecipients. All inquiries and communications about GPD projects under this NOFO or the EHP review process, including the submittal of EHP review materials, should be sent to gpdehpinfo@fema.dhs.gov.

2. Systems Information

a. *Grants.gov*

For technical assistance with [Grants.gov](https://www.grants.gov), call the customer support hotline 24 hours per day, 7 days per week (except federal holidays) at (800) 518-4726 or e-mail at support@grants.gov.

b. *Non-Disaster (ND) Grants*

For technical assistance with the ND Grants system, please contact the ND Grants Helpdesk at ndgrants@fema.dhs.gov or (800) 865-4076, Monday through Friday, 9:00 AM – 6:00 PM ET. User resources are available at [Non-Disaster Grants Management System | FEMA.gov](#).

c. *Payment and Reporting System (PARS)*

FEMA uses the [Payment and Reporting System \(PARS\)](#) for financial reporting, invoicing, and tracking payments. FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. For questions about the online system, please call the Customer Service Center at (866) 927-5646 or email ask-GMD@fema.dhs.gov.

H. Additional Information

1. **Termination Provisions**

FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at 2 C.F.R. §§ 200.344-200.345 even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards.

a. *Noncompliance*

If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. If the noncompliance can be corrected, FEMA may first attempt to direct the recipient to correct the noncompliance. This may take the form of a Compliance Notification. If the noncompliance cannot be corrected or the recipient is non-responsive, FEMA may proceed with a Remedy Notification, which could impose a remedy for noncompliance per 2 C.F.R. § 200.339, including termination. Any action to terminate based on noncompliance will follow the requirements of 2 C.F.R. §§ 200.341-200.342 as well as the requirement of 2 C.F.R. § 200.340(c) to report in FAPIIS the recipient's material failure to comply with the award terms and conditions. See also the section on Actions to Address Noncompliance in this NOFO.

b. *With the Consent of the Recipient*

FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

c. *Notification by the Recipient*

The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA

may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of 2 C.F.R. §§ 200.341-200.342 in deciding to fully terminate the award.

2. Program Evaluation

Recipients and subrecipients are encouraged to incorporate program evaluation activities from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting an agency priority goal(s). Title I of the Foundations for Evidence-Based Policymaking Act of 2018 ([Evidence Act](#), [Pub. L. No. 115-435 \(2019\)](#)) urges federal awarding agencies and federal assistance recipients and subrecipients to use program evaluation as a critical tool to learn, to improve equitable delivery, and to elevate program service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” Evidence Act § 101 (codified at 5 U.S.C. § 311). Evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation.

In addition, recipients are required to participate in a DHS-led evaluation if selected, which may be carried out by a third-party on behalf of the Program Office or DHS. By accepting grant funds, recipients agree to participate in the evaluation, which may include analysis of individuals who benefit from the grant, and provide access to program operating personnel and participants, as specified by the evaluator(s) during the award.

3. Period of Performance Extensions

Extensions to the period of performance for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests to the recipient’s FEMA Preparedness Officer and must contain specific and compelling justifications as to why an extension is required. Recipients are advised to coordinate with the FEMA Preparedness Officer as needed when preparing an extension request.

All extension requests must address the following:

- a. The grant program, fiscal year, and award number;
- b. Reason for the delay –including details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the deadline;
- c. Current status of the activity(ies);
- d. Approved POP termination date and new project completion date;
- e. Amount of funds drawn down to date;
- f. Remaining available funds, both federal and, if applicable, non-federal;
- g. Budget outlining how remaining federal and, if applicable, non-federal funds will be expended;
- h. Plan for completion, including milestones and timeframes for achieving each milestone and the position or person responsible for implementing the plan for completion; and

- i. Certification that the activity(ies) will be completed within the extended POP without any modification to the original statement of work, as described in the Investment Justification and as approved by FEMA.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

- Contractual commitments by the recipient or subrecipient with vendors prevent completion of the project, including delivery of equipment or services, within the existing POP;
- The project must undergo a complex environmental review that cannot be completed within the existing POP;
- Projects are long-term by design, and therefore acceleration would compromise core programmatic goals; or
- Where other special or extenuating circumstances exist.

Recipients should submit all proposed extension requests to FEMA for review and approval at least 120 days prior to the end of the POP to allow sufficient processing time. Extensions are typically granted for no more than a six-month period.

4. Disability Integration

Pursuant to Section 504 of the Rehabilitation Act of 1973, recipients of FEMA financial assistance must ensure that their programs and activities do not discriminate against other qualified individuals with disabilities.

Grant recipients should engage with the whole community to advance individual and community preparedness and to work as a nation to build and sustain resilience. In doing so, recipients are encouraged to consider the needs of individuals with disabilities into the activities and projects funded by the grant.

FEMA expects that the integration of the needs of people with disabilities will occur at all levels, including planning; alerting, notification, and public outreach; training; purchasing of equipment and supplies; protective action implementation; and exercises/drills.

The following are examples that demonstrate the integration of the needs of people with disabilities in carrying out FEMA awards:

- Include representatives of organizations that work with/for people with disabilities on planning committees, work groups and other bodies engaged in development and implementation of the grant programs and activities.
- Hold all activities related to the grant in locations that are accessible to persons with physical disabilities to the extent practicable.
- Acquire language translation services, including American Sign Language, that provide public information across the community and in shelters.
- Ensure shelter-specific grant funds are in alignment with FEMA's [Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters](#).

- If making alterations to an existing building to a primary function area utilizing federal funds, complying with the most recent codes and standards and making path of travel to the primary function area accessible to the greatest extent possible.
- Implement specific procedures used by public transportation agencies that include evacuation and passenger communication plans and measures for individuals with disabilities.
- Identify, create, and deliver training to address any training gaps specifically aimed toward whole-community preparedness. Include and interact with individuals with disabilities, aligning with the designated program capability.
- Establish best practices in inclusive planning and preparedness that consider physical access, language access, and information access. Examples of effective communication access include providing auxiliary aids and services such as sign language interpreters, Computer Aided Real-time Translation (CART), and materials in Braille or alternate formats.

FEMA grant recipients can fund projects towards the resiliency of the whole community, including people with disabilities, such as training, outreach and safety campaigns, provided that the project aligns with this NOFO and the terms and conditions of the award.

5. Conflicts of Interest in the Administration of Federal Awards or Subawards

For conflicts of interest under grant-funded procurements and contracts, refer to the section on Procurement Integrity in this NOFO and 2 C.F.R. §§ 200.317 – 200.327.

To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable federal and state, local, tribal, or territorial (SLTT) statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to the respective Regional EOC Program Manager, in writing, any real or potential conflict of interest that may arise during the administration of the federal award, as defined by the federal or SLTT statutes or regulations or their own existing policies, within five days of learning of the conflict of interest. Similarly, subrecipients, whether acting as subrecipients or as pass-through entities, must disclose any real or potential conflict of interest to the recipient or next-level pass-through entity as required by the recipient or pass-through entity's conflict of interest policies, or any applicable federal or SLTT statutes or regulations.

Conflicts of interest may arise during the process of FEMA making a federal award in situations where an employee, officer, or agent, any members of their immediate family and/or their partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, subapplicant, recipient, subrecipient, or FEMA employees.

6. Procurement Integrity

Through audits conducted by the DHS Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some FEMA recipients have not fully adhered to the proper procurement requirements at 2 C.F.R. §§ 200.317 – 200.327 when spending grant funds. Anything less than full compliance with federal procurement requirements jeopardizes the integrity of the grant as well as the grant program. To assist with determining whether an action is a procurement or instead a subaward, please consult 2 C.F.R. § 200.331. For detailed guidance on the federal procurement standards, recipients and subrecipients should refer to various materials issued by FEMA’s Procurement Disaster Assistance Team (PDAT), such as the [PDAT Field Manual](#) and [Contract Provisions Guide](#). Additional resources, including an upcoming trainings schedule can be found on the PDAT Website: [Contracting with Federal Funds for Goods and Services Before, During and After Disasters | FEMA.gov](#).

The below highlights the federal procurement requirements for FEMA recipients when procuring goods and services with federal grant funds. FEMA will include a review of recipients’ procurement practices as part of the normal monitoring activities. **All procurement activity must be conducted in accordance with federal procurement standards at 2 C.F.R. §§ 200.317 – 200.327.** Select requirements under these standards are listed below. The recipient and any of its subrecipients must comply with all requirements, even if they are not listed below.

Under 2 C.F.R. § 200.317, when procuring property and services under a federal award, states (including territories) must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states must now follow 2 C.F.R. § 200.321 regarding socioeconomic steps, 200.322 regarding domestic preferences for procurements, 200.323 regarding procurement of recovered materials, and 2 C.F.R. § 200.327 regarding required contract provisions.

All other non-federal entities, such as tribes (collectively, non-state entities), must have and use their own documented procurement procedures that reflect applicable SLTT laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200. These standards include, but are not limited to, providing for full and open competition consistent with the standards of 2 C.F.R. § 200.319 and the required procurement methods at § 200.320.

a. *Important Changes to Procurement Standards in 2 C.F.R. Part 200*

OMB recently updated various parts of Title 2 of the Code of Federal Regulations, among them, the procurement standards. States are now required to follow the socioeconomic steps in soliciting small and minority businesses, women’s business enterprises, and labor surplus area firms per 2 C.F.R. § 200.321. All non-federal entities should also, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States per 2 C.F.R. § 200.322. More information on OMB’s revisions to the federal procurement standards can be found in [Purchasing Under a FEMA Award: OMB Revisions Fact Sheet](#).

The recognized procurement methods in 2 C.F.R. § 200.320 have been reorganized into informal procurement methods, which include micro-purchases and small purchases; formal

procurement methods, which include sealed bidding and competitive proposals; and noncompetitive procurements. The federal micro-purchase threshold is currently \$10,000, and non-state entities may use a lower threshold when using micro-purchase procedures under a FEMA award. If a non-state entity wants to use a micro-purchase threshold higher than the federal threshold, it must follow the requirements of 2 C.F.R. § 200.320(a)(1)(iii)-(v). The federal simplified acquisition threshold is currently \$250,000, and a non-state entity may use a lower threshold but may not exceed the federal threshold when using small purchase procedures under a FEMA award. *See* 2 C.F.R. § 200.1 (citing the definition of simplified acquisition threshold from [48 C.F.R. Part 2, Subpart 2.1](#)).

See 2 C.F.R. §§ 200.216, 200.471, and Appendix II as well as section D.13.a of the NOFO regarding prohibitions on covered telecommunications equipment or services.

b. *Competition and Conflicts of Interest*

Among the requirements of 2 C.F.R. § 200.319(b) applicable to all non-federal entities other than states, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest and interprets this restriction as applying to contractors that help a non-federal entity develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when those former employees worked on such activities while they were employees of the non-federal entity.

Under this prohibition, unless the non-federal entity solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with 2 C.F.R. §§ 200.317 – 200.327, federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of those specifications. This rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees.

Additionally, some of the situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Per 2 C.F.R. § 200.319(c), non-federal entities other than states must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed SLTT

geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Under 2 C.F.R. § 200.318(c)(1), non-federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.** Such conflicts of interest would arise when the employee, officer or agent, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity.

Under 2 C.F.R. 200.318(c)(2), if the recipient or subrecipient (other than states) has a parent, affiliate, or subsidiary organization that is not a state, local, tribal, or territorial government, the non-federal entity must also maintain written standards of conduct covering organizational conflicts of interest. In this context, organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The non-federal entity must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

c. *Supply Schedules and Purchasing Programs*

Generally, a non-federal entity may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement.

I. GENERAL SERVICES ADMINISTRATION SCHEDULES

States, tribes, and local governments, and any instrumentality thereof (such as local education agencies or institutions of higher education) may procure goods and services from a General Services Administration (GSA) schedule. GSA offers multiple efficient and effective procurement programs for state, tribal, and local governments, and instrumentalities thereof, to purchase products and services directly from pre-vetted contractors. The GSA Schedules (also referred to as the Multiple Award Schedules and the Federal Supply Schedules) are long-term government-wide contracts with commercial firms that provide access to millions of commercial products and services at volume discount pricing.

Information about GSA programs for states, tribes, and local governments, and instrumentalities thereof, can be found at [Programs for State and Local Governments | GSA](#) and [State and Local Governments | GSA](#).

For tribes, local governments, and their instrumentalities that purchase off of a GSA schedule, this will satisfy the federal requirements for full and open competition provided that the recipient follows the GSA ordering procedures; however, tribes, local governments, and their instrumentalities will still need to follow the other rules under 2 C.F.R. §§ 200.317 – 200.327, such as solicitation of minority businesses, women’s business enterprises, small businesses, or labor surplus area firms (§ 200.321), domestic preferences (§ 200.322), contract cost and price (§ 200.324), and required contract provisions (§ 200.327 and Appendix II).

II. OTHER SUPPLY SCHEDULES AND PROGRAMS

For non-federal entities other than states, such as tribes, local governments, and nonprofits, that want to procure goods or services from a state supply schedule, cooperative purchasing program, or other similar program, in order for such procurements to be permissible under federal requirements, the following must be true:

- The procurement of the original contract or purchasing schedule and its use by the non-federal entity complies with state and local law, regulations, and written procurement procedures.
- The state or other entity that originally procured the original contract or purchasing schedule entered into the contract or schedule with the express purpose of making it available to the non-federal entity and other similar types of entities.
- The contract or purchasing schedule specifically allows for such use, and the work to be performed for the non-federal entity falls within the scope of work under the contract as to type, amount, and geography.
- The procurement of the original contract or purchasing schedule complied with all the procurement standards applicable to a non-federal entity other than states under at 2 C.F.R. §§ 200.317 – 200.327.
- With respect to the use of a purchasing schedule, the non-federal entity must follow ordering procedures that adhere to applicable state, tribal, and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200.

If a non-federal entity other than a state seeks to use a state supply schedule, cooperative purchasing program, or other similar type of arrangement, FEMA recommends the recipient discuss the procurement plans with its FEMA Preparedness Officer.

d. *Procurement Documentation*

Per 2 C.F.R. § 200.318(i), non-federal entities other than states and territories are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, selection of contract type, contractor selection or rejection, and the basis for the contract price. States and territories are encouraged to

maintain and retain this information as well and are reminded that in order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g).

Examples of the types of documents that would cover this information include but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments, including required contract provisions; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.

Additional information on required procurement records can be found on pages 24-26 of the [PDAT Field Manual](#).

7. Financial Assistance Programs for Infrastructure

a. *Build America, Buy America Act*

Recipients and subrecipients must comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act §§ 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers. See also [OMB Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure](#).

None of the funds provided under this program may be used for a project for infrastructure unless the iron and steel, manufactured products, and construction materials used in that infrastructure are produced in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

To see whether a particular FEMA federal financial assistance program is considered an infrastructure program and thus required to include a Buy America preference, please see [Programs and Definitions: Build America, Buy America Act | FEMA.gov](#) and [Build America, Buy America Act Frequently Asked Questions \(FAQs\) | FEMA.gov](#). Additional information is found in [Buy America Preference in FEMA Financial Assistance Programs for Infrastructure, FEMA Interim Policy #207-22-0001](#).

b. *Waivers*

When necessary, recipients (and subrecipients through their pass-through entity) may apply for, and FEMA may grant, a waiver from these requirements.

A waiver of the domestic content procurement preference may be granted by the agency awarding official if FEMA determines that:

- Applying the domestic content procurement preference would be inconsistent with the public interest.
- The types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality.
- The inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25%.

For FEMA awards, the process for requesting a waiver from the Buy America preference requirements can be found on FEMA's website at: ["Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov](#).

c. *Definitions*

Construction materials: an article, material, or supply—other than an item primarily of iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives—that is or consists primarily of non-ferrous metals, plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables), glass (including optic glass), lumber, paint, and drywall.

Domestic content procurement preference: Means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States.

Federal financial assistance: Generally defined in 2 C.F.R. § 200.1 and includes all expenditures by a federal agency to a non-federal entity for an infrastructure project, except that it does not include expenditures for assistance authorities relating to major disasters or emergencies under sections 402, 403, 404, 406, 408, or 502 of the [Robert T. Stafford Disaster Relief and Emergency Assistance Act](#) relating to a major disaster or emergency declared under section 401 or 501, respectively, or pre and post disaster or emergency response expenditures.

Infrastructure: infrastructure projects which serve a public function, including at a minimum, the structures, facilities, and equipment for, in the United States, roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property; and structures, facilities, and equipment that generate, transport, and distribute energy.

Produced in the United States means the following for:

- Iron and steel: All manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
- Manufactured products: The product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55% of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation.
- Construction Materials: All manufacturing processes for the construction material occurred in the United States.

Project: is any activity related to the construction, alteration, maintenance, or repair of infrastructure in the United States.

8. Record Retention

a. Record Retention Period

Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award generally must be maintained for at least three years from the date the final FFR is submitted. *See* 2 C.F.R. § 200.334. Further, if the recipient does not submit a final FFR and the award is administratively closed, FEMA uses the date of administrative closeout as the start of the general record retention period.

The record retention period **may be longer than three years or have a different start date** in certain cases. These include:

- Records for real property and equipment acquired with Federal funds must be retained for **three years after final disposition of the property**. *See* 2 C.F.R. § 200.334(c).
- If any litigation, claim, or audit is started before the expiration of the three-year period, the records **must be retained until** all litigation, claims, or audit findings involving the records **have been resolved and final action taken**. *See* 2 C.F.R. § 200.334(a).
- The **record retention period will be extended if the non-federal entity is notified in writing** of the extension by FEMA, the cognizant or oversight agency for audit, or the cognizant agency for indirect costs, or pass-through entity. *See* 2 C.F.R. § 200.334(b).
- Where FEMA requires recipients to report program income after the period of performance ends, the **program income record retention period begins at the end of the recipient's fiscal year in which program income is earned**. *See* 2 C.F.R. § 200.334(e).
- For indirect cost rate computations and proposals, cost allocation plans, or any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates), the start of the record retention period depends on whether the indirect cost rate documents were submitted for negotiation. If the **indirect cost rate documents were submitted**

for negotiation, the record retention period begins from the date those documents were submitted for negotiation. If indirect cost rate documents were not submitted for negotiation, the record retention period begins at the end of the recipient's fiscal year or other accounting period covered by that indirect cost rate. See 2 C.F.R. § 200.334(f).

b. *Types of Records to Retain*

FEMA requires that non-federal entities maintain the following documentation for federally funded purchases:

- Specifications;
- Solicitations;
- Competitive quotes or proposals;
- Basis for selection decisions;
- Purchase orders;
- Contracts;
- Invoices; and
- Canceled checks.

Non-federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of any relevant documentation and records, including purchasing documentation along with copies of cancelled checks for verification. *See, e.g., 2 C.F.R. §§ 200.318(i), 200.334, 200.337.*

In order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g). Non-federal entities who fail to fully document all purchases may find their expenditures questioned and subsequently disallowed.

9. *Actions to Address Noncompliance*

Non-federal entities receiving financial assistance funding from FEMA are required to comply with requirements in the terms and conditions of their awards or subawards, including the terms set forth in applicable federal statutes, regulations, NOFOs, and policies. Throughout the award lifecycle or even after an award has been closed, FEMA or the pass-through entity may discover potential or actual noncompliance on the part of a recipient or subrecipient. This potential or actual noncompliance may be discovered through routine monitoring, audits, closeout, or reporting from various sources.

In the case of any potential or actual noncompliance, FEMA may place special conditions on an award per 2 C.F.R. §§ 200.208 and 200.339, FEMA may place a hold on funds until the matter is corrected, or additional information is provided per 2 C.F.R. § 200.339, or it may do both. Similar remedies for noncompliance with certain federal civil rights laws are authorized pursuant to 44 C.F.R. Parts 7 and 19.

In the event the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA might take other remedies allowed under 2 C.F.R. § 200.339. These remedies include actions to disallow costs, recover funds, wholly or partly suspend or terminate the award, initiate suspension and

debarment proceedings, withhold further federal awards, or take other remedies that may be legally available. For further information on termination due to noncompliance, see the section on Termination Provisions in the NOFO.

FEMA may discover and take action on noncompliance even after an award has been closed. The closeout of an award does not affect FEMA's right to disallow costs and recover funds as long as the action to disallow costs takes place during the record retention period. *See* 2 C.F.R. §§ 200.334, 200.345(a). Closeout also does not affect the obligation of the non-federal entity to return any funds due as a result of later refunds, corrections, or other transactions. 2 C.F.R. § 200.345(a)(2).

The types of funds FEMA might attempt to recover include, but are not limited to, improper payments, cost share reimbursements, program income, interest earned on advance payments, or equipment disposition amounts.

FEMA may seek to recover disallowed costs through a Notice of Potential Debt Letter, a Remedy Notification, or other letter. The document will describe the potential amount owed, the reason why FEMA is recovering the funds, the recipient's appeal rights, how the amount can be paid, and the consequences for not appealing or paying the amount by the deadline.

If the recipient neither appeals nor pays the amount by the deadline, the amount owed will become final. Potential consequences if the debt is not paid in full or otherwise resolved by the deadline include the assessment of interest, administrative fees, and penalty charges; administratively offsetting the debt against other payable federal funds; and transferring the debt to the U.S. Department of the Treasury for collection.

FEMA notes the following common areas of noncompliance for FEMA's grant programs:

- Insufficient documentation and lack of record retention;
- Failure to follow the procurement under grants requirements;
- Failure to submit closeout documents in a timely manner;
- Failure to follow EHP requirements; and
- Failure to comply with the POP deadline.

10. Audits

FEMA grant recipients are subject to audit oversight from multiple entities including the DHS OIG, the GAO, the pass-through entity, or independent auditing firms for single audits, and may cover activities and costs incurred under the award. Auditing agencies such as the DHS OIG, the GAO, and the pass-through entity (if applicable), and FEMA in its oversight capacity, must have access to records pertaining to the FEMA award. Recipients and subrecipients must retain award documents for at least three years from the date the final FFR is submitted, and even longer in many cases subject to the requirements of 2 C.F.R. § 200.334. In the case of administrative closeout, documents must be retained for at least three years from the date of closeout, or longer subject to the requirements of 2 C.F.R. § 200.334. If documents are retained longer than the required retention period, the DHS OIG, the GAO, and the pass-through entity, as well as FEMA in its oversight capacity, have the right to access these records as well. *See* 2 C.F.R. §§ 200.334, 200.337.

Additionally, non-federal entities must comply with the single audit requirements at 2 C.F.R. Part 200, Subpart F. Specifically, non-federal entities, other than for-profit subrecipients, that expend \$750,000 or more in federal awards during their fiscal year must have a single or program-specific audit conducted for that year in accordance with Subpart F. 2 C.F.R. § 200.501. A single audit covers all federal funds expended during a fiscal year, not just FEMA funds. The cost of audit services may be allowable per 2 C.F.R. § 200.425, but non-federal entities must select auditors in accordance with 2 C.F.R. § 200.509, including following the proper procurement procedures. For additional information on single audit reporting requirements, see Section F.4.e of this NOFO.

The objectives of single audits are to:

- Determine if financial statements conform to generally accepted accounting principles (GAAP);
- Determine whether the schedule of expenditures of federal awards is presented fairly;
- Understand, assess, and test the adequacy of internal controls for compliance with major programs; and
- Determine if the entity complied with applicable laws, regulations, and contracts or grants.

For single audits, the auditee is required to prepare financial statements reflecting its financial position, a schedule of federal award expenditures, and a summary of the status of prior audit findings and questioned costs. The auditee also is required to follow up and take appropriate corrective actions on new and previously issued but not yet addressed audit findings. The auditee must prepare a corrective action plan to address the new audit findings. 2 C.F.R. §§ 200.508, 200.510, 200.511.

Non-federal entities must have an audit conducted, either single or program-specific, of their financial statements and federal expenditures annually or biennially pursuant to 2 C.F.R. § 200.504. Non-federal entities must also follow the information submission requirements of 2 C.F.R. § 200.512, including submitting the audit information to the [Federal Audit Clearinghouse](#) within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The audit information to be submitted include the data collection form described at 2 C.F.R. § 200.512(c) and Appendix X to 2 C.F.R. Part 200 as well as the reporting package described at 2 C.F.R. § 200.512(b).

The non-federal entity must retain one copy of the data collection form and one copy of the reporting package for three years from the date of submission to the Federal Audit Clearinghouse. 2 C.F.R. § 200.512; *see also* 2 C.F.R. § 200.517 (setting requirements for retention of documents by the auditor and access to audit records in the auditor's possession).

FEMA, the DHS OIG, the GAO, and the pass-through entity (if applicable), as part of monitoring or as part of an audit, may review a non-federal entity's compliance with the single audit requirements. In cases of continued inability or unwillingness to have an audit conducted in compliance with 2 C.F.R. Part 200, Subpart F, FEMA and the pass-through

entity, if applicable, are required to take appropriate remedial action under 2 C.F.R. § 200.339 for noncompliance, pursuant to 2 C.F.R. § 200.505.

11. Payment Information

FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients.

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing, and tracking payments. For additional information, refer to [PARS Security \(fema.gov\)](#).

12. Procedures for Establishing Indirect Cost Rates

The requirements and procedures for establishing indirect cost rates are the same for all the preparedness programs outlined in the FY 2023 [Preparedness Grants Manual](#). The process for establishing the indirect cost rate varies based on the type of entity and the amount of funding they receive:

- If the entity is a non-governmental entity, and is a subrecipient, indirect cost rate procedures are outlined in 2 CFR 200.332(a)(4). These types of entities may either use the de minimis rate or negotiate a rate with the pass-through entity.
- If the subrecipient is a state or local governmental entity, indirect cost rate procedures are established in 2 CFR 200, Appendix VII.
 - Per Paragraph D.1.b. of Appendix VII, state or local governmental entities receiving grant funds must develop an indirect cost rate proposal.
 - If the state or local entity receives more than \$35 million in grant funding, the proposal must be approved by the cognizant agency.
 - If a state or local entity receives \$35 million or less in grant funding, they have to develop an indirect cost rate proposal, but that indirect cost rate proposal does *not* need to be approved by the cognizant agency.
- If a state or local governmental entity wants to use the de minimis rate (instead of developing an indirect cost rate proposal), they can request a case-by-case exception from FEMA (per 2 CFR 200.102(b)).

13. Whole Community Preparedness

Preparedness is a shared responsibility that calls for the involvement of everyone—not just the government—in preparedness efforts. By working together, everyone can help keep the nation safe from harm and help keep it resilient when struck by hazards, such as natural disasters, acts of terrorism, and pandemics.

[Whole Community](#) includes:

- Individuals and families, including those with access and functional needs;
- Businesses;
- Faith-based and community organizations;
- Nonprofit groups;
- Schools and academia;
- Media outlets; and
- All levels of government, including state, local, tribal, territorial, and federal partners.

The phrase “Whole Community” often appears in preparedness materials, as it is one of the guiding principles. It means two things:

1. Involving people in the development of national preparedness documents; and
2. Ensuring their roles and responsibilities are reflected in the content of the materials.

Appendix A: FY 2023 EOC Grant Program Projects

Recipient (State)	Subrecipient	Project Name	Project Federal Amount	25% Project Cost-Share Amount	Total Recipient Federal Amount	Total Recipient Federal + Cost-Share	Recipient M&A Maximum	Subrecipient M&A Maximum
AK	Municipality of Anchorage	Emergency Operations Center Roof Replacement	\$500,000	\$166,667	\$500,000	\$666,667	\$24,168	\$25,000
AZ	Coconino County	Coconino County Emergency Management Enhancements	\$1,184,000	\$394,667	\$1,184,000	\$1,578,667	\$57,231	\$59,200
CA	City of Burbank	Burbank New Emergency Operations Center	\$1,235,750	\$411,917	\$7,918,995	\$10,558,660	\$382,778	\$61,788
	City of Commerce	City of Commerce - Public Safety Building/Sheriff's Substation (EOC)	\$1,482,900	\$494,300				\$74,145
	County of Lake	Lakeport Armory Facility Repurposing Project	\$988,600	\$329,533				\$49,430
	Phelan Pinon Hills Community Services District	PPHCSD Civic Center & Community Emergency Operations Center	\$2,000,000	\$666,667				\$100,000
	City of Montebello	Public Safety Critical Communications Upgrade Project	\$2,211,745	\$737,248				\$110,587
CO	Chaffee County Government	Chaffee County North End Public Safety Complex	\$1,000,000	\$333,333	\$2,308,000	\$3,077,333	\$111,561	\$50,000
	Jefferson County Sheriff's Office	Jefferson County Emergency Operations Center Relocation	\$480,000	\$160,000				\$24,000
	City of Monte Vista	Monte Vista Emergency Disaster Resources	\$828,000	\$276,000				\$41,400
CT	CT Dept of Emergency Services and Public Protection	Connecticut Department of Emergency Services & Public Protection State Interagency Coordination Center	\$656,000	\$218,667	\$6,059,850	\$8,079,800	\$292,913	\$32,800

Appendix A: FY 2023 EOC Grant Program Projects

Recipient (State)	Subrecipient	Project Name	Project Federal Amount	25% Project Cost-Share Amount	Total Recipient Federal Amount	Total Recipient Federal + Cost-Share	Recipient M&A Maximum	Subrecipient M&A Maximum
	Town of Middlefield	Emergency Operation Center Grant: Town of Middlefield, CT	\$2,224,350	\$741,450				\$111,218
	Town of Madison	Madison CT Emergency Operations Center	\$2,471,500	\$823,833				\$123,575
	Town of Old Lyme	Old Lyme Emergency Operations Center	\$708,000	\$236,000				\$35,400
FL	Martin County	Emergency Operations Center Resiliency	\$750,000	\$250,000	\$6,578,175	\$8,770,900	\$317,967	\$37,500
	Hardee County, Florida	Funding for Hardee County Emergency Operation Center	\$481,391	\$160,464				\$24,070
	Suwannee County Board of County Commissioners	Suwannee County EOC Construction	\$2,346,784	\$782,261				\$117,339
	Wakulla County Board of Commissioners	Wakulla County Emergency Operations Center	\$3,000,000	\$1,000,000				\$150,000
GA	City of Atlanta	Atlanta Emergency Operations Center	\$248,000	\$82,667	\$2,688,167	\$3,584,223	\$129,937	\$12,400
	Chatham County Board of Commissioners	Chatham County Emergency Operations Center	\$1,200,000	\$400,000				\$60,000
	City of East Point	East Point Emergency Operations Center	\$1,079,000	\$359,667				\$53,950
	Miller County Government	Emergency Operations Center Communications Upgrade	\$161,167	\$53,722				\$8,058
HI	County of Maui	Maui Emergency Operations Center	\$1,400,000	\$466,667	\$1,400,000	\$1,866,667	\$67,671	\$70,000
IA	Buchanan County Emergency Management	Buchanan County Emergency Operations Center	\$208,000	\$69,333	\$208,000	\$277,333	\$10,054	\$10,400

Appendix A: FY 2023 EOC Grant Program Projects

Recipient (State)	Subrecipient	Project Name	Project Federal Amount	25% Project Cost-Share Amount	Total Recipient Federal Amount	Total Recipient Federal + Cost-Share	Recipient M&A Maximum	Subrecipient M&A Maximum
IL	City of Rockford	City of Rockford Emergency Operations Center	\$1,000,000	\$333,333	\$1,000,000	\$1,333,333	\$48,337	\$50,000
LA	Desoto Parish	Louisiana Sheriff's Task Force Emergency Operations Center	\$375,000	\$125,000	\$8,132,000	\$10,842,667	\$393,074	\$18,750
	City of New Orleans	New Orleans Office of Emergency Preparedness Center	\$4,757,000	\$1,585,667				\$237,850
	Vermilion Parish	Vermilion Safe Room	\$3,000,000	\$1,000,000				\$150,000
MA	Massachusetts Emergency Management Agency	Massachusetts Emergency Management Agency EOC Funding	\$2,700,000	\$900,000	\$2,700,000	\$3,600,000	\$130,509	\$135,000
MD	Allegany County	Allegany County Department of Emergency Services Emergency Operations Center Upgrade	\$41,000	\$13,667	\$6,211,476	\$8,281,968	\$300,242	\$2,050
	St. Mary's County Government	Emergency Communications Center Expansion	\$1,537,000	\$512,333				\$76,850
	Anne Arundel County	Emergency Operations Center	\$2,471,500	\$823,833				\$123,575
	Frederick County Government	Emergency Operations Center	\$869,968	\$289,989				\$43,498
	Garrett County	Garrett County Emergency Communications 9-1-1	\$698,848	\$232,949				\$34,942
	Prince George's County, Maryland	Prince George's County Emergency Operations Center	\$593,160	\$197,720				\$29,658
ME	Hancock County Emergency Management Agency	Hancock County Emergency Operations Center	\$1,500,000	\$500,000	\$1,500,000	\$2,000,000	\$72,505	\$75,000

Appendix A: FY 2023 EOC Grant Program Projects

Recipient (State)	Subrecipient	Project Name	Project Federal Amount	25% Project Cost-Share Amount	Total Recipient Federal Amount	Total Recipient Federal + Cost-Share	Recipient M&A Maximum	Subrecipient M&A Maximum
MI	Charter Township of Bloomfield	Bloomfield Township Emergency Operation Center	\$181,266	\$60,422	\$181,266	\$241,688	\$8,762	\$9,063
MS	Lafayette County Emergency Management Agency	Lafayette County Emergency Operations Center	\$3,000,000	\$1,000,000	\$5,900,000	\$7,866,667	\$285,186	\$150,000
	Pearl River County	Pearl River County Multipurpose and Emergency Operations Center	\$2,900,000	\$966,667				\$145,000
NH	Manchester Fire Department	City of Manchester Emergency Operations Center Renovations	\$338,000	\$112,667	\$1,396,791	\$1,862,388	\$67,516	\$16,900
	Walpole Fire District	Walpole Fire and EMS Emergency Operations Center Project	\$1,058,791	\$352,930				\$52,940
NJ	Borough of Carteret	Carteret OEM Building Renovation and Expansion Project	\$1,000,000	\$333,333	\$1,370,725	\$1,827,633	\$66,256	\$50,000
	South Plainfield Police Department	South Plainfield Emergency Operations Center Modernization	\$370,725	\$123,575				\$18,536
NM	New Mexico Department of Homeland Security and Emergency Management	State of New Mexico Emergency Operations Center	\$617,000	\$205,667	\$617,000	\$822,667	\$29,824	\$30,850
NY	Village of Kiryas Joel	Kiryas Joel Emergency Operations Center Project	\$825,000	\$275,000	\$4,001,813	\$5,335,751	\$193,434	\$41,250
	Livingston County	Livingston County Emergency Operations Center Resilient Microgrid	\$250,000	\$83,333				\$12,500
	New York City Office of Emergency Management	New York Emergency Management Queens Borough Coordination Center	\$926,813	\$308,938				\$46,341

Appendix A: FY 2023 EOC Grant Program Projects

Recipient (State)	Subrecipient	Project Name	Project Federal Amount	25% Project Cost-Share Amount	Total Recipient Federal Amount	Total Recipient Federal + Cost-Share	Recipient M&A Maximum	Subrecipient M&A Maximum
	County of Orleans	Orleans County Emergency Management and Operations Center	\$2,000,000	\$666,667				\$100,000
OR	City of Dallas	City of Dallas Emergency Operations Center	\$83,000	\$27,667	\$780,000	\$1,040,000	\$37,703	\$4,150
	Grant County Sheriff's Office	Grant County Emergency Operations Center Modernization	\$299,000	\$99,667				\$14,950
	Harney County	Harney County Generator for Continuity of Operations	\$221,000	\$73,667				\$11,050
	Morrow County	Morrow County Primary EOC Generator	\$177,000	\$59,000				\$8,850
PA	Borough of Archbald	Archbald Borough Municipal Complex Project	\$2,965,800	\$988,600	\$3,311,810	\$4,415,747	\$160,082	\$148,290
	Palmer Municipal Fire Department	Palmer Fire Department Emergency Operations Center	\$346,010	\$115,337				\$17,301
RI	Town of Glocester	Glocester Emergency Operations Center	\$1,000,000	\$333,333	\$1,525,000	\$2,033,333	\$73,713	\$50,000
	RI Emergency Management Agency	Rhode Island Emergency Operations Improvements	\$525,000	\$175,000				\$26,250
SC	Calhoun County	Calhoun County Emergency Operations Center	\$1,668,263	\$556,088	\$9,168,263	\$12,224,351	\$443,163	\$83,413
	SC Emergency Management Division	South Carolina Emergency Management Division	\$7,500,000	\$2,500,000				\$375,000
TX	Duval County	Duval County Emergency Operations Center	\$2,965,800	\$988,600	\$3,225,308	\$4,300,411	\$155,901	\$148,290
	City of Stafford	Stafford Emergency Operations Center Update	\$259,508	\$86,503				\$12,975

Appendix A: FY 2023 EOC Grant Program Projects

Recipient (State)	Subrecipient	Project Name	Project Federal Amount	25% Project Cost-Share Amount	Total Recipient Federal Amount	Total Recipient Federal + Cost-Share	Recipient M&A Maximum	Subrecipient M&A Maximum
UT	West Valley City	West Valley City Mobile Emergency Operations Center Project	\$800,000	\$266,667	\$800,000	\$1,066,667	\$38,669	\$40,000
VA	Arlington County	Countywide Incident Command Center (CICC)	\$1,000,000	\$333,333	\$2,482,900	\$3,310,533	\$120,015	\$50,000
	City of Virginia Beach	Emergency Operations Center IT Modernization	\$1,482,900	\$494,300				\$74,145
VT	Town of Rutland	Rutland Town Public Safety Center	\$158,176	\$52,725	\$158,176	\$210,901	\$7,646	\$7,909
WA	City of Bothell	Emergency Coordination Center - North, Backup Power Generator	\$741,450	\$247,150	\$5,643,570	\$7,524,760	\$272,791	\$37,073
	Walla Walla County	Emergency Operations Center Relocation	\$750,000	\$250,000				\$37,500
	Kittitas County	Regional Emergency Management Operations and Search and Rescue Facility	\$1,186,320	\$395,440				\$59,316
	Clallam County	The Clallam County and City of Port Angeles Joint Emergency Services and Public Safety Facility	\$2,965,800	\$988,600				\$148,290
WV	Morgan County Office of Emergency Services	Morgan County Alternative Communications Operations	\$189,000	\$63,000	\$189,000	\$252,000	\$9,136	\$9,450
TOTALS:			\$89,140,285		\$89,140,285		\$4,308,744	



***Cal* OES**

**GOVERNOR'S OFFICE
OF EMERGENCY SERVICES**

**Fiscal Year 2023
Emergency Operations Center
Grant Program**

***California Supplement to the
Federal Notice of Funding Opportunity***

October 2023

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- A – FY 2023 EOC Grant Program Allocations
- B – FY 2023 EOC Grant Program Timeline
- C– FY 2023 EOC Grant Program Checklist

Federal Program Announcement	<p>In March 2023, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) issued the Fiscal Year (FY) 2023 Emergency Operations Center (EOC) Grant Program Notice of Funding Opportunity (NOFO).</p> <p>Subrecipients must follow the programmatic requirements in the NOFO, and the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in Title 2, Code of Federal Regulations (C.F.R.) Part 200.</p>
Information Bulletins	<p>DHS issues Information Bulletins (IBs) to provide updates, clarification, and new requirements throughout the life of the grant.</p>
Purpose of the California Supplement	<p>The FY 2023 EOC Grant Program California Supplement to the NOFO (State Supplement) is intended to complement, rather than replace, the NOFO. Applicants are highly encouraged to thoroughly read the NOFO before referring to the State Supplement. The State Supplement highlights additional California policies and requirements applicable to the FY 2023 EOC Grant Program.</p>
Grant Management Memoranda	<p>Cal OES issues Grant Management Memoranda (GMMs) which provide additional information and requirements regarding EOC Grant Program funds.</p>
Eligible Subrecipients	<p>Eligible Applicants, referred to as Subrecipients, are state and local units of government that are located in California.</p>
Subrecipient Allocations	<p>FY 2023 EOC Grant Program Subrecipient final allocations are provided in Attachment A.</p>
Supplanting	<p>Grant funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Subrecipients may be required to provide supporting documentation that certifies a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. Supplanting will result in the disallowance of any activity associated with this improper use of federal grant funds.</p>

Public/Private Organizations

Subrecipients may contract with any other public or private organizations to perform eligible activities on approved EOC Grant Program projects.

**Debarred/
Suspended
Parties**

Subrecipients must not make or permit any award (subaward or contract) at any tier, to any party, that is debarred, suspended, or otherwise excluded from, or ineligible for, participation in federal assistance programs.

Subrecipients must obtain documentation of eligibility before making any subaward or contract using EOC Grant Program funds, and must be prepared to present supporting documentation to monitors/auditors.

Before entering into a Grant Subaward, the Subrecipient must notify Cal OES if it knows if any of the principals under the subaward fall under one or more of the four criteria listed at [2 C.F.R. § 180.335](#). The rule also applies to Subrecipients who pass through funding to other local entities.

If at any time after accepting a subaward, Subrecipients learn that any of its principals fall under one or more of the criteria listed at [2 C.F.R. § 180.335](#), immediate written notice must be provided to Cal OES and all grant activities halted until further instructions are received from Cal OES. The rule also applies to subawards passed through by Subrecipients to local entities.

FY 2023 Program Priorities

FY 2023 EOC Grant Program is intended to improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, strategically located, and fully interoperable EOCs with a focus on addressing identified deficiencies and needs. Among the five basic homeland security missions noted in the [DHS Strategic Plan](#), the EOC Grant Program supports the goal to Strengthen National Preparedness and Resilience. Funding priorities for the FY 2023 EOC Grant Program include equipping, upgrading, and constructing an emergency operations center.

National Campaigns and Programs

Whole Community Preparedness – Subrecipients should engage with the whole community to advance individual and community preparedness and to work as a nation to build and sustain resilience. In doing so, Subrecipients are encouraged to consider the needs of individuals with access and functional needs and limited English proficiency in the activities and projects funded by the grant.

Subrecipients should utilize [established best practices for whole community inclusion](#) and engage with stakeholders to advance individual and jurisdictional preparedness and resilience. Subrecipients are encouraged to consider the necessities of all Californians in the activities and projects funded by the grant including children, older adults, individuals with disabilities or access and functional needs, individuals with diverse culture and language use, individuals with lower economic capacity, and other underserved populations.

Active Shooter Preparedness – DHS has developed a comprehensive [Active Shooter Preparedness website](#), which strives to enhance national preparedness through a whole-community approach by providing the necessary products, tools, and resources to help all stakeholders prepare for and respond to an active shooter incident. Subrecipients are encouraged to review the referenced active shooter resources and evaluate their preparedness needs.

Soft Targets and Crowded Places – States, territories, Urban Areas, and public and private sector partners are

National Campaigns and Programs Cont.

encouraged to identify security gaps and build capabilities that address security needs and challenges related to protecting locations or environments that are easily accessible to large numbers of people on a predictable or semi-predictable basis that have limited security or protective measures in place, including town centers, shopping malls, open-air venues, outside hard targets/venues perimeters, and other places of meeting and gathering. For more information, please see DHS's [Hometown Security Program](#).

Community Lifelines – FEMA created Community Lifelines to reframe incident information and impacts using plain language and unity of effort to enable the integration of preparedness efforts, existing plans, and identifies unmet needs to better anticipate response requirements. Additional information may be found at the [Community Lifelines Implementation Toolkit website](#).

Strategic Framework for Countering Terrorism and Targeted Violence – DHS adopted the [DHS Strategic Framework for Countering Terrorism and Targeted Violence](#) which explains how the department will use the tools and expertise that have protected and strengthened the country from foreign terrorist organizations to address the evolving challenges of today.

NIMS Implementation

Prior to allocation of any federal preparedness awards, Subrecipients must ensure and maintain adoption and implementation of the [National Incident Management System](#) (NIMS).

Match Requirement

The FY 2023 EOC Grant Program requires a 25% match. All Subrecipients must provide a non-federal entity contribution supporting 25% of the total of all project costs. The non-federal entity contribution can be cash (hard match) or third-party in-kind (soft match), with the exception of construction activities, which **must** be cash (hard) match. In-kind contributions are defined as third-party contributions. Refer to [2 C.F.R. § 200.306](#) for specific details. Utilizing the FMFW Match Tab, Subrecipients will indicate the appropriate Solution Area and Solution Area Subcategory that accurately represents the specific activity(ies) and cost(s) used to meet the match

requirement under the FY 2023 EOC Grant Program subaward. Contributions from the Subrecipient should be specifically identified in the match description located on the FMFW Match Tab. The non-federal contribution, whether cash or third-party in-kind match, must consist of eligible costs (i.e., same allowability as the federal share).

Management and Administration

The Management and Administration (M&A) allowance for Subrecipients is set at a maximum of 5% for the FY 2023 EOC Grant Program.

Indirect Costs

Indirect costs are allowable under the FY 2023 EOC Grant Program Award.

Subrecipients with an indirect cost rate approved by their cognizant federal agency may claim indirect costs based on the established rate. Indirect costs claimed must be calculated using the base approved in the indirect cost Negotiation Agreement. A copy of the approved Negotiation Agreement is required at the time of application.

Indirect costs are *in addition to* the M&A allowance and must be included in the Grant Award application as a “Project” and reflected in the FMFW on the Indirect Cost Tab if being claimed under the award.

Indirect costs must be claimed no more than once annually, and only at the end of the Subrecipient’s fiscal year. An exception to this rule applies if there is a mid-year change to the approved indirect cost rate; in this case, costs incurred to date must be claimed. At that time, a Grant Subaward Modification reflecting the rate change must also be submitted to Cal OES, along with a copy of the new Indirect Cost Rate Agreement.

Equipment Typing/ Identification and Use

Only equipment integral to EOC construction and upgrading activities is allowable. Allowable EOC Grant Program equipment is listed on the [FEMA Authorized Equipment List](#) (AEL) website, and includes equipment from the following AEL Sections:

- Explosive Device Mitigation and Remediation (Category 2)
- Information Technology (Category 4)

- Cybersecurity Enhancement Equipment (Category 5)
- Interoperable Communication Equipment (Category 6)
- Power Equipment (Category 10)
- Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Section 21)

Subrecipients should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances.

Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, refer to 2 C.F.R. including [§ 200.310](#), [§ 200.313](#), and [§ 200.316](#).

Subrecipients that allocate FY 2023 EOC Grant Program funds for equipment are required to type and identify the capability associated with that equipment. Also, per FEMA policy, the purchase of weapons and weapon accessories are not allowed with EOC Grant Program funds.

Equipment Maintenance and Sustainment

Use of EOC Grant Program funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable as described in FEMA IBs [336](#) and [379](#), as well as Grant Programs Directorate Policy [FP 205-402-125-1](#).

Telecommunications Equipment or Services Prohibitions

Effective August 13, 2020, section 889(f)(2)-(3) of the [John S. McCain National Defense Authorization Act for FY 2019 \(NDAA\)](#) and [2 C.F.R. § 200.216, 200.471](#), and Appendix II to 2 C.F.R. Part 200 prohibit DHS/FEMA Recipients and Subrecipients (including their contractors and subcontractors) from using any FEMA funds under open or new awards for the following telecommunications equipment or services:

- 1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
- 2) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- 3) Telecommunications or video surveillance services provided by such entities or using such equipment; or
- 4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Emergency Operations Plans

Subrecipients should update their Emergency Operations Plan (EOP) at least once every two years to remain compliant with the [Comprehensive Preparedness Guide 101 version 2.0](#). Subrecipients are highly encouraged to include an evacuation plan or annex as part of their EOP as well as plans to exercise and validate the evacuation plan and capabilities.

Conflict of Interest

To eliminate and reduce the impact of conflicts of interest in the subaward process, Subrecipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Subrecipients and pass-through entities are also required to follow any applicable federal, state, local, and tribal statutes or regulations governing conflicts of interest in the making of subawards.

Subrecipients must disclose to their Program Representative, in writing, any real or potential conflict of interest as defined by the federal, state, local, or tribal statutes or regulations, which may arise during the administration of the EOC Grant Program subaward within five days of learning of the conflict of interest.

Build America, Buy America Act (BABAA)

Under FEMA financial assistance programs, the BABAA requirements apply to:

- New awards made on or after January 2, 2023,
- New funding that FEMA obligates to existing awards or through renewal awards on or after January 2, 2023; and
- Infrastructure projects.

Funds provided under this Program may not be used for a project for infrastructure unless the iron and steel, manufactured products, and construction materials used in that infrastructure are produced in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Additionally, the Buy America preference does not apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

**Build America,
Buy America Act
(BABAA) Cont.**

When necessary, Subrecipients may apply for a waiver from these requirements. Additional information regarding the BABAA can be found on FEMA's website under [Buy America Preference](#).

“On Behalf Of”

Cal OES may, in conjunction with local approval authorities, designate funds “on behalf of” local entities who choose to decline or fail to utilize their subaward in a timely manner.

Public Alert and Warning

Cal OES encourages Subrecipients to consider use of this funding to assist their jurisdiction's alignment with the [State of California Alert and Warning Guidelines](#) developed pursuant to Senate Bill 833 of the 2018 Legislative Session.

Financial Management Forms Workbook

The FY 2023 Cal OES FMFW includes:

Grant Subaward Face Sheet – Use the Grant Subaward Face Sheet to apply for grant programs. The Grant Subaward Face Sheet must be signed and submitted in portrait format.

Authorized Agent Contact Information – Provides the contact information of Authorized Agents (AA), delegated via the Governing Body Resolution (GBR) or Signature Authorization Form, including staff related to grant activities. More than one person is recommended for designation as the AA; in the absence of an AA, an alternate AA can sign documents.

Project Ledger – The Project Ledger is used in the application process to submit funding information and is used for submitting cash requests and Grant Subaward Modifications.

Planning Tab – Provides detailed information on grant-funded planning activities with a final product identified.

Equipment Tab – Detailed information must be provided under the equipment description for all grant-funded equipment. AEL numbers must be included for all items of equipment. Always refer to the AEL for a list of allowable equipment and conditions, if any.

M&A Tab – Provides information on grant-funded M&A activities.

Indirect Costs Tab – Provides information on indirect costs.

Match Tab – Provides detailed information on match activities.

Consultant-Contractor Tab – Provides detailed information on grant-funded consultants, and documents maintenance and sustainment contracts and activities on grant eligible items/equipment.

Personnel Tab – Provides detailed information on grant-funded personnel activities.

Indirect Costs Tab – Provides information on indirect costs.

Financial Management Forms Workbook Cont.

Authorized Agent Page – The Authorized Agent (AA) Page must be submitted with the application, all cash requests, and Grant Subaward Modifications. The AA page must include a valid signature on file with Cal OES and the date.

Subrecipient Grants Management Assessment

Per [2 C.F.R. § 200.332](#), Cal OES is required to evaluate the risk of non-compliance with federal statutes, regulations, and grant terms and conditions posed by each Subrecipient of pass-through funding. The [Subrecipient Grants Management Assessment](#) contains questions related to a Subrecipient organization's experience in the management of federal grant awards. It is used to determine, and provide, an appropriate level of technical assistance, training, and grant oversight to Subrecipients during the subaward. The questionnaire must be completed and returned with the Subrecipient's grant application.

Application Attachments

Indirect Cost Rate Agreement – If claiming indirect costs at a federally-approved rate, please provide a copy of the approved Indirect Cost Rate Agreement.

Federal Funding Accountability and Transparency Act (FFATA) Financial Disclosure – Use the [FFATA Financial Disclosure](#) to provide information required by the Federal Funding Accountability and Transparency Act of 2006.

Certification Regarding Lobbying – Use the [Certification Regarding Lobbying](#) form to certify lobbying activities, as stipulated by the Byrd Anti-Lobbying Amendment, [31 U.S.C. § 1352](#).

Standard Assurances

The Standard Assurances list the requirements to which the Subrecipients will be held accountable. All Applicants will be required to submit a signed **original** of the FY 2023 Standard Assurances as part of their FY 2023 EOC Grant Program application. The required Standard Assurances can be found only in PDF format on the Cal OES website.

NOTE: Self-created Standard Assurances will not be accepted.

Governing Body Resolution

The GBR appoints AAs (identified by the individual's name or by a position title) to act on behalf of the governing body

**Governing Body
Resolution Cont.**

and the Applicant by executing any actions necessary for each application and subaward. All Applicants are required to submit a copy of an approved GBR with their application. Resolutions may be valid for up to three grant years given the following:

- The resolution identifies the applicable grant program (e.g., EOC Grant Program);
- The resolution identifies the applicable grant years, (e.g., FY 2023); and
- Adheres to any necessary elements required by local protocols, rules, etc., if applicable.

Resolutions that only identify a single grant program will only be valid for that single program. Resolutions that do not identify applicable grant years will only be valid for the grant year in which the resolution was submitted.

**Authorized Agent
Information**

For each person or position appointed by the Governing Body, identify the individual in the AA and Contact Information page of the FMFW.

All changes in AA and contact information must be provided to Cal OES in writing. If the GBR identifies the AA by name, a new Resolution is needed when changes are made. If the GBR identifies the AA by position and/or title, changes may be made by submitting a request on the entity's letterhead, signed by an existing AA.

Cal OES will not accept signatures of an AA's designee, unless authorized by the Governing Body's resolution. A change to an AA's designee must be submitted on agency letterhead and signed by the AA, announcing the change to their designee.

Application Submission

Subrecipients must submit an electronic copy of their completed FMFW to their Program Representative for review no later than fourteen calendar days before the final Application due date. After the application is approved, all electronic copies of the FMFW, along with the required documents must be emailed, with original or electronic signatures, by the application due date. During the application process, if it is determined all allocated funds cannot be expended by the end of the period of performance, inform your Program Representative as soon as possible. The completed application documents should be received by Cal OES no later than the date provided in the FY 2023 EOC Grant Program Timeline, referenced as Attachment B.

Unique Entity Identifier: Effective April 4, 2022, the Federal Government transitioned from using the Data Universal Numbering System or DUNS number, to a new, non-proprietary identifier known as a Unique Entity Identifier or UEI. For entities that have an active registration in the System for Award Management (SAM) prior to this date, the UEI has automatically been assigned and no action is necessary. For all entities filing a new registration in SAM.gov on or after April 4, 2022, the UEI will be assigned to that entity as part of the SAM.gov registration process.

UEI registration information is available on GSA.gov at [Unique Entity Identifier Update | GSA.](#)

Late or Incomplete Application

Late or incomplete applications may be denied. If an application is incomplete, the Program Representative may request additional information. Requests for late submission of applications must be made in writing to the Program Representative prior to the application due date. Cal OES has sole discretion to accept or reject a late or incomplete grant application.

**Contact
Information**

All Subrecipient application materials, questions, comments, and correspondence should be directed to:

California Governor's Office of Emergency Services
ATTN: Grants Management (Building F)
Emergency Operations Center Grant Program
3650 Schriever Avenue
Mather, CA 95655

Al Hardoy (916) 845-8748
Nicolas Martin (916) 539-3501

**Subaward
Approval**

Subrecipients will receive a formal notification of award no later than 45 days after Cal OES accepts the federal grant award. The letter must be signed, dated, and returned to Cal OES within 20 calendar days. Once the completed application, along with the signed award letter, is received and approved, reimbursement of eligible subaward expenditures may be requested using the Cal OES FMFW.

Payment Request Process

To request a cash reimbursement of EOC Grant Program funds, Subrecipients must first complete a payment request using the Cal OES FMFW, returning it to the appropriate Program Representative. Subrecipients who fail to follow the workbook instructions may experience delays in processing the payment request.

Payments can only be made if the Subrecipient has submitted a completed and approved application.

Semi-Annual Drawdown Requirements

All Subrecipients should be reporting expenditures and requesting funds at least semi-annually throughout the period of performance. Semi-annual drawdowns should occur in March and October of each calendar year following final approval of the subaward application, with the exception of the final reimbursement request, which must be submitted within 20 calendar days after the end of the period of performance.

Modifications

Post award budget, and scope modifications must be requested using the Cal OES EOC Grant Program FMFW, signed by the Subrecipient's AA, and submitted to the Program Representative.

The Subrecipient may implement grant modification activities, and incur associated expenses, only after receiving written final approval of the modification from Cal OES.

Subrecipients must provide a written justification with all modification requests. The justification may be included in the body of the e-mail transmitting the request, or a document attached to the transmittal e-mail. Refer to [GMM 2018-17](#) for additional information regarding modification requests.

Procurement Standards and Written Procedures

Subrecipients must conduct procurement using documented local government procurement procedures, or the federal procurement standards found in [2 C.F.R. Part 200](#), whichever are more strict. Subrecipients must also have written conflict of interest policies governing the actions of its employees engaged

in the selection, award and administration of contracts, including disciplinary actions for violations of such standards.

Procurement Documentation

Non-federal entities other than states and territories, are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, contract type, contractor selection or rejection, and the basis for the contract price. For any cost to be allowable, it must be adequately documented. Examples of the types of documents that would meet this requirement include, but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments;
- Documents demonstrating inclusion of required contract provisions; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a Subrecipient.

Procurement Thresholds

Effective June 20, 2018, the micro-purchase threshold was increased from \$3,500 to \$10,000 and the simplified acquisition threshold was increased from \$150,000 to \$250,000. These increases apply to all Subrecipient procurements executed on or after June 20, 2018. Refer to [IB 434](#) for additional information.

Noncompetitive Procurements

All noncompetitive procurements exceeding the simplified acquisition threshold requires Cal OES **prior** written approval to be eligible for reimbursement. This method of procurement must be approved by the Subrecipient's local Purchasing Agent prior to submitting a request for Cal OES approval. A copy of the Purchasing Agent's approval must be included with the Cal OES

**Noncompetitive
Procurements Cont.**

[Request for Noncompetitive Procurement Authorization](#) form. Cal OES may request additional documentation that supports the procurement effort.

Cal OES will not reimburse for any noncompetitive procurement contracts for any HSGP terrorism-related training, regardless of the cost of the training. Exceptions to this policy may be approved in limited circumstances, e.g., related to a procurement effort that has resulted in inadequate competition. Please refer to [GMM2017-01A](#) and [GMM2021-05](#) for additional guidance.

**Environmental
Planning and Historic
Preservation**

DHS/FEMA is required to ensure all activities and programs that are funded by the agency comply with federal Environmental Planning and Historic Preservation (EHP) regulations. Subrecipients proposing projects or activities (including, but not limited to, training, exercises, the installation of equipment, and construction or renovation projects) that have the potential to impact the environment, or a historic structure must participate in the EHP screening process. EHP Screening Memos must include detailed project information, explain the goals and objectives of the proposed project, and include supporting documentation.

DHS/FEMA may also require the Subrecipient to provide a confidential California Historical Resources Information System (CHRIS) report in addition to the EHP Screening Form. Determination on the necessity of a CHRIS report is based upon information disclosed on the form. Program Representatives will provide additional instructions should this report be required.

[EHP Screening Requests](#) should be submitted to Cal OES as early as possible. All projects/activities triggering EHP must receive DHS/FEMA written approval prior to commencement of the funded activity.

Updated information may be referenced in the [FEMA GPD EHP Policy Guidance](#).

Construction and Renovation

When applying for construction activity at the time of application, including communications towers, Subrecipients must submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits, and a notice of federal interest. Additionally, Subrecipients are required to submit a SF-424C Budget and Budget Detail that cites the project costs. Communication tower construction requests also require evidence that the Federal Communications Commission's Section 106 review process has been completed.

Subrecipients using funds for construction projects must comply with the Davis-Bacon Act. Subrecipients must ensure that their contractors or subcontractors for construction projects pay workers no less than the prevailing wages for laborers and mechanics employed on projects of a character like the contract work in the civil subdivision of the state in which the work is to be performed.

FEMA grant funding for new construction or substantial improvement must comply with [Executive Order \(EO\) 14030, Climate-Related Financial Risk](#) and applicable FEMA implementing policies in place at the time of disbursement, including [FEMA Policy #-206-21-0003, Partial Implementation of the Federal Flood Risk Management Standard for Hazard Mitigation Assistance Programs \(Interim\) \(fema.gov\)](#) or superseding policies

No construction activities (including site preparation, utility installations, and any groundbreaking activities) or equipment installations on existing structures, may begin until the EHP review process is complete.

Inventory Control and Property Management

Subrecipients must use standardized resource management concepts for resource typing and credentialing, in addition to maintaining an inventory by which to facilitate the effective identification, dispatch, deployment, tracking, and recovery of resources.

Subrecipients must have an effective inventory management system, to include:

- Property records that document description, serial/ID number, fund source, title information, acquisition date, cost, federal cost share, location, use, condition, and ultimate disposition;
- A physical inventory conducted at least every two years;
- A control system to prevent loss, damage, and theft of grant purchased equipment and supplies; and
- Adequate maintenance procedures must be developed to keep the property in good condition.

Equipment Disposition

When original or replacement equipment acquired under the EOC Grant Program is no longer needed for program activities, the Subrecipient must contact their Program Representative to request disposition instructions. See [2 C.F.R. § 200.313\(e\)](#).

Performance Reporting

Biannual Performance Reports – Subrecipients must prepare and submit Performance Reports to the State for the duration of the subaward period of performance, or until all grant activities are completed and the subaward is formally closed by Cal OES. The biannual reports must include a brief narrative of overall project(s) status, a summary of project expenditures, and a description of any potential issues that may affect project completion. Failure to submit a biannual Performance Report could result in subaward reduction, suspension, or termination.

To ensure accurate reporting, EOC Grant Program Performance Reports must be submitted electronically, via email, to their Cal OES EOC Grant Program Representative for review and approval. Electronic documents submitted for Cal OES review should be submitted as soon as possible, but no later than, seven calendar days before the identified due date(s) associated with the Performance Report. Submission of the electronic copy is only to occur after their Cal OES Program Representative's review has concluded and the Subrecipient is directed by their Cal OES Program Representative to submit the signed electronic copy.

Progress Reports on Grant Extensions

All Subrecipients that receive Cal OES approval to extend their FY 2023 EOC Grant Program subaward period of performance may be required to submit progress reports indicating completed and future project milestones on all extended projects. Progress reports must be submitted electronically to their Program Representative. Deadlines for the submission of progress reports will be established at the time of extension approval.

Monitoring

Cal OES Grants Monitoring actively monitors Subrecipients, through day-to-day communications, programmatic site visits, desk and on-site compliance assessments. The purpose of the compliance assessment is to ensure Subrecipients are in compliance with applicable state and federal regulations, grant guidelines, and programmatic requirements.

Monitoring activities may include, but are not limited to:

- Verifying that entries recorded on the FMFW categories are properly supported with source documentation;
- Eligibility of and support for expenditures, typically covering two to three years of data;
- Comparing actual Subrecipient activities to those approved in the grant application and subsequent modifications, including the review of timesheets and invoices as applicable;

Monitoring Cont.

- Procurements and contracts;
- Ensuring equipment lists are properly maintained and physical inventories are conducted;
- Ensuring advances have been disbursed in accordance with applicable guidelines;
- Confirming compliance with Standard Assurances; and
- Information provided on performance reports and payment requests.

NOTE: It is the responsibility of all Subrecipients that pass down grant funds to other entities, to maintain and utilize a formal process to monitor the grant activities of their subawards. This requirement includes, but is not limited to, on-site verification of grant activities, as required. It is common for Subrecipients to receive findings in a programmatic site visit or compliance assessment, which require a Corrective Action Plan (CAP) to be submitted by Subrecipients. Those Subrecipients who fail to submit a CAP, as required, shall have a “hold” placed on any future reimbursements until the “finding” is resolved.

Failure to Submit Required Reports

Periodic reporting is required by the grant. Subrecipients who miss a single reporting due date may receive a letter addressed to their Board of Supervisors informing them of the failure to report. County OAs who fail to report twice in a row may have subsequent awards reduced by 10 percent until timely reporting is reestablished.

Suspension/ Termination

Cal OES may suspend or terminate grant funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failure to submit required reports.
- Failure to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
- Failure to comply with the requirements or statutory progress toward the goals or objectives of federal or state law.
- Failure to make satisfactory progress toward the goals or objectives set forth in the Subrecipient application.
- Failure to follow Grant Subaward requirements or

Suspension/ Termination Cont.

Special Conditions.

- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- False certification in the application or other document.
- Failure to adequately manage, monitor, or direct the grant funding activities of their Subrecipients.

Before taking action, Cal OES will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to informally resolve the problem.

Closeout

Cal OES will close out Subrecipient awards when it determines all applicable administrative actions and all required work of the federal award have been completed.

Subawards will be closed after:

- Receiving any applicable Subrecipient Performance Report indicating all approved work has been completed, and all funds have been distributed;
- All funds have been requested and reimbursed, or disencumbered;
- Completing a review to confirm the accuracy of reported information; and
- Reconciling actual costs to subawards, modifications and payments.

Records Retention

The records retention period is three years from the date of the Cal OES Grant Closeout Letter, or until any pending litigation, claim, or audit started before the expiration of the three-year retention period has been resolved and final action is taken.

For indirect cost rate proposals, cost allocation plans, or other rate computation records, the start of the record retention period is dependent on whether the proposal, plan, or other computation is required to be submitted to the federal government (or to the pass-through entity) for negotiation

Records Retention Cont.

purposes. See [2 C.F.R. § 200.334\(f\)](#).

In order for any cost to be allowable, it must be adequately documented per [2 C.F.R. § 200.403\(g\)](#).

The Cal OES Grant Closeout Letter will notify the Subrecipient of the start of the records retention period for all programmatic and financial grant-related records.

Closed grants may still be monitored and audited. Failure to maintain all grant records for the required retention period could result in a reduction of grant funds, and an invoice to return costs associated with the unsupported activities.

If documents are retained longer than the required retention period, FEMA, the DHS Office of Inspector General, Government Accountability Office, and pass-through entity have the right to access these records as well. See [2 C.F.R. §§ 200.334, 200.336](#).

Attachment A – FY 2023 EOC Grant Prog Allocations | 2023

Operational Area	Total Award
City of Burbank	\$1,235,750
City of Commerce	\$1,482,900
City of Montebello	\$2,211,745
County of Lake	\$ 988,600
Phelan Pinon Hills Community Services District	\$2,000,000

Attachment B – FY 2023 EOC Grant Program Timeline | 2023

DHS Announcement of FY 2023 EOC Grant Program NOFO	March 2, 2023
Cal OES Application due to DHS	April 14, 2023
DHS/FEMA Award to California	September 21, 2023
Subrecipient period of performance begins	June 1, 2023
Notification of Subrecipient Award	October 2023
FY 2023 California Supplement release	October 2023
All FY 2023 EOC Grant Program EHP-related documents must be received by Program Representative	October 20, 2023
Subrecipient Final Applications due to Cal OES	November 20, 2023
Submission of the FY 2023 EOC Grant Program Performance Report for the period of 6/1/2023 – 12/31/2023	January 19, 2024
Submission of the FY 2023 EOC Grant Program Performance Report for the period of 1/1/2024 – 6/30/2024	July 19, 2024
Submission of the FY 2023 EOC Grant Program Performance Report for the period of 7/1/2024 – 12/31/2024	January 17, 2025
Submission of the FY 2023 EOC Grant Program Performance Report for the period of 1/1/2025 – 6/30/2025	July 18, 2025
Submission of the FY 2023 EOC Grant Program Performance Report for the period of 7/1/2025 – 12/31/2025	January 20, 2026
Subrecipient period of performance ends	February 28, 2026
Submission of the FY 2023 EOC Grant Program Performance Report for the period of 1/1/2026 – 2/28/2026	March 20, 2026
Final Request for Reimbursement due	March 20, 2026

Attachment C – FY 2023 EOC Grant Program Checklist | 2023

Subrecipient: _____ **FIPS#:** _____

Program Representative: _____

Financial Management Forms Workbook:

- _____ Grant Subaward Face Sheet
- _____ Authorized Agent and Contact Tab
- _____ Project Ledger Tab
- _____ Planning Tab
- _____ Equipment Tab
- _____ Management and Administration Tab
- _____ Indirect Cost Tab
- _____ Consultant-Contractor Tab
- _____ Personnel Tab
- _____ Match Tab
- _____ Indirect Cost Rate Summary (If Applicable)
- _____ Authorized Agent Sheet

Required Documents:

- _____ Counter-Signed Award Letter
- _____ EHP Screening Form (If Applicable)
- _____ FFATA Financial Disclosure
- _____ Certification Regarding Lobbying
- _____ Governing Body Resolution
- _____ Subrecipient Grants Management Assessment form
- _____ 2023 EOC Grant Program Standard Assurances
- _____ Indirect Cost Rate Agreement (If Applicable)

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

Subrecipient:	UEI #	FIPS #:
Grant Disaster/Program Title:		
Performance Period:	to	Subaward Amount Requested:
Type of Non-Federal Entity (Check Applicable Box)	<input type="checkbox"/> State Govt <input type="checkbox"/> Local Govt <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	
3. How many grants does your organization currently receive?	
4. What is the approximate total dollar amount of all grants your organization receives?	
5. Are individual staff members assigned to work on multiple grants?	
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	
7. How often does your organization have a financial audit?	
8. Has your organization received any audit findings in the last three years?	
9. Do you have a written plan to charge costs to grants?	
10. Do you have written procurement policies?	
11. Do you get multiple quotes or bids when buying items or services?	
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	
13. Do you have procedures to monitor grant funds passed through to other entities?	

Certification: *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

Signature: (Authorized Agent)	Date:
Print Name and Title:	Phone Number:
<i>Cal OES Staff Only: SUBAWARD #</i>	



FY 2023 Standard Assurances Emergency Operations Center Grant Program

As the duly authorized representative of the Applicant, I hereby certify that the Applicant has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay any non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application, within prescribed timelines.

The requirements outlined in these assurances apply to Applicant and any of its subrecipients.

I further acknowledge that the Applicant is responsible for reviewing and adhering to all requirements within the:

- (a) Applicable Federal Regulations (see below);
- (b) Federal Program Notice of Funding Opportunity (NOFO);
- (c) Federal Preparedness Grants Manual;
- (d) California Supplement to the NOFO; and
- (e) Federal and State Grant Program Guidelines.

Federal Regulations

Government cost principles, uniform administrative requirements, and audit requirements for federal grant programs are set forth in Title 2, Part 200 of the Code of Federal Regulations (C.F.R.). Updates are issued by the [Office of Management and Budget \(OMB\)](http://www.whitehouse.gov/omb/) and can be found at <http://www.whitehouse.gov/omb/>.

In the event Cal OES determines that changes are necessary to the subaward after a subaward has been made, including changes to period of performance or terms and conditions, Applicants will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Applicant acceptance of the changes to the subaward.

State and federal grant award requirements are set forth below. The Applicant hereby agrees to comply with the following:

1. Proof of Authority

The Applicant will obtain proof of authority from the city council, governing board, or authorized body in support of this project. This written authorization must specify that the Applicant and the city council, governing board, or authorized body agree:

- (a) To provide all matching funds required for the grant project and that any cash match will be appropriated as required;



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- (b) Any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board, or authorized body;
- (c) Grant funds shall not be used to supplant expenditures controlled by the city council, governing board, or authorized body;
- (d) The Applicant is authorized by the city council, governing board, or authorized body to apply for federal assistance, and possesses the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project cost, if any) to ensure proper planning, management and completion of the project described in this application; and
- (e) The official executing this agreement is authorized by the Applicant.

This Proof of Authority must be maintained on file and readily available upon request.

2. Period of Performance

The period of performance is specified in the Award. The Applicant is only authorized to perform allowable activities approved under the Award, within the period of performance.

3. Lobbying and Political Activities

As required by Section 1352, Title 31 of the United States Code (U.S.C.), for persons entering into a contract, grant, loan, or cooperative agreement from an agency or requests or receives from an agency a commitment providing for the United States to insure or guarantee a loan, the Applicant certifies that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.



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(c) The Applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

The Applicant will also comply with provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and §§ 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

Finally, the Applicant agrees that federal funds will not be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation or policy without the express written approval from the California Governor's Office of Emergency Services (Cal OES) or the federal awarding agency.

4. Debarment and Suspension

As required by Executive Orders 12549 and 12689, and 2 C.F.R. § 200.214 and codified in 2 C.F.R. Part 180, Debarment and Suspension, the Applicant will provide protection against waste, fraud, and abuse by debarment or suspending those persons deemed irresponsible in their dealings with the federal government. The Applicant certifies that it and its subrecipients:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (4)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause or default.

Where the Applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.



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5. Non-Discrimination and Equal Employment Opportunity

The Applicant will comply with all state and federal statutes relating to non-discrimination, including:

- (a) Title VI of the Civil Rights Act of 1964 (Public Law (P.L.) 88-352 and 42 U.S.C. § 2000d et. seq.) which prohibits discrimination on the basis of race, color, or national origin and requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services;
- (b) Title IX of the Education Amendments of 1972, (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex in any federally funded educational program or activity;
- (c) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794), which prohibits discrimination against those with disabilities or access and functional needs;
- (d) Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability and requires buildings and structures be accessible to those with disabilities and access and functional needs;
- (e) Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (f) Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd—2), relating to confidentiality of patient records regarding substance abuse treatment;
- (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), relating to nondiscrimination in the sale, rental or financing of housing as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)— be designed and constructed with certain accessible features (See 24 C.F.R. § 100.201);
- (h) Executive Order 11246, which prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identification or national origin;
- (i) Executive Order 11375, which bans discrimination on the basis of race, color, religion, sex, sexual orientation, gender identification, or national origin in hiring and employment in both the United States federal workforce and on the part of government contractors;
- (j) California Public Contract Code § 10295.3, which prohibits discrimination based on domestic partnerships and those in same sex marriages;



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- (k) Department of Homeland Security (DHS) policy to ensure the equal treatment of faith-based organizations, under which the Applicant must comply with equal treatment policies and requirements contained in 6 C.F.R. Part 19;
- (l) The Applicant will comply with California's Fair Employment and Housing Act (FEHA) (California Government Code §§ 12940-12957), as applicable. FEHA prohibits harassment and discrimination in employment because of ancestry, familial status, race, color, religious creed (including religious dress and grooming practices), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, sexual orientation, marital status, national origin, mental and physical disability, reproductive health decision making (effective January 1, 2023), genetic information, medical condition, age, pregnancy, denial of medical and family care leave, or pregnancy disability leave, military and veteran status, and/or retaliation for protesting illegal discrimination related to one of these categories, or for reporting patient abuse in tax supported institutions;
- (m) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
- (n) The requirements of any other nondiscrimination statute(s) that may apply to this application.

6. Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), the Applicant certifies that it will maintain a drug-free workplace and a drug-free awareness program as outlined in the Act.

7. Environmental Standards

The Applicant will comply with state and federal environmental standards, including:

- (a) California Environmental Quality Act (CEQA) (California Public Resources Code §§ 21000- 21177), to include coordination with the city or county planning agency;
- (b) CEQA Guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, §§ 15000- 15387);
- (c) Federal Clean Water Act (CWA) (33 U.S.C. § 1251 et seq.), which establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters;
- (d) Federal Clean Air Act of 1955 (42 U.S.C. § 7401) which regulates air emissions from stationary and mobile sources;



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- (e) Institution of environmental quality control measures under the National Environmental Policy Act (NEPA) of 1969 (P.L. 91-190); the Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA; and Executive Order 12898 which focuses on the environmental and human health effects of federal actions on minority and low-income populations with the goal of achieving environmental protection for all communities;
- (f) Evaluation of flood hazards in floodplains in accordance with Executive Order 11988;
- (g) Executive Order 11514 which sets forth national environmental standards;
- (h) Executive Order 11738 instituted to assure that each federal agency empowered to enter into contracts for the procurement of goods, materials, or services and each federal agency empowered to extend federal assistance by way of grant, loan, or contract shall undertake such procurement and assistance activities in a manner that will result in effective enforcement of the Clean Air Act and the Federal Water Pollution Control Act Executive Order 11990 which requires preservation of wetlands;
- (i) The Safe Drinking Water Act of 1974, (P.L. 93-523);
- (j) The Endangered Species Act of 1973, (P.L. 93-205);
- (k) 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.);
- (l) Conformity of Federal Actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); and
- (m) 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.

The Applicant shall not be: (1) in violation of any order or resolution promulgated by the State Air Resources Board or an air pollution district; 2) subject to a cease-and-desist order pursuant to section 13301 of the California Water Code for violation of waste discharge requirements or discharge prohibitions; or 3) determined to be in violation of federal law relating to air or water pollution.



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8. Audits

For subrecipients expending \$750,000 or more in federal grant funds annually, the Applicant will perform the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and C.F.R., Part 200, Subpart F Audit Requirements.

9. Cooperation and Access to Records

The Applicant must cooperate with any compliance reviews or investigations conducted by DHS. In accordance with 2 C.F.R. § 200.337, the Applicant will give the awarding agency, the Comptroller General of the United States 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 award. The Applicant will require any subrecipients, contractors, successors, transferees and assignees to acknowledge and agree to comply with this provision.

10. Conflict of Interest

The Applicant will establish safeguards to prohibit the Applicant's employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

11. Financial Management

False Claims for Payment - The Applicant will comply with 31 U.S.C §§ 3729-3733 which sets forth that Applicant shall not submit a false claim for payment, reimbursement or advance.

12. Reporting - Accountability

The Applicant agrees to comply with applicable provisions of the Federal Funding Accountability and Transparency Act (FFATA) (P.L. 109-282), including but not limited to (a) the reporting of subawards obligating \$30,000 or more in federal funds, and (b) executive compensation data for first-tier subawards as set forth in 2 C.F.R. Part 170, Appendix A. The Applicant also agrees to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A.

13. Whistleblower Protections

The Applicant also must comply with statutory requirements for whistleblower protections at 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. § 4304 and § 4310.



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14. Human Trafficking

The Applicant will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104) which prohibits the Applicant or its subrecipients from: (1) engaging in trafficking in persons during the period of time that the award is in effect; (2) procuring a commercial sex act during the period of time that the award is in effect; (3) using forced labor in the performance of the award or subawards under the award.

15. Labor Standards

The Applicant will comply with the following federal labor standards:

- (a) The Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), as applicable, and the Copeland Act (40 U.S.C. § 3145 and 18 U.S.C. § 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally-assisted construction contracts or subcontracts, and
- (b) The Federal Fair Labor Standards Act (29 U.S.C. § 201 et seq.) as they apply to employees of institutes of higher learning (IHE), hospitals and other non-profit organizations.

16. Worker's Compensation

The Applicant must comply with provisions which require every employer to be insured to protect workers who may be injured on the job at all times during the performance of the work of this Agreement, as per the workers compensation laws set forth in California Labor Code §§ 3700 et seq.

17. Property-Related

If applicable to the type of project funded by this federal award, the Applicant will:

- (a) Comply 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 provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchase;
- (b) Comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires federal award subrecipients 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 \$10,000 or more;



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- (c) 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), Executive Order 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469a-1 et seq.); and
- (d) Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4831 and 24 CFR Part 35) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

18. Certifications Applicable Only to Federally-Funded Construction Projects

For all construction projects, the Applicant will:

- (a) 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 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;
- (b) Comply with the requirements of the awarding agency with regard to the drafting, review and approval of construction plans and specifications; and
- (c) 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 progressive reports and such other information as may be required by the assistance awarding agency or State.

19. Use of Cellular Device While Driving is Prohibited

The Applicant is required to comply with California Vehicle Code sections 23123 and 23123.5. These laws prohibit driving motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication. Drivers are also prohibited from the use of a wireless telephone without hands-free listening and talking, unless to make an emergency call to 911, law enforcement, or similar services.



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20. California Public Records Act and Freedom of Information Act

The Applicant acknowledges that all information submitted in the course of applying for funding under this program, or provided in the course of an entity's grant management activities that are under federal control, is subject to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the California Public Records Act, California Government Code §7920.000 et seq. The Applicant should consider these laws and consult its own State and local laws and regulations regarding the release of information when reporting sensitive matters in the grant application, needs assessment, and strategic planning process.

21. Acknowledgment of Federal Funding from DHS

The Applicant must acknowledge its use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

22. Activities Conducted Abroad

The Applicant must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

23. Best Practices for Collection and Use of Personally Identifiable Information (PII)

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. If the Applicant collects PII, the Applicant is required to have a publicly-available privacy policy that describes standards on the usage and maintenance of PII it collects. The Applicant may refer to the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template as a useful resource.

24. Copyright

The Applicant must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of United States Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.



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25. Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude the Applicant from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

26. Energy Policy and Conservation Act

The Applicant must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

27. Federal Debt Status

The Applicant is required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

28. Fly America Act of 1974

The Applicant must comply with Preference for United States Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B- 138942.

29. Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, the Applicant must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. § 2225a.



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30. Non-supplanting Requirement

If the Applicant receives federal financial assistance awards made under programs that prohibit supplanting by law, the Applicant must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

31. Patents and Intellectual Property Rights

Unless otherwise provided by law, the Applicant is subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. The Applicant is subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

32. SAFECOM

If the Applicant receives federal financial assistance awards made under programs that provide emergency communication equipment and its related activities, the Applicant must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

33. Terrorist Financing

The Applicant must comply with Executive Order 13224 and United States law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. The Applicant is legally responsible to ensure compliance with the Order and laws.

34. Reporting of Matters Related to Recipient Integrity and Performance

If the total value of the Applicant's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, the Applicant must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.



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35. USA Patriot Act of 2001

The Applicant must comply with requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175-175c.

36. Use of DHS Seal, Logo, and Flags

The Applicant must obtain permission from their DHS Financial Assistance Office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

37. Applicability of DHS Standard Terms and Conditions to Tribes

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon the Applicant and flow down to subrecipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

38. Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

The Applicant must comply with the "Build America, Buy America" Act (BABAA), enacted as part of the Infrastructure Investment and Jobs Act and Executive Order 14005. Applicants receiving a federal award subject to BABAA requirements may not use Federal financial assistance funds for infrastructure projects unless:

- (a) All iron and steel used in the project are produced in the United States – this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- (b) All manufactured products used in the project are produced in the United States – this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and



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(c) All construction materials are manufactured in the United States – this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. It does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a “Buy America” preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Per section 70914(c) of BABAA, FEMA may waive the application of a "Buy America" preference under an infrastructure program in certain cases.

39. Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety

Applicant State, Tribal, local, or territorial law enforcement agencies must comply with the requirements of section 12(c) of Executive Order 14074 and are encouraged to adopt and enforce policies consistent with Executive Order 14074 to support safe and effective policing.



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IMPORTANT

The purpose of these assurances is to obtain federal and state financial assistance, including any and all federal and state grants, loans, reimbursement, contracts, etc. The Applicant recognizes and agrees that state financial assistance will be extended based on the representations made in these assurances. These assurances are binding on the Applicant, its successors, transferees, assignees, etc. as well as any of its subrecipients. Failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

All appropriate documentation, as outlined above, must be maintained on file by the Applicant and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Applicant may be ineligible for award of any future grants if Cal OES determines that the Applicant: (1) has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

All of the language contained within this document must be included in the award documents for all subawards at all tiers. Applicants are bound by the DHS Security Standard Terms and Conditions 2023, Version 2, hereby incorporated by reference, which can be found at: <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Applicant.

Applicant: _____

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: _____

Title: _____ Date: _____



Federal Funding Accounting and Transparency Act (FFATA) Financial Disclosure

Public Law (PL) 109-282 Federal Funding Accountability and Transparency Act of 2006, as amended by Section 6202(a) of the Government Funding Transparency Act of 2008 (PL 110-252), which is outlined in the Federal Emergency Management Agency, Grant Programs Directorate Information Bulletin No. 350.

As defined by the Office of Management Budget, the following are subject to FFATA reporting requirements:

1. All new federal awards of \$30,000 or more, as of August 13, 2020.
NOTE: Cal OES reports on this requirement in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS).

2. The Total Compensation and Names of the top five executive, if the Subrecipient in the preceding year received:
 - a. 80 percent or more of its annual gross revenues in Federal Awards; **and**
 - b. \$25,000,000 or more in annual gross revenues from Federal awards; **and**
 - c. The public does not have access to information about the compensation of the senior executives of the entity.

Subrecipients are required to provide the Executive compensation information in the below chart, if applicable.

Executive Name	Title	Annual Salary	Annual Dollar Value of Benefits	Total Compensation

Not subject to the Executive Compensation requirement of the FFATA Financial Disclosure.



Federal Funding Accounting and Transparency Act (FFATA) Financial Disclosure

The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Applicant.

Subrecipient: _____

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: _____

Title: _____ Date: _____



Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure of Lobbying Activities,' in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



Certification Regarding Lobbying

The Subrecipient, as identified below, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Subrecipient understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Subrecipient: _____

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: _____

Title: _____ Date: _____

WORKBOOK INSTRUCTIONS

This worksheet provides instructions on how to complete the **FY 2023 Financial Management Forms Workbook (FMFW), EOCGP v.23**. It is divided into sections that correspond to each of the worksheets within this workbook. The first section describes the macros used in this workbook and can be ignored if you are using the non-macro version of this FMFW. For further guidance, contact your Program Representative.

Section 1: MACROS

Below is a table with instructions on how to enable macros in Microsoft Excel, depending on the version.

Note: Some computers may not run Macros correctly even when enabled in Excel. A Non-Macro version of the workbook is available under such circumstances.

Version	Instructions
Excel 2003	1) From the menu bar, click on TOOLS > MACRO > SECURITY. 2) From SECURITY LEVEL tab, select the MEDIUM. 3) Save, Close, and Re-open the workbook. NOTE: The MEDIUM setting will prompt you to enable or disable macros each time the file is opened. This will prevent potentially unsafe macros from running. The LOW setting will enable macros without a prompt.
Excel 2007	1) Click the round "Office" button in upper left corner of the window. 2) Click "Excel Options" button near lower-right corner. 3) From "Excel Options" window, select "Trust Center" on left pane. 4) Click on the "Trust Center Settings" button on the right pane, which will open a new "Trust Center" window. 5) From the new "Trust Center" window, pick "Macro Settings" on left pane. 6) Choose "Disable all macros with notification" radio button on the right pane, then click OK. NOTE: Each time a workbook with macros is opened, a security alert will appear. This alert may be a pop-up window or a banner across the top of the window. You must choose to enable for macros to function.
Excel 2010/2013/2016/2019/365	1) Click on the File tab, then choose Options, which will then open a new "Excel Options" window. 2) From the new window, click "Trust Center" on the left pane. 3) Click "Trust Center Settings..." button on the right pane, which will then open a new "Trust Center" window. 4) From the "Trust Center" window, pick "Macro Settings" on left pane. 5) Choose "Disable all macros with notification" radio button on the right pane, then click OK. 6) Save, Close, and Re-open the workbook. NOTE: Each time a workbook with macros is opened, a security alert will appear. This alert may be a pop-up window or a banner across the top of the window. You must choose to enable for macros to function.

Below is a table of the macro buttons available on many of the worksheets in this workbook.

Button	Function
Sort (A-Z)	Sorts table by project letter, from A to Z.
Spellcheck	Spellchecks the worksheet.
Clear Filters	Clears all filters applied to any of the tables.
Calculate M&A	Calculates maximum allowable M&A based on total cost of all non-M&A projects.
Black Font	Selects the entire row(s) of the selected cell(s) and changes the font color to black. Any strikethroughs will be removed.
Red Strikethrough	Selects the entire row(s) of the selected cell(s) and changes the font color to red. A red strikethrough will be added.
Blue Font	Selects the entire row(s) of the selected cell(s) and changes the font color to blue. Any strikethroughs will be removed.
Add Row	Adds row below the selected cell.
Delete Row	Deletes entire row(s) of selected cell(s). Selection must be contiguous if multiple cells are selected.
Validate Worksheet	Restores formulas and formatting to default values in the appropriate cells. This macro does not erase data.
New Request	Duplicates the active worksheet for reimbursement and modification requests, placing it immediately after the original worksheet. An input box will appear to name the new worksheet. Remember to use the most recent version of the worksheet when creating a new request.
New Mod Item	Copies the selected line and inserts it immediately below. The font color of the selected row will change to red with a red strikethrough indicating that the line item has been changed. The duplicated line will have blue font color, without a strikethrough, indicating the modified line item.
Initial Application	Populates the Ledger Type field with "Initial Application" and the Date field with today's date.
Reimbursement Request	Populates the Ledger Type field with "Reimbursement Request" and the Date field with today's date. A new "Request #" field will appear.
Modification	Populates the Ledger Type field with "Modification" and the Date field with today's date. A new "Request #" field will appear.

Below is a table that lists macros that can be activated by using a keyboard shortcut. A shortcut requires the user to press 2 keys simultaneously: the control button and a letter.

Keyboard Shortcut	Function
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Ctrl + Shift + G	Creates a new worksheet with a pivot table that aggregates Budgeted Costs by Solution Area. Only works on the Project Ledger tab.
Ctrl + Shift + I	Resets information on top of each tab to reflect name, FIPS, subaward number, POP dates from Face Sheet
Ctrl + Shift + L	Breaks all links to external sources.
Ctrl + Shift + S	Spellchecks worksheet.
Ctrl + Shift + Y	Duplicates the active sheet, then deletes the red lines and changes blue font to black font.

Section 2: GRANT SUBAWARD FACE SHEET

Use the Grant Subaward Face Sheet to apply for grant programs. Each grant program requires its own separate Grant Subaward Face Sheet. Please convert the Grant Subaward Face Sheet to PDF in portrait format and provide a digital signature from the authorized official. **The use of white out, tape, or digital redaction is prohibited and will invalidate the signature on the Grant Subaward Face Sheet.**

Cal OES Section: The top portion of the form contains blocks for four (4) important numbers. Please do not fill in these blocks. These numbers will be entered by Cal OES.

Form Field	Instructions
1. Subrecipient	The Subrecipient is the unit of government or community based organization (CBO) that will have legal responsibility for these grant funds (e.g. County of Alameda, City of Fresno or Women's Place of Merced). Enter the legal name of the Subrecipient that is registered with the Internal Revenue Service (IRS). PLEASE NOTE: All CBOs must be registered, active, and current with the IRS, Department of Justice (DOJ), and Secretary of State (SOS) websites. Failure to be current will result in funds being withheld by Cal OES.
1a. Unique Entity Identifier (UEI)	Effective April 4, 2022, the Federal Government transitioned from using the Data Universal Numbering System or DUNS number, to a new, non-proprietary identifier known as a Unique Entity Identifier or UEI. For entities that have an active registration in the System for Award Management (SAM) prior to this date, the UEI has automatically been assigned and no action is necessary. For all entities filing a new registration in SAM.gov on or after April 4, 2022, the UEI will be assigned to that entity as part of the SAM.gov registration process. UEI registration information is available on GSA.gov at: Unique Entity Identifier Update GSA .
2. Implementing Agency	Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g. Sheriff, Police Department, or Department of Public Works). If the Implementing Agency is the same as the Subrecipient, enter the same title again.
2a. Unique Entity Identifier (UEI)	Effective April 4, 2022, the Federal Government transitioned from using the Data Universal Numbering System or DUNS number, to a new, non-proprietary identifier known as a Unique Entity Identifier or UEI. For entities that have an active registration in the System for Award Management (SAM) prior to this date, the UEI has automatically been assigned and no action is necessary. For all entities filing a new registration in SAM.gov on or after April 4, 2022, the UEI will be assigned to that entity as part of the SAM.gov registration process. UEI registration information is available on GSA.gov at: Unique Entity Identifier Update GSA .
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. Disaster/Program Title	Enter the name of the Disaster or Program providing the funds for this Grant Subaward. A disaster may be referred by the federal declaration number. Program titles should be complete without the use of acronyms.
6. Performance Period	Enter beginning and ending dates of the performance period for the Grant Subaward. (mm/dd/yyyy)
7. Indirect Cost Rate	Indicate whether you are using the 10% de Minimis rate based on Modified Total Direct Costs (MIDC) or your current cognizant agency approved indirect cost rate agreement. A copy of the approved negotiated indirect cost rate agreement must be enclosed with your application. Indicate N/A if you will not be claiming indirect costs under the award. Indirect costs may or may not be allowable under all Federal fund sources.
8-12. Fund Allocations and Total Project Cost	For each fund source used in the program, select the correct grant year and acronym from the drop down lists, the amount of state or federal funds requested, the amount of cash and/or in-kind match contributed and the resulting totals. Please do not enter both state and federal on the same line. The Total Project Cost row should correspond to the total project cost specified in the budget.
13. Certification Paragraph	Please review the Certification Paragraph.
14. CA Public Records Act	Please review, and if applicable, provide the necessary documentation.
15. Official Authorized to sign for the Subrecipient	Enter the name and title of the official authorized to enter into the Grant Subaward for the Subrecipient as stated in Block 1 of the Grant Subaward Face Sheet (Cal OES 2-101). Enter the Payment Mailing Address where grant funds should be sent. Provide the complete nine digit zip code (Zip+4).
16. Federal Employer ID Number	Enter the nine digit Federal Employer Identification Number for the Implementing Agency.

Section 3: AUTHORIZED AGENT CONTACT INFORMATION

Provide the contact information of any additional Authorized Agents (AA) or staff related to grant activities. It is recommended that more than one person be designated as an AA, so that if one AA is not available, a second AA can sign the requests for reimbursements and modifications.

Section 4: PROJECT LEDGER

Use this ledger to submit funding information for projects, as well as submitting Cash Requests and Modifications.

Ledger Column Name	Instructions
Request Type	Using the Macro buttons, specify what type of ledger is being completed (Application, Advance, Reimbursement, or Modification). Enter the request number.
State Goals	Select the State Goals from the drop-down list.
Direct/Subaward	Use the drop-down list to identify if the Project is Direct or Subaward
Project	Enter the project letter from the drop-down list.

Project Title	Enter a short, but descriptive name for the project.
Project Description	Enter the project description, citing specific and measurable objectives.
Solution Area	Select a Solution Area from the drop-down list.
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list. This list is dependent on a selection from the Solution Area Category drop-down list. The Solution Area Sub-Category will not display the drop-down list unless a Solution Area Category is selected.
Core Capabilities	Select a Core Capabilities from the drop-down list.
Capability Building	Select Capability Building from the drop-down list.
Deployable/Shareable	Select from the drop down list.
Total Budgeted Cost	Enter the total amount obligated for the project.
Previously Approved Amount	This field auto-populates with the cumulative expenditures of all reimbursement requests prior to the current request. This value does not include any match amounts.
Amount This Request	This field is for Cash Requests only: Enter the requested dollar amount for the line item.
Total Approved	This field auto-populates with the cumulative amount expended for the line item. This value does not include any match amounts.
Expenditures To Date	This field auto-populates with the total expenditures to date for the line item. This value includes match amounts.
Remaining Balance	This field auto-populates with the remaining balance allowed for the line item. This value does not include any match amounts.
Percent Expended	This field auto-populates with the amount expended, to-date, as a percentage of the budgeted amount. This value does not include any match amounts.

Section 5: PLANNING

Ledger Column Name	Instructions
Project	Select the project letter from the drop-down list that corresponds with the Project Ledger.
Direct/Subaward	Use the drop down list to identify if the project is Direct or Subaward.
Planning Activity	Enter the planning activity.
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list that corresponds with the Project Ledger.
Expenditure Category	Select an Expenditure Category from the drop-down list. This list is dependent on a selection from the Solution Area Sub-Category drop-down list. The Expenditure Category will not display the drop-down list unless a Solution Area Sub-Category is selected.
Final Product	Enter a description of the final product for this Planning activity. This must be a tangible item such as a manual, procedure, etc. Please contact your Program Representative for further examples of final products.
Noncompetitive Procurement over 250k	Select YES or NO from the drop-down list.
Hold Trigger	If project is subject to a Hold, select the Hold type from drop-down list.
Approval Date	If applicable, enter date when hold was released/approved.
Budgeted Cost	Enter the total amount of grant funding budgeted for the line item.
Previously Approved Amount	This field auto-populates with the cumulative expenditures as of all reimbursement requests prior to the current request. This value does not include any match amounts.
Amount This Request	This field is for Cash Requests only: Enter the requested dollar amount for the line item.
Total Approved	This field auto-populates with the total expenditures to-date for the line item. This value does not include any match amounts.
Remaining Balance	This field auto-populates with the remaining balance allowed for the line item. This value does not include any match amounts.

Section 6: ORGANIZATION

Ledger Column Name	Instructions
Project	Select the project letter from the drop-down list that corresponds with the Project Ledger.
Direct/Subaward	Use the drop down list to identify if the project is Direct or Subaward.
Organization	Enter the name of the organization.
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list that corresponds with the Project Ledger.

Expenditure Category	Select an Expenditure Category from the drop-down list. This list is dependent on a selection from the Solution Area Sub-Category drop-down list. The Expenditure Category will not display the drop-down list unless a Solution Area Sub-Category is selected.
Detail	Select a Detail option from the drop-down list.
Budgeted Cost	Enter the total amount of grant funding budgeted for the line item.
Previously Approved Amount	This field auto-populates with the cumulative expenditures as of all reimbursement requests prior to the current request. This value does not include any match amounts.
Amount This Request	This field is for Cash Requests only: Enter the requested dollar amount for the line item.
Total Approved	This field auto-populates with the total expenditures to-date for the line item. This value does not include any match amounts.
Remaining Balance	This field auto-populates with the remaining balance allowed for the line item. This value does not include any match amounts.

Section 7: EQUIPMENT

Ledger Column Name	Instructions
Project	Select the project letter from the drop-down list that corresponds with the Project Ledger.
Equipment Description	Provide a description of equipment and quantity. If Item is Mobile or Portable identify as such.
AEL Number & Title	Place the AEL Number and Title in these columns. The AEL Number and Title can be obtained from the following link: Authorized Equipment List
SAFECOM Compliance	Select YES, NO, or N/A from the drop-down list.
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list that corresponds with the Project Ledger.
Invoice Number	Enter the Invoice Number for the equipment.
Vendor	Enter the name of vendor from whom the equipment was purchased.
ID Tag Number	Enter the ID Tag Number used to identify this equipment with. Subrecipient may use a product's serial number, or their own internal numbering format to tag equipment. ID Tag Number must be available during monitoring visits.
% of Federal Funds Used in the Purchase	Select 50% or 100% from the drop-down list, or enter the appropriate percentage.
Condition and Disposition	Enter the condition of equipment by selecting the appropriate drop-down item. If the equipment is not in use, please use the "Deployed Location" column to explain current status.
Deployed Location	Enter the equipment's current location.
Acquisition Date	Enter the date that this equipment was acquired from vendor.
Noncompetitive Procurement over 250k	Select YES or NO from the drop-down list.
Hold Trigger	If project is subject to a Hold, select the Hold type from drop-down list.
Approval Date	If applicable, enter date when hold was released/approved.
Budgeted Cost	Enter the total amount of grant funding budgeted for the line item.
Previously Approved Amount	This field auto-populates with the cumulative expenditures as of all reimbursement requests prior to the current request. This value does not include any match amounts.
Amount This Request	This field is for Cash Requests only: Enter the requested dollar amount for the line item.
Total Approved	This field auto-populates with the total expenditures to-date for the line item. This value does not include any match amounts.
Remaining Balance	This field auto-populates with the remaining balance allowed for the line item. This value does not include any match amounts.

Section 8: TRAINING

Ledger Column Name	Instructions
Project	Select the project letter from the drop-down list that corresponds with the Project Ledger.
Direct/Subaward	Use the drop down list to identify if the project is Direct or Subaward.
Course Name	Enter course name.
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list that corresponds with the Project Ledger.
Expenditure Category	Select an Expenditure Category from the drop-down list. This list is dependent on a selection from the Solution Area Sub-Category drop-down list. The Expenditure Category will not display the drop-down list unless a Solution Area Sub-Category is selected.

Feedback Number	Enter the Feedback Number for the Training activity. To request a training Feedback Number, contact CSTI and submit the form from the following link: CSTI Tracking Number Request Form
Training Activity	Please identify your training activity from the drop-down list.
Total # Trainee(s)	Enter the total number of trainee(s).
Identified Host	If you are not the host, please identify who is the host. For further guidance, please refer to your Program Representative.
Noncompetitive Procurement over \$250k	Select YES or NO from the drop-down list.
Hold Trigger	If project is subject to a Hold, select the Hold type from drop-down list.
Approval Date	If applicable, enter date when hold was released/approved.
Budgeted Cost	Enter the total amount of grant funding budgeted for the line item.
Previously Approved Amount	This field auto-populates with the cumulative expenditures as of all reimbursement requests prior to the current request. This value does not include any match amounts.
Amount This Request	This field is for Cash Requests only: Enter the requested dollar amount for the line item.
Total Approved	This field auto-populates with the total expenditures to-date for the line item. This value does not include any match amounts.
Remaining Balance	This field auto-populates with the remaining balance allowed for the line item. This value does not include any match amounts.

Section 9: EXERCISE

Ledger Column Name	Instructions
Project	Select the project letter from the drop-down list that corresponds with the Project Ledger.
Direct/Subaward	Use the drop down list to identify if the project is Direct or Subaward.
Exercise Title	Enter the title of the exercise activity.
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list that corresponds with the Project Ledger.
Expenditure Category	Select an Expenditure Category from the drop-down list. This list is dependent on a selection from the Solution Area Sub-Category drop-down list. The Expenditure Category will not display the drop-down list unless a Solution Area Sub-Category is selected.
Exercise Activity	Please select your exercise activity from the drop-down list.
Identified Host	If you are not the host, please identify who is the host. For further guidance, please refer to your Program Representative.
Date of Exercise	Enter the date of when this exercise was conducted.
Date of AAR/IP E-mailed into HSEEP	Enter the date that the After Action Report (AAR) / Improvement Plan (IP) was e-mailed to hseep@fema.dhs.gov .
Noncompetitive Procurement over \$250k	Select YES or NO from the drop-down list.
Hold Trigger	If project is subject to a Hold, select the Hold type from drop-down list.
Approval Date	If applicable, enter date when hold was released/approved.
Budgeted Cost	Enter the total amount of grant funding budgeted for the line item.
Previously Approved Amount	This field auto-populates with the cumulative expenditures as of all cash request requests prior to the current request. This value does not include any match amounts.
Amount This Request	This field is for Cash Requests only: Enter the requested dollar amount for the line item.
Total Approved	This field auto-populates with the total expenditures to-date for the line item. This value does not include any match amounts.
Remaining Balance	This field auto-populates with the remaining balance allowed for the line item. This value does not include any match amounts.

Section 10: M&A

Ledger Column Name	Instructions
Project	Select the project letter from the drop-down list that corresponds with the Project Ledger.
Activity	Provide detailed information on M&A activity.
Solution Area Sub-Category	Select "Grant Administration" from the drop-down list.

Expenditure Category	Select an Expenditure Category from the drop-down list. This list is dependent on a selection from the Solution Area Sub-Category drop-down list. The Expenditure Category will not display the drop-down list unless a Solution Area Sub-Category is selected.
Detail	Select a Detail option from the drop-down list.
Budgeted Cost	Enter the total amount of grant funding budgeted for the line item.
Previously Approved Amount	This field auto-populates with the cumulative expenditures as of all reimbursement requests prior to the current request. This value does not include any match amounts.
Amount This Request	This field is for Cash Requests only: Enter the requested dollar amount for the line item.
Total Approved	This field auto-populates with the total expenditures to-date for the line item. This value does not include any match amounts.
Remaining Balance	This field auto-populates with the remaining balance allowed for the line item. This value does not include any match amounts.

Section 11: INDIRECT COST

If claiming indirect costs under the award, provide detailed information on the total estimated indirect costs and the indirect cost rate at which you will be claiming. If you have a federally-approved rate, provide information on the direct cost base on which, the rate is calculated, e.g., Salary and Wages (S/W), Salary, Wages and Benefits (SW&B), Total Direct Costs (TDC), Modified Total Direct Costs (MTDC), the De Minimis Rate of 10% of MTDC (10% MTDC), or another base (Other).

Ledger Column Name	Instructions
Project	Select the project letter from the drop-down list that corresponds with the Project Ledger.
Activity	Provide detailed information on Indirect Cost activity.
Solution Area Sub-Category	Select "Facilities & Administration " from the drop-down list.
ICR Base	Select an ICR Base from the drop-down list.
Rate	Enter the Percentage Rate.
Budgeted Cost	Enter the total amount of grant funding budgeted for the line item.
Previously Approved Amount	This field auto-populates with the cumulative expenditures as of all reimbursement requests prior to the current request. This value does not include any match amounts.
Amount This Request	This field is for Cash Requests only: Enter the requested dollar amount for the line item.
Total Approved	This field auto-populates with the total expenditures to-date for the line item. This value does not include any match amounts.
Remaining Balance	This field auto-populates with the remaining balance allowed for the line item. This value does not include any match amounts.

Section 12: CONSULTANT / CONTRACTOR

Ledger Column Name	Instructions
Project	Select the project letter from the drop-down list that corresponds with the Project Ledger.
Consulting Firm / Consultant Name	Provide the name of the Consulting Firm and Consultant Name.
Project & Description of Services	Provide detailed information on the project and description of services. If your consultant/contractor invoiced you for their services using a fee for each deliverable, then describe the product in the Deliverable column. (e.g.: \$10,000 for a reverse 911/telephone emergency notification system)
Deliverable	If your consultant/contractor invoiced you for their services using a fee for each deliverable, then describe the product in the Deliverable column. (e.g.: \$10,000 for a reverse 911/telephone emergency notification system)
Solution Area	Select a Solution Area from the drop-down list.
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list that corresponds with the Project Ledger. This list is dependent on a selection from the Solution Area Category drop-down list. The Solution Area Sub-Category will not display the drop-down list unless a Solution Area Category is selected.
Expenditure Category	Select an Expenditure Category from the drop-down list. This list is dependent on a selection from the Solution Area Sub-Category drop-down list. The Expenditure Category will not display the drop-down list unless a Solution Area Sub-Category is selected.
Noncompetitive Procurement over \$250k	Select YES or NO from the drop-down list.
Hold Trigger	If project is subject to a Hold, select the Hold type from drop-down list.
Approval Date	If applicable, enter date when hold was released/approved.
Period of Expenditure	Enter the Period of Expenditure in this column.
Fee for Deliverable	If your consultant/contractor invoiced you for their services using a fee for each deliverable, then fill in the cost for the product in the Fee for Deliverable column. (e.g.: \$10,000 for a reverse 911/telephone emergency notification system)
Total Cost Charged to this Grant	Enter the Total Cost Charged to the Grant in this column.

Section 13: PERSONNEL

Ledger Column Name	Instructions
Project/Deliverable	Select the project letter from the drop-down list that corresponds with the Project Ledger.
Employee Name	Provide the name of the employee.
Project/Deliverable	Provide detailed information on the project and description of services.
Funding Source	Select the appropriate funding source used for this project. Funds from one funding source cannot be moved to another funding source.
Solution Area	Select a Solution Area from the drop-down list.
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list. This list is dependent on a selection from the Solution Area Category drop-down list. The Solution Area Sub-Category will not display the drop-down list unless a Solution Area Category is selected.
Dates of Payroll Period	Provide the Dates of the Payroll Period.
Total Salary and Benefits Charged for this Reporting Period	Provide the Total Salary and Benefits Charged for the Reporting Period.
Total Project Hours	Enter the Total Project Hours in this column.
Total Cost Charged to this Grant	Enter the Total Cost Charged to the Grant in this column.

Section 14: MATCH

Ledger Column Name	Instructions
Project	Select the project letter from the drop-down list that corresponds with the Project Ledger.
Direct/Subaward	Use the drop-down list to identify if the Project is Direct or Subaward
Project Title	Enter the name of the project.
Match Description	Enter the description of the Match activity.
Solution Area	Select a Solution Area from the drop-down list that aligns to the activities/costs used to meet the EMPG Match Requirement.
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list that aligns to the activities/costs used to meet the EMPG Match Requirement. This list is dependent on a selection from the Solution Area Category drop-down list. The Solution Area Sub-Category will not display the drop-down list unless a Solution Area Category is selected.
Type of Match	Select the Type of Match: Cash or In-Kind
Total Budgeted Match	Enter the total budgeted match amount for this project in this column.
Previously Approved Amount	This field auto-populates with the cumulative match expenditures as of the reimbursement request prior to the current request.
Current Match	This field is for Cash Requests only: Enter the match amount for the line item.
Total Match Expended	This field auto-populates with the total match expenditures to-date for the line item.
Remaining Balance	This field auto-populates with the remaining match balance for the line item.
Percentage Expended	This field auto-populates with the match amount expended, to-date, as a percentage of the budgeted match amount.

Section 15: ICR SUMMARY

Ledger Column Name	Instructions
Period	Enter the time period for which the indirect cost rate is valid. Use the format: Month/Year through Month/Year.
Indirect Cost Rate for Period	Enter the indirect cost rate for period
ICR Base	Select ICR Base from the drop-down
Total Costs	Enter Total Costs.
Less Distorting Costs	Enter Less Distorting Costs.
Costs Applicable to ICR	This field auto-populates.
Total Direct Costs	This field auto-populates.

Total Allowable Indirect Costs	This field auto-populates.
Total Budgeted Indirect Costs	Enter Total Indirect Costs Budgeted; this value should be not be greater than the Total Allowable Indirect Costs.

Section 16: AA APPROVAL

The Authorized Agent sheet must accompany ALL Reimbursement Requests, Modifications, and the Initial Application.

Form Field	Instructions
Request Type	Enter the type of request that is being made. Use one of the following types: INITIAL APPLICATION, REIMBURSEMENT REQUEST, FINAL REIMBURSEMENT REQUEST and MODIFICATION
Performance Period	This field is auto-populated with the grant Performance Period as described on the Face Sheet Tab
Request #	Enter the "Cash Request" or "Modification" number associated with this request.
Amount This Request	This field is for Cash Requests only: Enter the requested dollar amount for this request.
Authorized Agent	Enter the Name and Title of Authorized Agent. Sign and date.

(Cal OES Use Only)

Cal OES #		FIPS #	000-00000	VS#		Subaward #	2023-0001
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**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET**

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

1. **Subrecipient:** _____ **1a. UEI:** _____
 Subrecipient

2. **Implementing Agency:** _____ **2a. UEI:** _____

3. **Implementing Agency Address:** _____
 (Street) (City) (Zip+4)

4. **Location of Project:** _____
 (City) (County) (Zip+4)

5. **Disaster/Program Title:** _____ **6. Performance / Budget Period:** June 1, 2023 to February 28, 2026
 Emergency Operations Center Grant Program (Start Date) (End Date)

7. **Indirect Cost Rate:** _____ (Select) **Federally Approved ICR (if applicable):** _____ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2023	EOC							
9.									
10.									
11.									
12.									
Total	Project	Cost							

13. Certification - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, the Assurances/Certifications, and any attached Special Conditions. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 7920 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient:

Name: _____ Title: _____
 Payment Mailing Address: _____ City: _____ Zip Code+4: _____
 Signature: _____ Date: _____

16. Federal Employer ID Number: _____

(FOR Cal OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

 (Cal OES Fiscal Officer) (Date) (Cal OES Director or Designee) (Date)

AUTHORIZED AGENT

NOTE: Unauthorized alterations will delay the approval of this request.

Subrecipient

000-00000
2023-0001

ALN:

EOC 97.052

Supporting Information for Application, Modification, or Request for Federal Funds

This claim is for costs incurred within the grant performance period.

This request is for a/an:

[Redacted]

June 1, 2023

Beginning Performance Period Date

through

February 28, 2026

Ending Performance Period Date

[Redacted]

Request #

[Redacted]

Amount This Request

Under Penalty of Perjury, I certify that:

I am the duly authorized officer of the claimant herein. This claim is true, correct, and all expenditures were made in accordance with applicable laws, rules, regulations, and grant conditions and assurances.

Statement of Certification - Authorized Agent

By signing this report, I certify, to the best of my knowledge and belief, that the report is true, complete, and accurate, and that 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).

Printed Name of Authorized Agent

Payment Address

Title of Authorized Agent

City, ZIP

Signature of Authorized Agent

Date

AUTHORIZED AGENT AND CONTACT INFORMATION

Subrecipient

000-00000
2023-0001

Request Type

Cal OES Approval

Salutation	Authorized Agent Name	Title	Address	City	Zip	Phone	Email

NOTE: Authorized Agents must be designated, by name or title, in the Governing Body Resolution. Modifications will require additional documentation.

Salutation	Point of Contact (POC) Name	Title	Address	City	Zip	Phone	Email

INDIRECT COSTS - SUMMARY RECAP OF COSTS CLAIMED

Subrecipient

000-00000
2023-0001

Ledger Type

Cal OES Approval

FUNDING SOURCE	ICR PERIOD (Mo/Yr through Mo/Yr)	INDIRECT COST RATE FOR PERIOD	ICR BASE
EOC			(Select)

DIRECT COSTS	TOTAL COSTS	LESS DISTORTING COSTS	COSTS APPLICABLE TO ICR
Planning			
M&A			
SUBTOTAL ELIGIBLE DIRECT COSTS			

SUBAWARDS	TOTAL COSTS	LESS EXCLUDED SUBAWARD COSTS	COSTS APPLICABLE TO ICR
SUBTOTAL ELIGIBLE SUBAWARD COSTS			

TOTAL DIRECT COSTS	
TOTAL ALLOWABLE INDIRECT COSTS	
TOTAL BUDGETED INDIRECT COSTS	

Agenda Item 6e

Review of Ordinance No. 2023-03;
Establishing Guidelines for the Conduct of
District Public Meetings and Activities



A. 4176 Warbler Road
P.O. Box 294049
Phelan, CA 92329
P. (760) 868-1212
F. (760) 868-2323
W. www.pphcsd.org

MEMORANDUM

DATE: January 10, 2024

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk

SUBJECT: Review of Ordinance No. 2023-03; Establishing Guidelines for the Conduct of District Public Meetings and Activities

RECOMMENDATION

For the Board to review Ordinance No. 2023-03; Establishing Guidelines for the Conduct of District Public Meetings and Activities.

BACKGROUND

The District's "Sunshine Ordinance" is reviewed annually to determine its effectiveness and the necessity for its continued operation. The last review and update of this policy took place on March 8, 2023, where the Board added a policy regarding teleconferencing.

FISCAL IMPACT

None

ATTACHED

Ordinance No. 2023-03

ORDINANCE NO. 2023-03
AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
ESTABLISHING GUIDELINES FOR THE
CONDUCT OF ITS PUBLIC MEETINGS AND ACTIVITIES

WHEREAS, the Board of Directors of the Phelan Piñon Hills Community Services District finds as follows:

A. The Phelan Piñon Hills Community Services District ("the District") is a community services district organized and operating pursuant to California Government Code Section 61000 et seq.

B. The District is governed by an elected Board of Directors ("the Board") whose meetings are subject to the requirements of the Ralph M. Brown Act, California Government Code Section 54950 et seq. ("the Brown Act") pursuant to California Government Code Section 61044.

C. The Board is authorized by Government Code Section 54953.7 to impose requirements upon itself which allow greater access to its meetings than prescribed by the Brown Act.

D. The purpose of this Ordinance is to ensure that the Board's deliberations are open to the public to the fullest extent permitted by law and its activities are performed in a manner that reflects a dedication to the highest standards of integrity and accountability so as to continue to earn the trust and confidence of the public served by the District.

THEREFORE, THE BOARD OF DIRECTORS of the Phelan Piñon Hills Community Services District does hereby adopt and ordain as follows:

Section 1. **COMPLIANCE WITH STATUTORY REQUIREMENTS.**

All meetings of the Board and all committees thereof shall be conducted in

compliance with all applicable requirements of the Brown Act.

Section 2. **ADDITIONAL REQUIREMENTS.**

2.1. **Regular Meetings.** Pursuant to Government Code Section 54954(a), all regular meetings of the Board shall be held at 5:00 p.m. on the second and fourth Wednesdays of each month at the Phelan Community Center located at 4128 Warbler Road in Phelan, California, and/or by teleconference in accordance with the requirements of the Brown Act, with the intent for meetings to last no more than three (3) hours, and to be adjourned by Board consensus.

2.2. **Special Meetings.** Special meetings of the Board shall be called and conducted in accordance with Government Code Section 54956 and other applicable provisions of the Brown Act. The Board shall not add any non-agendized item to the agenda of a special meeting.

2.3. **Agendas.**

2.3.1. **Descriptions.**

(a) *Open Session.* The agenda for all Board meetings and all committee meetings that are open to the public shall contain a brief, general description of each item of business to be transacted or discussed during the meeting and shall avoid the use of undefined abbreviations or acronyms not in common usage and terms whose meaning are not known to the general public. The description of an agenda item is adequate if it is sufficiently clear and specific to alert a person whose interests are affected by the item that he or she may have reason to attend the meeting or seek more information about the item.

(b) *Closed Session.* In addition to the brief general description of items to be discussed or acted upon in open and public session, the permissive

provisions of Government Code Section 54954.5 pertaining to closed session item descriptions are mandatory under this Ordinance with respect to closed sessions.

2.3.2. Public Comment. The agenda for all meetings of the Board shall include an item for Public Comment so as to provide an express opportunity for members of the public to directly address the Board in accordance with the requirements of Government Code Section 54954.3(a) prior to the Board's consideration of the merits of any item placed on the agenda. In the event that a motion is made to reorder the agenda, or add an item to the agenda, or otherwise take any Board action prior to the Public Comment portion of the agenda, the President of the Board shall ask any members of the public in attendance at the meeting whether they wish to comment on the motion that is pending before the Board. During the Board's consideration of items discussed after the Public Comment portion of the agenda, the President of the Board should exercise best efforts to recognize any member of the public who wishes to speak on that issue prior to any action thereon that is taken by the Board. While testimony and input received from the public during Board meetings is a valuable part of the Board's decision-making process, the Board President is nevertheless authorized pursuant to Government Code Section 54954.3(b) to limit the total amount of time allocated for public testimony on particular issues to a reasonable length of time, to limit public testimony to five (5) minutes or less for each individual speaker (although individual speakers will be permitted on a reasonable basis to transfer their unused allotment of time to another speaker), and to prevent a person who is unduly repetitive from continuing to speak.

2.3.5. Background Material. Staff material, consisting of agendas, staff reports, and other material prepared and forwarded by staff which provide background

information and recommendations, regarding agenda items, when distributed to all or to a majority of the members of the Board in connection with a matter which is subject to discussion or consideration in open session at a public meeting, shall be made readily available to the public on the District's website, at the District's offices, and upon request. If a member of the public requests that a copy of such material be delivered by e-mail, District staff shall e-mail a copy of, or website link to, the documents as requested unless District staff determines that delivery by e-mail or by other electronic means is technologically infeasible, in which case District staff must send the documents by mail in accordance with the mailing requirements of the Brown Act.

2.4. **Posting.** The agendas of all Board meetings and all committee meetings that are open to the public shall be posted in the following locations: (1) an exterior window or bulletin board situated outside the location of the Piñon Hills Community Center which is accessible twenty-four (24) hours a day; (2) an exterior window or bulletin board situated outside the location of the Phelan Community Center which is accessible twenty-four (24) hours a day; (3) an exterior window or bulletin board situated outside the location of the District office which is accessible twenty-four (24) hours a day; and (4) the District website. The District will also post the full agenda packet for all such meetings on the District website and will provide five (5) copies thereof at the physical location of all Board meetings in which the public has in-person access.

2.5. **Remote Participation.** A Board member wishing to participate in a meeting from a remote location pursuant to Government Code Sections 54953(b) or 54953(f) must notify District staff at the earliest opportunity as soon as possible so that the agenda for the meeting can be prepared and/or amended accordingly and that all other necessary accommodations can be arranged, and the meeting conducted, in a

manner generally consistent with the policy attached hereto as Exhibit A and incorporated herein by this reference.

2.6. **Cancellation of Meetings.** Regular meetings of the Board may be cancelled by the President of the Board, after consultation with the District's General Manager, upon at least 72 hours' notice given in accordance with the applicable requirements of the Brown Act and Section 2.4 above.

Section 3. **ANNUAL REVIEW.**

Each year the Board shall review this Ordinance to determine its effectiveness and the necessity for its continued operation. The District's General Manager shall report to the Board on the operation of this Ordinance, and make any recommendations deemed appropriate, including proposals to amend the Ordinance. Upon conclusion of its review, the Board may take any action it deems appropriate concerning this Ordinance. Nothing herein shall preclude the Board from taking action on the Ordinance at times other than upon conclusion of the annual review.

Section 4. **SEVERABILITY.**

If any provision of this Ordinance, or the application thereof to any person or circumstances, is held invalid, such invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

Section 5. **EFFECTIVE DATE.**

The provisions of this Ordinance shall supersede Ordinance No. 2023-02 adopted by the Board on January 18, 2023, and shall take effect immediately upon adoption. Adopted this 8th day of March, 2023.

AYES: Hays, Hoffman, Kujawa, Roberts, Snyder
NOES:
ABSTAIN:
ABSENT:



President, Board of Directors

ATTEST:



Secretary, Board of Directors

EXHIBIT A

Board Member Teleconferencing Policy

Article I. Policy:

The policy set forth herein ("Policy") shall govern the Agency's use of Teleconferencing for the attendance at Meetings of the Members of its Legislative Bodies. The Global Teleconferencing Policies (Article III) and Standard Teleconferencing Procedures (Article IV) shall apply in all instances, except when (1) a Board member has either "just cause" or an "emergency circumstance" so as to permit the use the Expanded Teleconferencing Procedures (Article V) or (2) a State of Emergency issued by the California Governor is in effect sufficient to trigger the use of the Emergency Teleconferencing Procedures (Article VI).

Article II. Definitions:

Unless otherwise defined herein, the following definitions shall apply to this Policy:

Agency – shall refer to the Phelan Pinon Hills Community Services District.

Brown Act / Ralph M. Brown Act – shall refer to Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the California Government Code, known as the "Ralph M. Brown Act" pursuant to Government Code section 54950.5, as such shall be amended from time to time.

Legislative Body – shall have the same meaning as provided by Government Code Section 54952, including the Agency's governing board.

Member – shall have the same meaning as provided by Government Code Section 54952.1.

Meeting – shall have the same meaning as provided by Government Code Section 54952.2.

State – shall mean the State of California.

State of Emergency – shall mean a state of emergency proclaimed by the California Governor or such others as may be empowered pursuant to Section 8625 of the California Emergency Services Act, as set forth in Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2 the California Government Code.

Teleconferencing – attendance from different locations, other than the physical location of a meeting, by way of an audio device, whether it be telephone, audio-only internet connection, or otherwise.

Videoconferencing – attendance from different locations, other than the physical location of a meeting, by way of a dual audio and visual device, whereby participants

can be both seen and heard. For purposes of this Policy, Videoconferencing may include attendance by way of a single device or software package, or attendance via an audio-device with synced camera or webcasting.

Article III. Global Teleconferencing Policies:

At the discretion of the Legislative Body and/or the Agency's General Manager, any employee, consultant, vendor, or individual presenting or attending a Meeting of a Legislative Body, other than a Member of the Legislative Body, shall be permitted to attend via teleconference or videoconference without compliance with the rules or conditions set forth herein. Members of the Legislative Body, inclusive of the governing board Members and committee or bodies required to comply with the Brown Act, may only participate via teleconference or videoconference as permitted by this Policy.

To the extent a Member desires to attend a Meeting via teleconference or videoconference, the Member shall generally be required to comply with the foregoing "Standard Teleconferencing Procedures" (Article IV) unless the circumstances exist to justify the use of the "Expanded Teleconferencing Procedures" (Article V) or "Emergency Teleconferencing Procedures" (Article VI).

A Member not in compliance with any such procedures, as applicable, shall not be permitted to attend a Meeting via teleconference or videoconference for any purpose, whether to participate in or listen to such Meeting.

In all instances in which a Member is attending a Meeting via Teleconferencing or Videoconferencing, the Legislative Body shall:

1. Take all votes by roll-call;
2. Conduct the Meeting in a manner that protects the statutory and constitutional rights of the parties and public appearing before the Legislative Body;
3. Provide notice and post agendas as otherwise required by the Brown Act; and
4. Permit members of the public access to the Meeting and an opportunity to address the Legislative Body as required by the Brown Act.

Article IV. Standard Teleconferencing Procedures:

A Member may attend a Meeting via Teleconferencing or Videoconferencing if the following conditions are satisfied:

1. At least a quorum of the Members of the Legislative Body participate in the Meeting from locations within the boundaries of the Agency;
2. The agenda posted for the Meeting is posted at all teleconference locations, each of which are identified in the notice and the agenda for the Meeting; and

3. Each teleconference location is accessible to the public, and the public is permitted to comment at each teleconference location.

Article V. Expanded Teleconferencing Procedures (Effective Thru January 1, 2026):

A Member may attend a Meeting via videoconference only (Teleconferencing will not be permitted under these procedures), without the need to comply with the Standard Teleconference Procedure requirements to notice and post at the agenda locations or make such locations accessible to the public, if the following conditions are satisfied:

1. At least a quorum of the Members of the Legislative Body participate in-person from a single physical location accessible to the public, which is within the boundaries of the Agency and clearly identified in the posted agenda;
2. The public is permitted to attend the Meeting either by teleconference or videoconference in a manner such that the public can remotely attend and offer real-time comment during the Meeting;
3. Notice of the means by which the public can remotely attend the Meeting via teleconference or videoconference and offer comment during the Meeting is included within the posted agenda;
4. The Member(s) attending remotely have either "just cause" or an "emergency circumstance" that justifies their attendance via videoconference.
 - a. A Member shall only have "just cause" for remote attendance if such participation is for one of the following reasons:
 - i. To provide childcare or caregiving need to a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, with such terms having the same meaning as those terms are defined in Government Code Section 12945.2;
 - ii. Due to a contagious illness that prevents the Member from attending in-person;
 - iii. Due to a need related to a physical or mental disability as defined in Government Code Sections 12926 and 12926.1 not otherwise accommodated; and
 - iv. Due to travel while on official business of the Legislative Body or another state or local agency;
 - b. A Member shall have an "emergency circumstance" if such participation is due to a physical or family medical emergency that prevents the Member from attending in person.
5. The Member(s) have not attended a Meeting remotely on the basis of "just cause" for more than two Meetings in the current year; and
6. The Member(s) have not attended a Meeting remotely on the basis of "just cause" or "emergency circumstance" for more than three consecutive months or more than four in a calendar year.
7. The Legislative Body has, and has implemented, a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act

of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. In each instance in which notice of the time of the Meeting is otherwise given or the agenda for the Meeting is otherwise posted, the Legislative Body shall also give notice of the procedure for receiving and resolving requests for accommodation.

In order to utilize the Expanded Teleconference Procedures, a Member shall:

1. For a "just cause" circumstance, notify the Legislative Body at the earliest opportunity, including at the start of a regular Meeting, of their need to participate remotely for just cause, including a general description of the circumstance relating to their need to appear remotely at the given Meeting;
2. For an "emergency circumstance," request to participate at a Meeting due to an "emergency circumstance" as soon as possible, preferably before the posting of the agenda but up to the start of the Meeting, with such request including a general description of the circumstances relating to their need to appear remotely at the given Meeting, though any description for emergency circumstances need not exceed 20 words and need not include any medical diagnosis or disability or personal medical information exempt from disclosure by law;
3. The Member shall publicly disclose at the Meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the Member, and the general nature of the Member's relationship with such individuals; and
4. Participate through Videoconferencing, with both audio and visual technology.

Upon receipt of a request from a Member to utilize the Expanded Teleconference Procedure, the Legislative Body shall:

1. Take action by majority vote on a request to participate remotely due to an "emergency circumstance" at its earliest opportunity, which may be taken as a noticed agenda item or as an added item if sufficient time was not provided to place the proposed action on the agenda; and
2. In the event of a disruption that prevents the broadcast of the Meeting to members of the public, or in the event of a disruption within the Agency's control that prevents members of the public from offering public comment using the Teleconferencing or Videoconferencing options, take no further action during a Meeting until such access is restored.

Article VI. Emergency Teleconferencing Procedures (Effective Thru January 1, 2024):

Notwithstanding the Standard Teleconferencing Procedures, a Legislative Body may elect to use these "Emergency Teleconferencing Procedures" to allow Teleconferencing if any of the following circumstances apply:

1. The Legislative Body holds a Meeting during a proclaimed State of Emergency and State or local officials have imposed or recommended measures to promote social distancing;

2. The Legislative Body holds a Meeting during a proclaimed State of Emergency for the purpose of determining, by a majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
3. The Legislative Body holds a Meeting during a proclaimed State of Emergency and the Legislative Body had determined, by majority vote, that as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.

If utilizing the Emergency Teleconferencing Procedures, the Legislative Body shall:

1. Give notice in the agenda for such Meeting of the means by which members of the public may access the Meeting and offer public comment via a Teleconferencing or Videoconferencing option, which shall include an opportunity for public comment in real-time;
2. In the event of a disruption that prevents the broadcast of the Meeting to members of the public, or in the event of a disruption within the Agency's control that prevents members of the public from offering public comment using the Teleconferencing or Videoconferencing options, take no further action during a Meeting until such access is restored; and
3. Not close the public comment period, or the opportunity to register to comment, until the time that the general public comment period has elapsed.

The Legislative Body may continue use of the Emergency Teleconferencing Procedures for as long as the State of Emergency remains active, provided that, not later than 30 days after Teleconferencing for the first time, and every 30 days thereafter, the Legislative Body finds by majority vote that:

1. The Legislative Body has reconsidered the circumstances of the State of Emergency; and
2. Any of the following circumstances exist:
 - a. The State of Emergency continues to directly impact the ability of the Members to meet safely in person; or
 - b. State or local officials continue to impose or recommend measures to promote social distancing.

In the event of the use of these Emergency Teleconferencing Procedures, it shall not be necessary for the Agency to provide a physical location from which the public may attend or comment.

Article VII. Miscellaneous Provisions:

With respect to the Standard Teleconferencing Procedures, Expanded Teleconferencing Procedures, and Emergency Teleconferencing Procedures set forth herein, such are intended to comply with Government Code Sections 54953(b), (f), and (e), respectively, and, as such, in the event of a conflict between this Policy and such statutory provisions, the statutory provisions shall control and be implemented as if set forth in full in this Policy.

Agenda Item 6f

Review of Resolution No. 2023-04;
Establishing Policies for Board Member
Compensation, Reimbursement, and
Ethics Training



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MEMORANDUM

DATE: January 10, 2024

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Kim Ward, HR & Solid Waste Manager/District Clerk

SUBJECT: Review of Resolution No. 2023-04; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training

STAFF RECOMMENDATION

For the Board to review Resolution No. 2023-04; Establishing Policies for Board Member Compensation, Reimbursement, and Ethics Training.

BACKGROUND

The policy concerning Board compensation, reimbursement, and ethics training is reviewed annually and modified as deemed necessary. The Board last reviewed and modified the policy on January 18, 2023, where a section was added to incorporate usage of the Travel/Training request form. Should the Board desire any modifications, the Resolution will be brought back with the requested modifications at the next Board meeting for review and possible adoption.

FISCAL IMPACT

None

ATTACHMENT(S)

Resolution No. 2023-04

RESOLUTION NO. 2023-04
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PHELAN PIÑON HILLS COMMUNITY SERVICES DISTRICT
ESTABLISHING POLICIES FOR BOARD MEMBER
COMPENSATION, REIMBURSEMENT, AND ETHICS TRAINING

WHEREAS, the Board of Directors of the Phelan Piñon Hills Community Services District finds as follows:

A. The Phelan Piñon Hills Community Services District ("the District") is a community services district organized and operating pursuant to California Government Code Section 61000 et seq.

B. The District is governed by an elected Board of Directors ("the Board") whose activities are subject to the requirements of California law, including but not limited to the Local Government Sunshine Bill ("AB 1234").

C. The purpose of this resolution is to ensure compliance with AB 1234 and to establish policies with respect to (1) Board member compensation, (2) Board member reimbursement and expenses, and (3) Board member ethics training.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS of the Phelan Piñon Hills Community Services District as follows:

Section 1. **COMPENSATION.**

1.1. **Amount.** The amount of Board member compensation by the District shall be determined in accordance with all applicable requirements of California law. Pursuant to said requirements, the Board shall set the amount of such compensation at a rate established by adoption of a separate ordinance or resolution.

1.2. **Day of Service.**

1.2.1. **Definition.** For purposes of determining eligibility for compensation of Board members pursuant to the ordinance or resolution referred to in Section 1.1 above, the term "day of service" is defined as follows, and Board member attendance, representation, and participation shall be deemed previously approved by the Board, pursuant to Government Code Section 61047(e):

- (a) Attendance at a meeting of the Board;
- (b) Participation at a meeting of a standing committee of the Board;
- (c) Attendance at a meeting of an ad hoc committee of the Board;
- (d) Attendance at a meeting with the District's General Manager involving the operations of the District, the specific subject(s) of which must be particularly described in the Board member's corresponding

payment request;

(e) Attendance at a meeting with the District's auditors, attorneys, or other consultants involving matters for which the consultants have been retained by the District;

(f) Attendance at a meeting of a local, state, or federal body with subject matter jurisdiction affecting the operations of the District;

(g) Attendance at a meeting with a local, state, or federal representative concerning matters involving the operations of the District;

(h) Participation in the following activities, provided that the Board member delivers a written report to the Board regarding the member's participation at the next Board meeting following the event:

(1) A conference, seminar, or organized educational or training activity involving matters related to the functions and operations of the District; and

(2) A meeting of organizations with interests in matters involving the functions and operations of the District;

(i) Representation of the District at the following events, provided that the Board member delivers a written or oral report to the Board regarding the member's representation at the next Board meeting following the event:

(1) A public event concerning non-political matters involving the functions and operations of the District;

(2) A public meeting or a public hearing conducted by another public agency; and

(3) A public benefit nonprofit corporation in which the District has membership;

(j) All other occurrences for which the Board member has obtained prior approval from the Board to attend or participate on behalf of the District.

1.2.2. **Daily Limitation.** If a Board member attends or participates in multiple meetings in a single day, the Board member shall only be eligible for compensation for one meeting on that day.

1.3. **Procedure.** To receive compensation for attendance or participation at approved meetings, a Board member shall submit to the District's General Manager

a payment request for the calendar month no later than the Monday of the week preceding the second regular Board meeting of the following month. By such meeting, the Board will review and approve or deny the payment request. Payment requests not submitted during the specified time period shall be placed on the agenda as a separate item and be subject to Board review for approval or denial. Payments made by District staff prior to Board consideration of compensation requests are expressly subject to reconciliation following Board action thereon.

Section 2. **REIMBURSEMENT AND/OR CREDIT CARD CHARGES.**

Pursuant to Government Code Section 61047(c), the District shall reimburse Board members for their actual and necessary traveling and incidental expenses incurred while on official business as provided herein. The provisions below shall apply to credit card charges as well as direct reimbursements.

2.1. **Qualifying Events.** Pursuant to Government Code Section 53232.2(b), the types of occurrences that qualify a Board member to receive reimbursement of eligible expenses set forth in Section 2.2 below shall be any occurrence that is listed in Section 1.2.1 of this Resolution.

2.2. **Eligible Expenses.** Expenses eligible for reimbursement shall be limited to (1) registration or tuition costs, or other charges for participation at the meeting; (2) transportation to and from the meeting, including airfare, car rental, or mileage for use of a Board member's own automobile, and other miscellaneous transportation costs (shuttle, taxi, parking, etc.); (3) lodging at the single-room rate; and (4) reasonable costs of meals.

2.3. **Rates.**

2.3.1. **Registration, Tuition, and Meeting Charges.** The District reimbursement rate for registration or other charges for participation at a meeting shall be the actual amount incurred, not to exceed the maximum rate published by the conference or activity sponsor for timely registration after applying all applicable deductions for any available discounts.

2.3.2. **Transportation.**

(a) Members of the Board must use government and group rates offered by a provider of transportation services for travel when available. If such rates are not available, the District reimbursement rate for Board member transportation shall be the actual amount incurred, not to exceed the cost of round-trip coach airfare.

(b) The District reimbursement rate for mileage by use of a Board member's own vehicle shall be calculated on the basis of total miles driven for District purposes at the rate specified in the Internal Revenue Code in effect at the time of the vehicle usage.

(c) The District reimbursement rate for vehicle parking by a Board member shall be the actual amount incurred.

2.3.3. **Lodging.** Members of the Board must use government and group rates offered by a provider of lodging services when available. If the lodging is in connection with an accepted conference or organized educational activity, lodging costs must not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board at the time of booking. If a government or group rate is not available, the District reimbursement rate for Board member lodging shall be the actual amount incurred, not to exceed the rate for comparable lodging.

2.3.4. **Meals.** The District reimbursement rate for Board member meals shall be the actual amount incurred, not to exceed the applicable Internal Revenue Service rates for reimbursement as established in Publication 463 or any successor publication, or \$100.00, whichever is less, for each day of service on behalf of the District.

2.3.5. **Other.** District reimbursement of all other actual and necessary expenses incurred by a Board member shall be computed using the applicable Internal Revenue Service rates for reimbursement as established in Publication 463, or any successor publication. All expenses that do not fall within this reimbursement policy or the Internal Revenue Service reimbursable rates, as provided above, shall be approved by the Board in a public meeting before the expense is incurred.

2.4. **Budget Limits.** The maximum amount of District-paid expenses that each Board member may annually incur without separate prior Board approval is \$5,000.00 each fiscal year.

2.5. **Ineligible Expenses.** Board members shall not be eligible for District reimbursement of any expenses incurred by any person traveling or attending a meeting as a guest of the Board member unrelated to District business. No Board member shall be eligible for District reimbursement of any expenses for personal services not related to District business and not specifically approved herein.

2.6 **Travel/Training Request Form.** In order to minimize staff time for registration related purposes, and to facilitate accurate tracking of Board registration, tuition, and education expenses, District staff shall provide a travel/training request form to be completed and filed with the District Clerk by Board members prior to registration.

2.7. **Expense Forms.** The District shall provide expense report forms to be filed by the members of the Board for reimbursement for actual and necessary expenses incurred on behalf of the District in the performance of official duties. The expense reports shall document that expenses meet the policy reflected in this Resolution for expenditure of public resources. Board members shall submit to the District's General Manager expense reports for the calendar month by the second regular Board meeting of the following month, and the reports shall be accompanied

by detailed/itemized receipts documenting each expense. Detailed/itemized receipts for credit card charges shall be documented on the monthly expense form, however the receipts must be submitted to the District as soon as possible after the charge is incurred. By the second regular Board meeting of each month, the Board will review and/or approve District reimbursement of Board member expenses incurred during the previous month. Payments made by District staff prior to Board consideration of expense reimbursement requests are expressly subject to reconciliation following Board action thereon. All documents related to reimbursable District expenditures, or expenditures charged on a District credit card, are public records subject to disclosure under the California Public Records Act.

2.8. **Report.** Board members shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board. Information will be provided to the Board at a Board Meeting concerning events, meetings, conferences and educational opportunities prior to attendance where practical.

Section 3. **ETHICS TRAINING.**

3.1. **Requirement.** Each local agency official of the District must receive training in ethics laws no later than one year from the first day of service with the District. Thereafter, each local agency official must receive such training at least once every two years.

3.2. **Application.**

3.2.1. **Local Agency Official.** As used in Section 3.1 of this Resolution, the term "local agency official" means all of the following:

- (a) All Board members; and
- (b) All executive staff of the District.

3.2.2. **Ethics Laws.** As used in Section 3.1 of this Resolution, the phrase "ethics laws" includes, but is not limited to, the following:

- (a) Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws;
- (b) Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies;

(c) Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws; and

(d) Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

3.3. **District Responsibilities.**

3.3.1. **Records.** The District shall maintain records indicating (a) the dates that local agency officials satisfied the requirements of Section 3 of this Resolution and (b) the entity that provided the training. The District shall maintain these records for at least five years after local agency officials receive the training. These records are public records subject to disclosure under the California Public Records Act.

3.3.2. **Notice.** The District is required to provide information on training available to meet the requirements of Section 3 of this Resolution to its local agency officials at least once annually.

Section 4. **REVIEW OF RESOLUTION ON ANNUAL BASIS.**

Each year the Board shall review this Resolution to determine its effectiveness and the necessity for its continued operation. The District's General Manager shall report to the Board on the operation of this Resolution, and make any recommendations deemed appropriate, including proposals to amend the Resolution. Upon conclusion of its review, the Board may take any action it deems appropriate concerning this Resolution. Nothing herein shall preclude the Board from taking action on the Resolution at times other than upon conclusion of the annual review.

Section 5. **SEVERABILITY.**

If any provision of this Resolution, or the application thereof to any person or circumstances, is held invalid, such invalidity shall not affect other provisions or applications of this Resolution which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are declared to be severable.

Section 6. **EFFECTIVE DATE.**

The provisions of this Resolution shall supersede Resolution No. 2022-13 adopted by the Board on May 4, 2022, and shall become effective immediately upon adoption.

ADOPTED this 18th day of January 2023.

AYES: Hays, Hoffman, Kujawa, Roberts, Snyder

NOES:

ABSENT:

ABSTAIN:



President, Board of Directors

ATTEST:



Secretary

Agenda Item 6g

Discussion & Possible Action Regarding
Section 3.4.3 Compensatory Time Off
("Comp Time") of the District's Personnel
Manual

MEMORANDUM

DATE: January 10, 2024

TO: Board of Directors

FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk

SUBJECT: Discussion & Possible Action Regarding Section 3.4.3 Compensatory Time Off ("Comp Time") of the District's Personnel Manual

STAFF RECOMMENDATION

None

BACKGROUND

The Phelan Piñon Hills Community Services District (District) strives to ensure that employees are generally able to complete their work tasks within the normal workday and workweek. In case of an emergency, or unforeseen circumstances, an employee may be required to work more than their regularly scheduled work hours therefore earning overtime.

"Comp time," or compensatory time, is an alternate way of rewarding overtime work. Instead of paying an hourly employee time-and-a-half for work done over the time allotted in the normal work week, the District allows an hour and a half of time off for each hour of overtime worked should an employee elect that option.

The District's existing comp time policy was established in September of 2014. Since that time, changes were made in how comp time is designated for payroll purposes. Additionally, the policy was not clear on maximum accrual allowed per calendar year or with wage changes related to COLA as COLA was not a District policy at the time the policy was adopted. The attached policy addresses these issues.

At the December 13, 2023, Board meeting, the Board approved the revisions by a majority vote of 4-1. This item was requested to be placed on the Agenda for additional discussion and possible action.

FISCAL IMPACT

None

ATTACHMENT(S)

Redlined Policy Amendment
Policy as approved on December 13, 2023

3.4.3 Compensatory Time Off (“Comp Time”)

A. Comp Time in Lieu of Pay

Employees who work overtime may elect to be compensated for overtime hours worked by either receiving pay in the amount of one and a half times their hourly rate, ~~(up to four hours)~~ or by accruing comp time at one and a half times the overtime hours ~~worked~~. Employees who work double-time ~~(overtime in excess of four hours)~~ may elect to be compensated for double-time hours by either receiving pay in the amount of two times their hourly rate, or by accruing comp time at twice the double-time hours worked.

The District reserves the right to require employees to take overtime and double-time pay in lieu of comp time for overtime and double-time earned by employees working outside of their normal job duties.

B. Designation of Comp Time ~~on Time Sheet~~

~~In order to~~To accrue comp time for overtime or double-time worked, employees must designate in writing that they want their overtime or double-time to accrue as comp time. This is achieved when the employee ~~marks an “X” in the appropriate box on their time sheet~~ sends an email to the designated payroll personnel.

C. Accrual of Comp Time

The maximum amount of comp time an employee can accrue is 40 hours ~~per calendar year~~. After 40 hours have accrued ~~as comp time in a calendar year~~, all overtime and double-time must be paid to the employee as part of their regular paycheck. Any accrued comp time will be paid out at the payroll period preceding the employee’s anniversary date. Additionally, whenever an employee receives a pay-rate change, ~~with the exception of COLA~~, any accrued comp time will be paid out during the payroll period before the new pay rate goes into effect. All employees with accrued comp time in excess of 40 hours on the effective date of this policy shall receive a payout of comp time accrual in excess of 40 hours during the next regular payroll period ~~and will not be able to accrue comp time for the remainder of the year~~.

D. Converting Comp Time to Other Time Off Benefits

Comp time may be used in lieu of vacation leave or when vacation leave is exhausted. As with vacation time, using comp time to take time off requires advanced scheduling and approval by the employee’s department supervisor(s) or manager (see section 5.1.2 “Scheduling” in the Manual).

After all sick leave is exhausted, an employee with accrued comp time may use comp time as sick leave, however all sick leave procedures must be followed (see section 5.3.2 “Procedures” in the Manual).

3.4.3 **Compensatory Time Off (“Comp Time”)**

A. **Comp Time in Lieu of Pay**

Employees who work overtime may elect to be compensated for overtime hours worked by either receiving pay in the amount of one and a half times their hourly rate, or by accruing comp time at one and a half times the overtime hours worked. Employees who work double-time may elect to be compensated for double-time hours by either receiving pay in the amount of two times their hourly rate, or by accruing comp time at twice the double-time hours worked.

The District reserves the right to require employees to take overtime and double-time pay in lieu of comp time for overtime and double-time earned by employees working outside of their normal job duties.

B. **Designation of Comp Time**

To accrue comp time for overtime or double-time worked, employees must designate in writing that they want their overtime or double-time to accrue as comp time. This is achieved when the employee sends an email to the designated payroll personnel.

C. **Accrual of Comp Time**

The maximum amount of comp time an employee can accrue is 40 hours per calendar year. After 40 hours have accrued as comp time in a calendar year, all overtime and double-time must be paid to the employee as part of their regular paycheck. Any accrued comp time will be paid out at the payroll period preceding the employee’s anniversary date. Additionally, whenever an employee receives a pay-rate change, with the exception of COLA, any accrued comp time will be paid out during the payroll period before the new pay rate goes into effect. All employees with accrued comp time in excess of 40 hours on the effective date of this policy shall receive a payout of comp time accrual in excess of 40 hours during the next regular payroll period and will not be able to accrue comp time for the remainder of the year.

D. **Converting Comp Time to Other Time Off Benefits**

Comp time may be used in lieu of vacation leave or when vacation leave is exhausted. As with vacation time, using comp time to take time off requires advanced scheduling and approval by the employee’s department supervisor(s) or manager (see section 5.1.2 “Scheduling” in the Manual).

After all sick leave is exhausted, an employee with accrued comp time may use comp time as sick leave, however all sick leave procedures must be followed (see section 5.3.2 “Procedures” in the Manual).

Agenda Item 6h

Update on Solid Waste Program
Implementation



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W. www.pphcsd.org

MEMORANDUM

DATE: January 10, 2024
TO: Board of Directors
FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk
SUBJECT: Update on Solid Waste Program Implementation

STAFF RECOMMENDATION

None

BACKGROUND

Staff will update the Board on Solid Waste Program Implementation.

FISCAL IMPACT

None

ATTACHMENT(S)

None

Agenda Item 6i

Update on the Proposed Civic Center &
Phelan Park Expansion



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MEMORANDUM

DATE: January 10, 2024
TO: Board of Directors
FROM: Don Bartz, General Manager
By: Kim Sevy, HR & Solid Waste Manager/District Clerk
SUBJECT: Update on the Proposed Civic Center & Phelan Park Expansion Project

STAFF RECOMMENDATION

None

BACKGROUND

Staff will update the Board on the Proposed Civic Center and Phelan Park Expansion Project.

FISCAL IMPACT

None

ATTACHMENT(S)

None

Agenda Item 7

Committee Reports/Comments

District Meetings List

Board Meeting

Regular Meetings: Second & Fourth Wednesday of the Month

Meeting Time: 5:00pm

Board Members: Chuck Hays, Rebecca Kujawa, Deborah Philips, Mark Roberts, Greg Snyder

Engineering – Standing Committee

Meeting Frequency: Monthly

Meeting Dates: Third Wednesday of each Month

Meeting Time: 4:30pm

Committee Members: Rebecca Kujawa, Mark Roberts

Finance – Standing Committee

Meeting Frequency: Quarterly

Meeting Dates: Third Tuesday in January, April, July, October

Meeting Time: 4:00pm

Committee Members: Mark Roberts, Chuck Hays

Legislative – Standing Committee

Meeting Frequency: Quarterly

Meeting Dates: Second Tuesday in March, June, September, December

Meeting Time: 3:00pm

Committee Members: Deborah Philips, Greg Snyder

Parks, Recreation & Street Lighting – Standing Committee

Meeting Frequency: Quarterly

Meeting Dates: Second Tuesday in February, May, August, November

Meeting Time: 4:30pm

Committee Members: Rebecca Kujawa, Greg Snyder

Waste & Recycling – Standing Committee

Meeting Frequency: Monthly

Meeting Dates: Third Wednesday of Each Month

Meeting Time: 2:30pm

Committee Members: Chuck Hays, Deborah Philips

LEGISLATIVE COMMITTEE MEETING MINUTES

December 12, 2023
Phelan Community Center
4128 Warbler Road, Phelan, CA 92371
& Remotely Via Zoom or Conference Call

Board Members Present: Greg Snyder, Chair
Deborah Philips, Director

Board Members Absent: None

Staff Present: Kim Sevy, HR & Solid Waste Manager/District Clerk

Call to Order

The meeting was called to order at 3:05 p.m.

Roll Call

All committee members were present at Roll Call.

1) **Approval of Agenda**

Director Philips moved to approve the Agenda. Director Snyder seconded the motion.
Motion passed unanimously.

2) **Public Comment** – None

3) **Acceptance of Minutes**

Director Snyder moved to approve the Minutes. Director Philips seconded the motion.
Motion passed unanimously.

4) **Update from Representatives**

Hayden Bartz, a representative from Congressman Obernolte's office, provided a legislative update.

5) **Review of CSDA's Year-End Legislative Report**

The committee reviewed the report provided in the agenda packet.

6) **Staff Report**

Nothing new to report.

7) **Committee Comments**

Director Philips noted her attendance at State Senator Rosilicie Ochoa-Bogh's town hall last week and that she will be meeting with her during CSDA's Legislative Days next spring.

8) **Review of Action Items**

- a) **Prior Meeting** – Complete
 - b) **Current Meeting** – Schedule legislator meetings for CSDA’s Legislative Days.
- 9) **Set Agenda for Next Meeting** – March 12, 2024
- 10) **Adjournment**
With no further business before the Committee, the meeting adjourned at 3:25 p.m.

Agenda materials can be viewed online at www.pphcsd.org

Agenda Item 8

Staff & General Manager's Report

Phelan Pinon Hills Community Services District
Engineering Manager's Report
January 10, 2024

Alternative Energy - 1.16 MW Solar Photovoltaic

Site Report: Jack screws repair pending delivery of back ordered material (due October 2023). The District received a 90-day termination notice from TotalEnergies for the agreements related to SunPower photovoltaic system on October 17, 2023. The 10-year Operations and Maintenance (O&M) Agreement and Performance Guarantee Agreement will both expire on January 11, 2024. Both agreements were negotiated as part of the contract with SunPower. A response to the termination was sent to TotalEnergies in late December. The District is researching options for O&M services.

Registered generation: Renewable Energy Credits (REC's), U.S. Department of Energy, Energy Information Administration (EIA)

2022 registered 2,692.88 MWh (2,692,880 kWh)

2021 registered 2,639 MWh (2,638,614 kWh)

2020 registered 2,658 MWh (2,657,613 kWh)

Geographic Information System (GIS)

In September, Sedaru notified the District the application will be sunseting, therefore the annual agreement would not be renewed and will expire on June 30, 2024. Following the Infrastructure Management GIS conference in early October, staff found other potential viable solutions. Those options were evaluated. A recommendation regarding this item will be brought to the Board for discussion and action.

Staff continue to find opportunities to become more independent of 3rd party applications utilizing ESRI SULA. Staff find every opportunity to support field and office workflows efficiently with GIS. Mobile applications for vehicle logging and Backflow management are a couple of examples District staff have developed independently. Updated drone imagery for reservoir and well sites continue to be collected. Updated booster station interior inventory, in some cases lidar and/or point cloud, are collected, and populated in the District's GIS Portal for staff use.

Reservoir 6A Tank

The 2020 Water Master Plan recommends increasing storage capacity at tank site 6A with an additional 2.2MG storage to its existing 0.42MG 6A tank. Pending federal appropriations, the Capital Improvement Project (CIP) table outlines a 1.5MG tank for budget year 2023-2024. Dodson and Associates are preparing the CEQA for this project. The study has been elevated to NEPA to meet grant funding requirements. The District is working with The Wallace Group to prepare design plans for the construction of the 1.5 MG tank and soliciting a proposal for a Geotechnical Report of this project.

Both Archaeologist and biologist have visited the site. AB52 notices were sent out earlier this month. Anticipated NEPA completion is June 2024.

Civic Center Project (APN 3066-261-10)

Phase 1

Current Permits

1. (CWMP-2022-00646) Construction Waste Management Plan – Part 1
2. (EHS-SR0114465) Percolation Report
3. (ELEC-2022-02528) Light Standards
4. (FCIC-2022-00437) Civic Center Construction Documents – Fire Approval
5. (GRAD-2021-00235) Grading Plan – Preliminary Approved
6. (GTR-2022-00127) Geotechnical Investigation Report
7. (NEWNR 2021-00230) Construction Documents (Building)
8. (SIP 2021-00031) Street Improvement Plans
9. (WDID No. 6B36C401591) Storm Water Pollution Prevention Plan (SWPPP) NOI 8/11/2023
10. (PLP 2021-00018) Landscape Plan – Approved
11. Vector Control Clearance EHS - Approved
12. Commissioning Plan
13. Structural Analysis Calculations
14. Acoustical Study – exempt
15. Edison utility relocation and meter/service charge – \$60k received by Edison.

Pending Approval (* contractor's issuance)

16. (DRNSTY 2021-00054) Final Hydrology signatures
17. (WQMP 2021-00153) Final Water Quality Management Plan (WQMP) signatures
18. *(AR0034) Sahara Road Vacation – P/W Dept. conditions met – Official approval pending HPTC hearing in December. This does not impact street improvement and grading permitting, impacts only building permitting.
19. (FUDG 2023-00068) County Fire comments 8/30/23 – pending TRLS submittal
20. *(ACCRNR-2023-00144) Trash Enclosure Plan Trash Enclosure Plan – Steeno Design – 9/18/2023 submitted / revisions were received 10/25/2023 (permit to be requested by and issued to contractor)
21. Generator emissions permit (MDAQMD) – Steeno Design
22. *Encroachment Permit – submitted – for construction permit. No delay.
23. Wall Plan – TRLS Engineering – submitted for final approval

Plans

24. Audio / Video Plan – Steeno Design and ActiveIT – in design require update Electrical Plans
25. Fire Sprinkler Plan – Pacific Fire Engineering – in design
26. Signage Plan – Inland Signs – in design
27. Gas and Phone Utility – CSD to submit application.
28. Interior Design – Steeno Design – 95% final bid set
29. EV Charging Station Plans – Design West Engineering
30. Elevation Certificate – TRLS Engineering - submitted.

The project was conditionally approved by the San Bernardino County Land Use Services Department, Planning Division on July 18, 2023. The Emergency Operation Center (EOC) \$2,000,000 grant contract outlines the project bidding requirements. Therefore, with the assistance of The Wallace Group, the District is working on preparing a notice of inviting bids packet for the project. The prior approach for this project was a Guarantee Maximum Pricing (GMP). The grant application also requires a NEPA for funding purposes. Staff and the Environmental Engineer have scheduled a meeting with CalOES for NEPA requirements.

FEMA will be required to review and approve the NEPA prior to funding the project. FEMA's schedule for approval is no later than September 2024. The adoption of authorizing staff to execute and take actions necessary for the purpose of obtaining federal financial assistance is required to move forward with the funding process.

Future Phelan Park Expansion (APN 3066-251-18)

Phase 2 – Phelan Community Park [event plaza, splash pad, multi-use field (soccer), restrooms, concession, playground, native garden, community garden, and tennis court]

Phase 3 – Phelan Community Park [equestrian, multi-use (baseball), skate park, pump track]

Approved

1. (PROJ 2022-000184) Formal application, with studies, submitted to County Planning with deposit (\$919.00) - accepted.
2. (TRSTY 2021-00016) Traffic Study
3. (SR 0112960) Percolation Study
4. (GTR 2022-00128) Geotechnical Report
5. Biological Assessment – complete
6. Joshua Tree Incidental Intake Permit (ITP) - Pending CEQA adoption. CEQA completed (5/3).
7. Cultural and Paleo Report – complete
8. Infiltration Report – complete
9. Hydrology Study – complete
10. Preliminary Grading and Street Improvements (Warbler Road) – Pending County conditions
11. Noise Study – complete (April 14, 2023)
12. Zone change – From PH/CG (General Commercial) to PH/RC (Rural Commercial) thru CEQA
13. CEQA NOA NOI to adopt IS/MND (SCH#202308071) – Lilburn Corporation –Complete (5/2). County of San Bernardino lead on the environmental. Public noticed on July 28, 2023. Comment period closes on August 28, 2023, 4:30pm. AB52 Tribal Notice complete. Comments received from CDFW,
14. Fire Department Review – deposit 9/18 (\$1,068.00)

Phase 1 grading is designed to avoid disturbing any existing Joshua Trees. The District has withdrawn its ITP application with CESA. RCA has begun the task of preparing a revised study for the WJTCA ITP. This will significantly lower mitigation costs.

The Wallace Group and consultants continue work for 65% design plans (development level plans) package for Planning Commission Conditional Use Permit (CUP) approval.

The Wallace Group also began preliminary design for the expansion of the existing Phelan Park with a tennis/pickleball court, community garden, and fitness area. Partial funding through the American Rescue Plan Act (ARPA). This is a grant funded by Coronavirus Local Fiscal Recovery Fund (CLFRF) which is administered through the County of San Bernardino. Grant amount is \$457,195 with District matching approximately \$500,000.

Water Mainline Extension Projects
(* status change, ** in construction)

Pinon Road - to serve APN 3067-111-21

Proposed 353 Linear Feet of 8-inch PVC water pipeline, located on Pinon Road west from Ponderosa Road. Owner: **Joel Jacoby**. Engineer: **TRLS Engineering Inc.** Second plan check completed. Pending: pre-construction meeting.

Joshua St. - to serve APN 3038-131-08

Proposed 665 Linear Feet of 8-inch PVC water pipeline, located on Joshua Street east of Caughlin Road. Owner: **Donovan Homes**. Engineer: **TRLS Engineering Inc.** Second plan check completed on April 27, 2021. Pending: County Fire Department approval.

Schlitz Road - to serve APN 3101-571-02

Proposed 320 Linear Feet of 8-inch PVC water pipeline, located on Schlitz Road from Palmdale Road south 320 feet. Owner: **So. Cal Services**. Engineer: **TRLS Engineering Inc.** Second plan check complete. Pending: County Fire Department approval.

Salerno Road - to serve APN 3101-431-08

Proposed 950 Linear Feet of 8-inch PVC water pipeline, located on Salerno Road from Bambi Court west to 350 west of Johnson Road. Owner: **Perez / Valdillez**. Engineer: **Merrell Johnson Companies**. 1st plan check completed March 30, 2021

Sequoia Road - to serve APN 3069-331-10

Proposed 340 Linear Feet of 8-inch PVC water pipeline, located on Sequoia Road east of Johnson Road. Owner: **ZAB LLC, Luis Benites**. Engineer: **Capstone Engineering Inc.** Plans approved. Fire approved, pending pre-construction meeting.

****Sunset Road - to serve APN 3070-121-15***

Proposed 386 Linear Feet of 8-inch PVC water pipeline, located on Sunset Road east of Tumbleweed Road. Owner: **Luis Zuniga**. Engineer: **J.E. Miller & Associates**. Fire approved, pending pre-construction meeting. 12/20/2023

***La Mirada Road - to serve APN 3098-471-12 & -18**

Proposed 375 Linear Feet of 8-inch PVC water pipeline, located on LA Miranda Road beginning north from Cayucos Drive. Engineer: **ServiTop Engineering**. re-construction meeting held 10/24/2023. The contractor, FMPipeline, completed the installation. Pending final documents

Acanthus Street – to serve APN 3098-471-12 (2nd meter)

Proposed 1,290 Linear Feet of 8-inch PVC water pipeline from Cayucos Drive north on Acanthus Street. Engineer: **ServiTop Engineering**. Plans received for 2nd plan check 12/20/2023.

Bonanza Road - to serve APN 3065-371-24

Proposed 650 Linear Feet of 8-inch PVC water pipeline, Bonanza Road east of Trinidad Road. Owner: Able Robles. Engineer: **J.E. Miller & Associates**. 2nd plan check received 10/25/2023.

Baldy Mesa Road - to serve APN 3065-481-11

Proposed 1167 Linear Feet of 8-inch PVC water pipeline, on Baldy Mesa Road north from Phelan Road. Owner: Kuir Mini Storage. Engineer: **Bonadiman & Associates**. 1st plan check received 10/25/2023.

Inactive Mainline Extension Projects

Beekley Road - to serve APN 3100-551-13

Proposed 300 Linear Feet of 8-inch PVC water pipeline, located on Beekley Road north from Begonia Road. Engineer: **TRLS Engineering Inc**. Final plan-check complete on 6/6/2018. Pending: County Fire Department approval.

Acanthus Street - to serve APN 3066-681-13

Proposed 300 Linear Feet of 8-inch PVC water pipeline, located on Acanthus Street south from McAllister Road. Owner: **Arturo Mata**. Engineer: **Ludwig Engineering**. 2nd plan check completed 4/14/2021.

San Bernardino County Public Works Dept.
next Utility Coordination Meeting: January 23, 2024
Local Projects:

Phelan Road Widening Project
(Highway 138 to Los Banos Road)

Phase 2

Project: mill/overlay, leveling course, isolated areas of full depth reconstruction and the installation of a traffic signal at Clovis Road. Project also includes sidewalk curb ramps at Colvis Road, Malpaso Road, Sierra Vista Road, Johnson Road, Wilson Ranch Road, and Baldy Mesa Road with pedestrian crossing ramps at Phelan Elementary. Locations at Sonora Road, Tumbleweed Road, Sunny Vista Road, and Arrowhead Road intersections were widened in 2022 and remain untouched in Phase 1.

The District received notification on the project, October 27th, for comments and possibly conflicts. The District will be required to adjust valve cans to grade. Water meters and service lines, within the project boundary, have been relocated.

Construction start date: Spring of 2024

Project Manager: Thomas Bustamonte

Phase 3

Project: Widening Phelan Road from 2 to 5 lanes from State Highway 138 to Los Banos Road. Drainage improvements and intersection realignment a State Highway 138 and Phelan Road. Currently at 15% design. W.O.#: H15057

Construction start date: April 2027

Engineer: Vladimir Reyes

Phelan Road – Sheep Creek Wash Bridge repair - completed

The bridge repair was completed on November 27th. A slight delay in the opening of bridge due to coming storm and joint sealant curing. The bridge officially opens to traffic on December 20th.

Couty of San Bernardino, Department of Public Works

Transportation Design Division

Engineer: Emilio Ramos



Phelan Piñon Hills Community Services District

4176 Warbler Road - PO Box 2940449 - Phelan, CA 92329-4049 - (760) 868-1212 - Fax (760) 868-2323

Assistant General Manager / CFO's Report

November 2023

FINANCIAL DATA:

Enterprise Fund (Water Operations)				
	November	YTD	Total Budget	% of Total Budget
Operational Revenue	\$880,129.48	\$3,837,653.93	\$8,262,070.27	46%
Operational Expenses	\$561,048.40	\$3,230,970.72	\$8,403,260.49	38%
Net Income (Loss)	\$319,081.08	\$606,683.21	-\$141,190.22	-430%
Non-Operational Revenue	\$226,209.04	\$1,197,057.65	\$2,198,541.94	54%
Non-Operational Expenses	-\$6,038.55	\$253,289.73	\$1,273,352.20	20%
Net Income (Loss)	\$232,247.59	\$943,767.92	\$925,189.74	102%
Total Revenue	\$1,106,338.52	\$5,034,711.58	\$10,460,612.21	48%
Total Expense	\$555,009.85	\$3,484,260.45	\$9,676,612.69	36%
Total Net Income (Loss)	\$551,328.67	\$1,550,451.13	\$783,999.52	198%
Capital Outlay/Principal Pmts/C6		\$1,255,022.55	\$2,404,131.87	

Government Funds (Parks, Street Lighting, Solid Waste & Recycling)				
	November	YTD	Total Budget	% of Total Budget
Operational Revenue	\$77,918.68	\$311,050.39	\$764,906.58	41%
Operational Expenses	\$85,209.11	\$396,395.29	\$1,261,551.16	31%
Net Income (Loss)	-\$7,290.43	-\$85,344.90	-\$496,644.58	17%
Non-Operational Revenue	\$344,816.33	\$703,619.89	\$2,009,362.33	35%
Non-Operational Expenses	-\$4,128.71	\$125.96	\$110,914.35	0%
Net Income (Loss)	\$348,945.04	\$703,493.93	\$1,898,447.98	37%
Total Revenue	\$422,735.01	\$1,014,670.28	\$2,774,268.91	37%
Total Expense	\$81,080.40	\$396,521.25	\$1,372,465.51	29%
Total Net Income (Loss)	\$341,654.61	\$618,149.03	\$1,401,803.40	44%

GOVERNMENT FUNDS:	General	Parks and Rec	Street Lighting	Property Tax	Solid Waste	Total
Revenue YTD	395,482.82	107,797.70	357.73	373,144.52	137,887.51	1,014,670.28
Expense TYD	10,715.76	274,120.45	8,480.90	2,415.32	100,788.82	396,521.25
Total Net Income (Loss)	384,767.06	-166,322.75	-8,123.17	370,729.20	37,098.69	618,149.03

	Enterprise	Government	Total
Cash Available	\$318,025.52	\$9,014,340.26	\$9,332,365.78
Cash Reserves	\$17,533,442.79	\$686,392.00	\$18,219,834.79
Total Cash	\$17,851,468.31	\$9,700,732.26	\$27,552,200.57

ADMINISTRATIVE DATA: November 2023

	August	September	October	November
Water Consumption (HCF):				
2023/2024	117,016	85,671	92,855	65,678
2022/2023	131,091	98,735	93,012	66,172
2021/2022	154,570	126,601	92,468	71,157
Meters In Ground:				
	7263	7265	7273	7279
Meter Permits Issued:				
	10	6	6	5
Lock-offs:				
	70	96	82	99

Customer Service A/R Activities	November Quantity		November \$ Received	
Payments				
Cash	536	9.33%	\$65,607.72	8.13%
Check	480	8.36%	\$192,790.38	23.90%
Credit Card (counter)	169	2.94%	\$32,703.34	4.05%
Mail (checks)	759	13.21%	\$95,594.94	11.85%
E-Check	609	10.60%	\$55,254.70	6.85%
Online (credit card)	3,191	55.55%	\$364,703.53	45.21%
TOTAL	<u>5,744</u>	<u>100.00%</u>	<u>\$806,654.61</u>	<u>100.00%</u>

Payments Received and Processed	November Quantity	Enterprise	Government
Water	5,720	5,720	
Gvmt (Rentals, Classes, Franchise fee, et	24		24
	<u>5,744</u>	<u>5,720</u> 99.6%	<u>24</u> 0.4%

Customer Service Other Activities	November Quantity	Enterprise	Government
Service Orders Processed	527	527	
Assisted Customers at Counter	1,185	1,161	24
	<u>1,712</u>	<u>1,688</u> 98.0%	<u>24</u> 2.0%



Water Operations Manager's Report December 2023

Introduction

The Phelan Piñon Hills Community Services District (District) maintains a large water distribution system that includes over three hundred & forty miles of water lines. The following are District statistics and information related to the operations of this distribution system and the quality of the water supplied to District customers.

Summary

The District's water distribution system is in compliance with the State Water Resources Control Board- Division of Drinking Water, The Environmental Protection Agency, the Safe Drinking Water Act, Cal OSHA, and all other governing agencies.

Current chlorine demand has remained low and steady due to routine maintenance and flushing. Chlorine demand is found by subtracting the chlorine residual from the total chlorine added to the water system. A low chlorine demand indicates water-free or nearly free of pathogenic microorganisms.

Water Quality Samples

The following is a summary of all water quality samples collected this month and any pertinent information related to said samples.

TEST TYPE	NO. OF COLLECTIONS THIS MONTH	TESTING SCHEDULE	NOTES
Raw water and Bac-t samples	51 samples	Monthly	All in compliance, Sampled Weekly
General physical samples	6 samples	Monthly	All in compliance, Sampled Weekly
TTHM/HAA5	0 samples sets	Quarterly	All in compliance.
Title 22	0 sample sets	TBD	All in Compliance.
Inorganics	0 samples	Yearly	All in compliance.
Radiological (Gross Alpha)	0 samples	Every 3 Years	All in compliance.
Trichloropropane 1,2,3-TCP	0 samples	Quarterly	All in compliance.
Regulated VOC	0 samples	As needed	All in compliance.
Nitrate as N	0 samples	As needed	All in Compliance.
Chromium 6	0 samples	Quarterly	All in Compliance.
Secondary GP'S	0 samples	As needed	All in Compliance.
Uranium	0 samples	As needed	All in Compliance

Production and Service Order Report

The following is a summary of the District's water production and service orders for the current month.

Total Monthly Production	162.64 A. F. 9 % less than 2022
2022 Monthly Production	177.90 A. F.
USA's Marked	203
Service Orders Completed	614 service orders completed
Main/Service Line Leaks	21 service line leaks were repaired. 0 Main line leak/ breaks repaired
Hydrant Repairs/Replacements	0 hydrants repaired/0 replaced
Residential Meters Sold	8
Commercial Meters Sold	0
YTD Total Meters Sold (Calendar)	56 (86 in 2022) (95 in 2021)
Construction Meters Out	3
Service Lines Replaced	3

Job Code Summary

Job Code	Total Completed
C-Lock - Lock	79
C-Read & Unlock-Open - Read & Unlock - Opening	5
C-Read & Unlock-OC-DM - Read & Unlock - Opening-OC-DM	30
D-Closing Read & Lck - Closing Read & Lock DO NOT USE	1
D-Closing Read-OC-DM - Closing Read & Lock-OC-DM DO NOT USE	1
M- Investigate Lock - Verify Meter Still Locked	18
M- Verify Acct Class - Verify Account Class	0
M- Water Audit - Audit Water Usage	4
M-Backflow - Backflow Information	0
M-Cost Estimate Req - Cost Estimate Request	2
M-Data - Data Log	0
M-Bees- Bees	0
M-Investigate Leak - Investigate Leak	0
M-Investigate No Wtr - Investigate No Water	2
M-Lock No N/O Info - Meter Locked No New Owner Info	0
M-Low/No Consumption - Investigate Low/No Consumption	1
M-Meter Leaking - Meter Leaking	0
M-Meter UTL - Buried - Meter UTL - Buried	1
M-Pressure Ck Hi-Low - Pressure Check Hi-Low	3
M-R/R Angle Stop - Repair/ Replace Angle Stop	3
M-R/R Gate Valve - Repair/ Replace Gate Valve	1
M-Read - Read (do not update Read)	0
M-Repair Svc Line - Repair Service Line	21
M-Repair/Install Box - Meter Box	3
M-Replace Serv Line - Replace Service Line	3

M-Stake Meter Loc - Stake Meter Location	1
M-Status - Status	12
M-Turn off-Cust Req - Turn off - Customer Request	1
M-UNLOCK – UNLOCK	25
M-Verify Leak Repair - Verify Leak Repaired	0
M-Water Loss Leak - Door Hanger Water Loss Leak	2
M-Water Quality Taste - Water Quality - Taste	1
S- Replace Register - Register Not Sending Signal	347
S- Meter Downsize - Meter Downsizing	0
Service Change - Service Status Change	1
S-Replace Mtr & Reg - Replace Entire Meter Max Life Usage	0
S-Replace Reg Hotrod - Replace Register Hotrod Died	0
S-Replace Register - Replace Register Mueller	0
S-Replace Mtr- Replace Entire Meter Bottom Seal Leaking	0
Grand Totals	614

Summary of Current Projects

The following is a brief summary of all current and completed projects for the reported period

- Well Soundings at all wells are being done monthly
- Well 14 Production for December 0.40 AF, YTD 8.27 AF @ \$1119 per AF replacement C/Y 2023
- Valves and Hydrants Maintenance: 107 hydrants flushed and painted YTD Total-178
- Service line replacement program. 3 Replaced Calendar Year to Date, 15 Replaced Fiscal Year to Date
- Air-Vac maintenance & flushing program-0 Flushed & Maintenance YTD-0 of 336 Total Project 0% Complete
- Cla-Val automatic controls valves being systematically rebuilt as a water conservation measure- 25 Complete YTD Water savings from this project is 17 GPM and counting in conjunction with operational efficiency @ 7MG
- Water Meter Replacement Project- 6675 of 7204 Replaced – 93 % Complete
- Outfitting & Equipping of Mountain well (Well 17)- 99% Complete
- Well 15 Outfitting, and Equipping - 99% Complete
- Site 2 Booster C rehab- pump and motor failed- 10% Complete
- Site 1B Booster A Motor failure & rehab- 10 % Complete
- Site 1B Booster D Motor failure- 10 % Complete

Projects Completed

- Well Meter and inter-tie Meter annual accuracy program FY 23/24- 0 % Complete
- Electrical Efficiency test performed @ every booster and well within the District- 0%
- Oil Changes and greasing at all district wells 100% Complete Boosters 100 % Complete
- 0 Valves Turned this month as part of the district Valve Exercising Program, 41 Year to Date Turned of 4291
- 275 Dead ends flushed of 317 = every year no matter what < No goal, this is mandatory
- 1936 hydrants = 158 flushed this Year to Date 245 Painted Goal is 968 annually, this is done Bi-Annual
- Tank washouts of 10&11,1B-2
- Smithson Springs SCADA hub building replaced
- Wing wall additions to Phelan Road Bridge protecting in-place water main- 100% Complete

- Well 15 Progression



Agenda Item 9

Director Reports

Agenda Item 10

Correspondence/Information

Trash service has changed.



Separate collection begins January 1st

CR&R collection customers will receive the 3-container system by January 1, 2024. Begin separating your trash into the appropriate container starting January 1, 2024. See reverse side for sorting assistance.

What if I do not want the new carts?

Source separation is required by the state. You need three containers in order to source separate. Beginning January 1, 2024, you can no longer put everything in the trash. Most solid waste is recyclable or compostable. Visit www.PPHCSD.org/residential to use the Sorting Wizard. Information on "what goes where" is also on the back of this flyer.

What if I am a self-hauler?

Phelan and Piñon Hills residents can self-haul using their land-use disposal permit card (dump card) at no additional charge. Keeping receipts is no longer necessary now that San Bernardino County is able to provide reports on dump card utilization. San Bernardino County operates the transfer station (dump) and will require source separation and disposal for all self-haulers at some point in 2024.

Learn More:

www.PPHCSD.org/residential

Questions?

(760) 868-1212

Complete your application online:



What Goes Where

RECYCLABLES

- Aluminum
- Cardboard
- Glass
- Metal
- Paper
- Plastic



ORGANICS

- | | |
|---------------------|---------------|
| From The Kitchen | From The Yard |
| • Dairy | • Flowers |
| • Food Soiled Paper | • Grass |
| • Fruits | • Leaves |
| • Grains | • Prunings |
| • Meat | • Weeds |
| • Seafood | |
| • Vegetables | |



**FOOD WASTE MUST BE PLACED
IN PLASTIC BAGS AND PLACED
INSIDE ORGANICS CART**

LANDFILL

- Ceramics
- Coat Hangers
- Diapers
- Mirrors
- Paper Towels
- Pet Waste/Cat Litter
- Styrofoam
- Tissue Paper
- Waxed Paper



NO HAZARDOUS WASTE

Winter Conservation Tips



Pro Tip:

The most important preventative measure you can take to save water in the winter is to prevent frozen pipes by wrapping any exposed ones.

- Be aware that water needs of plants (including grass) drop dramatically in the winter.
- Only water between 9 am and 3 pm from November to May.
- If a shower head can fill a one-gallon bucket in less than 20 seconds, replace it with a water efficient showerhead.

- Replace old toilets with more efficient, low-flow toilets and save as much as five gallons per flush.
- Don't let water run continuously while brushing teeth or shaving.
- Take showers instead of baths.
- Reuse water when you can. A bucket in the shower can catch water for plants and clean-up jobs.
- Fix leaks. A faucet that drips can waste up to 3,280 gallons of water per year.
- Only run your dishwasher and washing machine with full loads.
- Use a carwash to wash vehicles, boats, and motorcycles.
- Make sure you know where the shut-off valve is for your home. Due to extreme temperature changes, pipes expand and contract which can cause breaks. Knowing where your shut off valve is can be the difference between a huge bill or a much smaller one.
- Install a tankless water heater for shorter water heat-up times.
- Disconnect and drain outdoor hoses to prevent a freeze from occurring at the faucet or pipe.
- Insulate all pipes that might be exposed to cold weather.



Agenda Item 11

Review of Action Items

Agenda Item 12

Set Agenda for Next Meeting