



GARDENA CITY COUNCIL

Regular Meeting Notice and Agenda

Council Chamber at City Hall

1700 West 162nd Street, Gardena, California

Website: www.cityofgardena.org

Tuesday, October 8, 2024

Closed Session 7:00 p.m.

Open Session 7:30 p.m.

TASHA CERDA, *Mayor*

RODNEY G. TANAKA, *Mayor Pro Tem*

MARK E. HENDERSON, *Council Member*

PAULETTE C. FRANCIS, *Council Member*

WANDA LOVE, *Council Member*

MINA SEMENZA, *City Clerk*

GUY H. MATO, *City Treasurer*

CLINT OSORIO, *City Manager*

CARMEN VASQUEZ, *City Attorney*

LISA KRANITZ, *Assistant City Attorney*

If you would like to participate in this meeting, you can participate via the following options:

1. **VIEW THE MEETING live on SPECTRUM CHANNEL 22 or ONLINE at**
youtube.com/CityofGardena
2. **PARTICIPATE BEFORE THE MEETING** by emailing the Deputy City Clerk at publiccomment@cityofgardena.org by 5:00p.m. on the day of the meeting and write "Public Comment" in the subject line.
3. **ATTEND THE MEETING IN PERSON**

PUBLIC COMMENT: The City Council will hear from the public on any item on the agenda or any item of interest that is not on the agenda at the following times:

- Agenda Items – At the time the City Council considers the item or during Oral Communications
- Non-agenda Items – During Oral Communications
- Public Hearings – At the time for Public Hearings listed on the Agenda

If you wish to address the Council, please complete a "Speaker Request" form and present it to the City Clerk or Sergeant of Arms. You will be called to the podium by name when it is your turn to address the Council. The City Council cannot legally take action on any item not scheduled on the Agenda. Such items may be referred for administrative action or scheduled on a future Agenda. Members of the public wishing to address the City Council will be given three (3) minutes to speak.

4. The City of Gardena, in complying with the Americans with Disabilities Act (ADA), requests individuals who require special accommodations to access, attend and/or participate in the City meeting due to disability, to please contact the City Clerk's Office by phone (310) 217-9565 or email cityclerk@cityofgardena.org at least 24 business hours prior to the scheduled general meeting to ensure assistance is provided. Assistive listening devices are available.

STANDARDS OF BEHAVIOR THAT PROMOTE CIVILITY AT ALL PUBLIC MEETINGS

- Treat everyone courteously;
- Listen to others respectfully;
- Exercise self-control;
- Give open-minded consideration to all viewpoints;
- Focus on the issues and avoid personalizing debate; and
- Embrace respectful disagreement and dissent as democratic rights, inherent components of an inclusive public process, and tools for forging sound decisions

Thank you for your attendance and cooperation

1. **ROLL CALL**

PUBLIC COMMENT ON CLOSED SESSION

2. **CLOSED SESSION**

2.A CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

Government Code Section 54956.9(d)(1)

Mary Hisako Morishita v. Gardena Transit, et al.

Los Angeles Superior Court Case No. 23TRCV01126

2.B CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION

Government Code Section 54956.9(d)(1)

Michael Sargent v. City of Gardena, et al.

Los Angeles Superior Court Case No. 23TRCV03283

CITY ATTORNEY REPORT OUT OF CLOSED SESSION

3. **PLEDGE OF ALLEGIANCE**

Chapman Elementary School

Cameron Moore and Vyrie Santos

4. **INVOCATION**

5. **PRESENTATIONS**

5.A Certificates of Commendation presented to members of the Third Gardena Police Department Community Academy (***Candidates to be presented by Chief Saffell***)
[Community Academy Certificates.pdf](#)

5.B Gardena Juvenile Justice & Intervention Program (GJJIP) 2024 Update

5.C 2024 General Election Video Presentation

5.D 2024 Keep Gardena Beautiful Day Presentation

5.E Gardena Events Video Presentation

6. **PROCLAMATIONS**

- 6.A *Lights on Afterschool* - October 24, 2024 *(to be accepted by members of the Boys & Girls Club of Carson)*
[Lights On Afterschool Day Proclamation.pdf](#)
- 6.B *Childhood Cancer Awareness Month* - September 2024
[Childhood Cancer Awareness Month Proclamation.pdf](#)

7. **APPOINTMENTS**

8. **CONSENT CALENDAR**

NOTICE TO THE PUBLIC - Roll Call Vote Required On The Consent Calendar

All matters listed under the Consent Calendar will be enacted by one motion unless a Council Member requests Council discussion, in which case that item will be removed from the Consent Calendar and considered separately following this portion of the agenda.

PUBLIC COMMENT ON CONSENT CALENDAR

- 8.A Waiver of Reading in Full of All Ordinances Listed on this Agenda and that they be Read by Title Only
CONTACT: CITY CLERK
- 8.B Approve Minutes:
Regular Meeting of the City Council, September 10, 2024
CONTACT: CITY CLERK
[09102024 REGULAR Minutes CC Meeting - FINAL.pdf](#)
- 8.C Receive and File Minutes:
Planning and Environmental Quality Commission August 20, 2024
CONTACT: COMMUNITY DEVELOPMENT
[24_08_20_PCMIN - FINAL.pdf](#)
- 8.D Approval of Warrants/Payroll Register, September 24, 2024
CONTACT: ADMINISTRATIVE SERVICES
[Warrant-Payroll Register 09-24-24.pdf](#)
- 8.E Approval of Warrants/Payroll Register, October 8, 2024
CONTACT: ADMINISTRATIVE SERVICES
[Warrant-Payroll_Register_10-08-24.pdf](#)
- 8.F Monthly Investment Portfolio, August 2024
CONTACT: ADMINISTRATIVE SERVICES
[August 2024 Investment Report.pdf](#)
- 8.G Personnel Report P-2024-15 10-8-24
CONTACT: ADMINISTRATIVE SERVICES
[PERS RPT P-2024-15 10-8-24.pdf](#)

- 8.H [Bingo License Renewal for Gardena Elks Lodge No. 1919, located at 1735 W. 162nd Street](#)
CONTACT: COMMUNITY DEVELOPMENT
[Elks Lodge Bingo License Renewal Application.pdf](#)
[Police Department Comment Letter.pdf](#)
[Planning Division Comment Letter and Conditions.pdf](#)
- 8.I [Acceptance and Notice of Completion for the Storm Drain Debris Screen FY 2020/2021 and 2021/2022 Project, JN 998/999](#)
CONTACT: PUBLIC WORKS
[NOC JN 998 and 999.pdf](#)
- 8.J [Acceptance and Notice of Completion for the Rosecrans Community Center Project, Chase Building Demolition Phase, JN 972](#)
CONTACT: PUBLIC WORKS
[JN 505 NOC_RCC Chase Bldg Demo.pdf](#)
- 8.K [Approval of Final Parcel Map No. 82410](#)
CONTACT: PUBLIC WORKS
[Parcel Map No. 82410.pdf](#)
- 8.L [RESOLUTION NO. 6682, Adopting the City of Gardena 2024 Local Hazard Mitigation Plan](#)
CONTACT: PUBLIC WORKS
[2024 Local Hazard Mitigation Plan.pdf](#)
[LHMP FEMA Approval.pdf](#)
[RESOLUTION 6682 2024 LHMP.pdf](#)

9. **EXCLUDED CONSENT CALENDAR**

10. **PLANNING & ENVIRONMENTAL QUALITY COMMISSION ACTION SHEET**

- 10.A [SEPTEMBER 17, 2024 - *Meeting Cancelled*](#)
[2024_09_17 CANCELLATION.pdf](#)

10.B [OCTOBER 1, 2024 MEETING](#)

THIRD REQUEST FOR EXTENSION

The Planning Commission considered a request for a third extension of time for Tentative Parcel Map No. 82410, to subdivide a 17, 221 square foot property at 15906 -15908 S. Manhattan Place creating two separate parcels in the Low-Density Multiple-Family Residential (R-2) zone. Requested Extension: 2-Months
LOCATION: 15906-15908 S. Manhattan Place

APPLICANT: Nancy Hurt Canady) (Representative: Karl Reimer)

Commission Action: The Planning Commission approved a third request for an extension of time for Tentative Parcel Map No. 82410 (TM#1-18), by a vote of 4-0, granting an additional 2-month extension.

City Council Action: Receive and file or call for review by way of two votes from the City Council.

[PC Staff Report.pdf](#)
[Extension-Letter.pdf](#)

10.C OCTOBER 1, 2024, MEETING

1818 West Redondo Beach Boulevard, the Tire House Progress Report

As requested by the Planning Commission at the July 16, 2024, meeting, staff presented an update report on the Tire House Inc.'s progress with meeting the requirements of Site Plan Review #4-15.

Commission Action: The Planning Commission motioned to postpone the adoption of the resolution for denial, to continue monitoring the business for three additional months, by a vote of 3-1. The Planning Commission directed staff to bring a report of the applicant's progress to the January 7, 2025, Planning Commission meeting.

Council Action: No action needed.

To view the complete Planning Commission agenda packet [CLICK HERE.](#)
[2024_10_01 PCAX.pdf](#)

11. **ORAL COMMUNICATIONS (LIMITED TO A 30-MINUTE PERIOD)**

Oral Communications by the public will be heard for one-half hour at or before 8:30 p.m. or at the conclusion of the last agenda item commenced prior to 8:30 p.m. Oral Communications not concluded at that time shall be resumed at the end of the meeting after Council Reports. Speakers are to limit their remarks to three minutes, unless extended by the Mayor. An amber light will appear to alert the speaker when two minutes are complete, and a red light will appear when three minutes are over. Your cooperation is appreciated.

11.A **PUBLIC COMMENT**

[10-08-2024 Regular CC Meeting - PC#1 - Oral Communications.pdf](#)

[10-08-2024 Regular CC Meeting - PC#2 - Oral Communications.pdf](#)

12. **DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES**

13. **DEPARTMENTAL ITEMS - COMMUNITY DEVELOPMENT**

13.A **PUBLIC HEARING: Consolidated Annual Performance and Evaluation Report (CAPER) for the 2023-2024 Fiscal Year**

Staff Recommendation: Open the public hearing, receive testimony from the public, allow three (3) minutes for each speaker, and close the public hearing.

Staff Recommendation for Motion: Staff respectfully recommends that the Council authorize staff to submit the FY 2023-2024 CAPER to the U.S. Department of Housing and Urban Development (HUD).

[Staff Report - CAPER 2023-2024.pdf](#)

[Gardena - 2023-2024 Draft CAPERv.10.8.24.pdf](#)

- 13.B [INTRODUCTION OF ORDINANCE NO. 1875](#), Amending Chapter 18.66 and Section 18.36.020 and Adding Chapter 5.80 to the Gardena Municipal Code Relating to Non-Storefront Retail Medicinal Cannabis Delivery Service Businesses. [Environmental Determination](#): The adoption of the ordinance is exempt from the provisions of the California Environmental Quality Act (CEQA) under the common sense exemption of CEQA Guidelines section 15061(b)(3).

Staff Recommendation: Open the public hearing, receive testimony from the public, allow three (3) minutes for each speaker, and close the public hearing.

Staff Recommendation for Motion: Introduce Ordinance No. 1875, find that the adoption of the Ordinance is exempt from the provisions of CEQA, and direct staff to file a notice of exemption.

[Staff Report.pdf](#)

[Attachment A - Planning Commission Resolution No. PC 16-24.pdf](#)

[Attachment B - Ordinance No. 1875](#)

[Attachment C - State Regulations Excerpts.pdf](#)

- 14. **DEPARTMENTAL ITEMS - ELECTED & CITY MANAGER'S OFFICES**
- 15. **DEPARTMENTAL ITEMS - POLICE**
- 16. **DEPARTMENTAL ITEMS - PUBLIC WORKS**
- 17. **DEPARTMENTAL ITEMS - RECREATION & HUMAN SERVICES**
- 18. **DEPARTMENTAL ITEMS - TRANSPORTATION**
- 19. **COUNCIL ITEMS**
- 20. **COUNCIL DIRECTIVES**
- 21. **CITY MANAGER REMARKS RE: DIRECTIVES / COUNCIL ITEMS**
- 22. **COUNCIL REMARKS**
 - 1. COUNCIL MEMBER LOVE
 - 2. COUNCIL MEMBER FRANCIS
 - 3. COUNCIL MEMBER HENDERSON
 - 4. MAYOR CERDA
 - 5. MAYOR PRO TEM TANAKA
- 23. **ANNOUNCEMENT(S)**
- 24. **REMEMBRANCES**

25. **ADJOURNMENT**

The Gardena City Council will adjourn to the Closed Session portion of the City Council Meeting at 7:00 p.m. followed by the Regular City Council Meeting at 7:30 p.m. on Tuesday, October 22, 2024.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted in the City Hall lobby not less than 72 hours prior to the meeting. A copy of said Agenda is available on our website at www.CityofGardena.org.

Dated this 4th day of October 2024

/s/ MINA SEMENZA
MINA SEMENZA, City Clerk

Certificate of Commendation

presented to

**Charisse Glosson
Watson**

in official acknowledgement of your accomplishment and extending deep
appreciation for your commendable service in the

Community Academy

with the

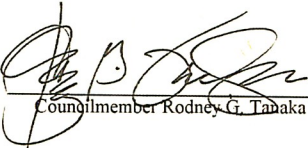
Gardena Police Department



We, the Mayor and Members of the City Council of the City of Gardena,
California, do hereby deem it a distinct honor and privilege to present this
recognition and we offer our sincere congratulations and best wishes for
continued success in all your future endeavors.

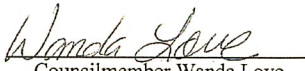
~ Presented this 8th day of October, 2024 ~


Mayor Tasha Cerda


Councilmember Rodney G. Tanaka


Councilmember Mark E. Henderson


Councilmember Paulette C. Francis


Councilmember Wanda Love

Certificate of Commendation

presented to

Deborah Griffin

in official acknowledgement of your accomplishment and extending deep
appreciation for your commendable service in the

Community Academy

with the

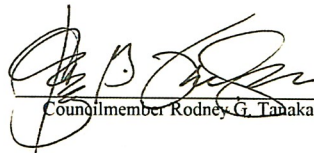
Gardena Police Department



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~ Presented this 8th day of October, 2024 ~


Mayor Tasha Cerda


Councilmember Rodney G. Tanaka


Councilmember Mark E. Henderson


Councilmember Paulette C. Francis


Councilmember Wanda Love

Certificate of Commendation

presented to

Wendy Serrato

in official acknowledgement of your accomplishment and extending deep
appreciation for your commendable service in the

Community Academy

with the


Gardena Police Department



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~ Presented this 8th day of October, 2024 ~


Mayor Tasha Cerda


Councilmember Rodney G. Tanaka


Councilmember Mark E. Henderson


Councilmember Paulette C. Francis


Councilmember Wanda Love

Certificate of Commendation

presented to

Yolanda Vega

in official acknowledgement of your accomplishment and extending deep
appreciation for your commendable service in the

Community Academy

with the

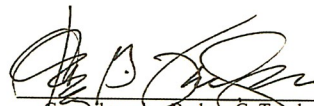
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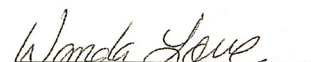
~ Presented this 8th day of October, 2024 ~


Mayor Tasha Cerda


Councilmember Rodney G. Tadaka


Councilmember Mark E. Henderson


Councilmember Paulette C. Francis


Councilmember Wanda Love

Certificate of Commendation

presented to

Oscar Guevara

in official acknowledgement of your accomplishment and extending deep
appreciation for your commendable service in the

Community Academy

with the


Gardena Police Department

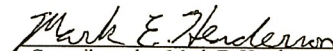


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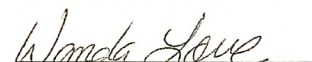
~ Presented this 8th day of October, 2024 ~


Mayor Tasha Cerda


Councilmember Rodney G. Tanaka


Councilmember Mark E. Henderson


Councilmember Paulette C. Francis


Councilmember Wanda Love

Certificate of Commendation

presented to

Annie Roddy

in official acknowledgement of your accomplishment and extending deep
appreciation for your commendable service in the

Community Academy

with the


Gardena Police Department



We, the Mayor and Members of the City Council of the City of Gardena,
California, do hereby deem it a distinct honor and privilege to present this
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continued success in all your future endeavors.

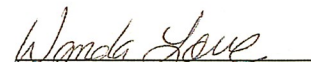
~ Presented this 8th day of October, 2024 ~


Mayor Tasha Cerda


Councilmember Rodney G. Tanaka


Councilmember Mark E. Henderson


Councilmember Paulette C. Francis


Councilmember Wanda Love

Certificate of Commendation

presented to

Rick Shigio

in official acknowledgement of your accomplishment and extending deep
appreciation for your commendable service in the

Community Academy

with the

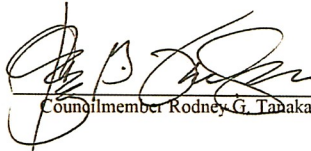
Gardena Police Department



We, the Mayor and Members of the City Council of the City of Gardena,
California, do hereby deem it a distinct honor and privilege to present this
recognition and we offer our sincere congratulations and best wishes for
continued success in all your future endeavors.


~ Presented this 8th day of October, 2024 ~


Mayor Tasha Cerda


Councilmember Rodney G. Tabaka


Councilmember Mark E. Henderson


Councilmember Paulette C. Francis


Councilmember Wanda Love



PROCLAMATION

WHEREAS, the citizens of the City of Gardena stand firmly committed to quality afterschool programs and opportunities; and

WHEREAS, afterschool programs provide safe and engaging learning experiences that help children realize their full potential, support working families by ensuring their children are safe and productive when they are out of their classrooms, help address key issues in our state such as school absenteeism, learning loss recovery, and workforce development, and build stronger communities by involving students, parents, business leaders and adult volunteers in the lives of young people, thereby promoting positive relationships among youth, families and adults; and

WHEREAS, these programs also provide critical support for the academic growth and well-being of youth and offer new experiences and opportunities that help young people learn and grow. These supports are all important today. Every \$1 invested in afterschool programs saves at least \$3 by increasing kids' earning potential, improving kids' performance at school, and reducing crime and juvenile delinquency; and

WHEREAS, *Lights on Afterschool*, the national celebration of afterschool programs held this year on October 24th, 2024, promotes the importance of quality afterschool programs in the lives of children, families, and communities; and

WHEREAS, many afterschool programs across the country are facing operating challenges so severe that they are forced to consider closing their doors and turning off their lights. The demand for afterschool programs continues to grow; for every child in a program, four are waiting to get in; and

WHEREAS, the City of Gardena is committed to the education and well-being of our youth, and investing in the health and safety of all young people by providing expanding learning opportunities that help our children learn and grow, while helping them develop the skills essential for success in life and work.

NOW, THEREFORE, I, Tasha Cerda, Mayor of the CITY OF GARDENA, CALIFORNIA, do hereby proclaim **OCTOBER 24th, 2024** to be

LIGHTS ON AFTERSCHOOL DAY

and encourage all citizens of Gardena to enthusiastically endorse *Lights On Afterschool Day* and commit to engaging in innovative afterschool programs that ensure the lights stay on and the doors stay open for all children after school.

Tasha Cerda

MAYOR

Dated: 8th day of October, 2024



PROCLAMATION

WHEREAS, cancer is the leading cause of death by disease among U.S. children between infancy and age 15, according to a report by the American Cancer Fund for Children and Kids Cancer Connection. This disease is detected in more than 16,000 of our nation's young people each and every year; and

WHEREAS, tragically, one in five of our nation's children loses his or her battle with cancer; and many infants, children, and teens will suffer from long-term effects of their comprehensive treatments, including secondary cancers; and

WHEREAS, The American Cancer Fund for Children and Kids Cancer Connection, Inc., founded a few decades ago, provide a variety of vital patient services to children undergoing cancer treatment at Children's Hospital Los Angeles, The City of Hope National Medical Center, as well as at hospitals throughout the country, thereby enhancing the quality of life for these children and their families.

NOW, THEREFORE, I, Tasha Cerda, Mayor of the CITY OF GARDENA, CALIFORNIA, do hereby proclaim **September 2024**, to be

CHILDHOOD CANCER AWARENESS MONTH

in the City of Gardena and urge all citizens to become informed about childhood cancer, its devastating effects on our country's children and their families, and possible ways that individuals can join with caring organizations to bring awareness, love, and support.

Tasha Cerda

MAYOR

Dated: 8th day of October, 2024

MINUTES
Regular Meeting of the
Gardena City Council
Tuesday, September 10, 2024

The Regular Meeting Notice and Agenda of the Gardena City Council of the City of Gardena, California, was called to order at 7:40 PM on Tuesday, September 10, 2024, in the Council Chamber at City Hall 1700 West 162nd Street, Gardena, California; Mayor Tasha Cerda, presiding.

1. **ROLL CALL**

Present: Mayor Tasha Cerda; Mayor Pro Tem Rodney G. Tanaka; Council Member Mark E Henderson; Council Member Paulette C. Francis; and Council Member Wanda Love. Other City Officials present were: City Manager Clint Osorio; City Attorney Carmen Vasquez; City Clerk Mina Semenza; and Deputy City Clerk Becky Romero.

PUBLIC COMMENT ON CLOSED SESSION

2. **CLOSED SESSION**

CITY ATTORNEY REPORT OUT OF CLOSED SESSION

3. **PLEDGE OF ALLEGIANCE**

4. **INVOCATION**

5. **PRESENTATIONS**

5.A November 5, 2024, Election Presentation – ***was given by Deputy City Clerk Becky Romero***

5.B Boards & Commissions Presentation - Gardena Economic Business Advisory (GEBAC) – ***was given by Chair Steve Rogers***

5.C Gardena Events Video Presentation

6. **PROCLAMATIONS**

6.A City of Gardena 94th Anniversary Day" - September 11, 2024 – ***was proclaimed only***

6.B "24th Annual Keep Gardena Beautiful Day," - September 21, 2024 – ***was proclaimed only***

6.C "City Employee Recognition Day," September 26, 2024 – ***was proclaimed only***

7. **APPOINTMENTS**

8. **CONSENT CALENDAR**

- 8.A Waiver of Reading in Full of All Ordinances Listed on this Agenda and that they be Read by Title Only
CONTACT: CITY CLERK

- 8.B Approve Minutes:
Regular Meeting of the City Council, August 13, 2024
CONTACT: CITY CLERK

- 8.C Receive and File Minutes:
Planning and Environmental Quality Commission, July 16, 2024
CONTACT: COMMUNITY DEVELOPMENT

- 8.D Approval of Warrants/Payroll Register, August 27, 2024
CONTACT: ADMINISTRATIVE SERVICES

August 27, 2024: Check Numbers: 177311-177461 for a total Warrants issued in the amount of \$1,911,939.50; Total Payroll Issued for August 23, 2024: \$2,655,762.67

- 8.E Approval of Warrants/Payroll Register, September 10, 2024
CONTACT: ADMINISTRATIVE SERVICES

September 10, 2024: Check Numbers: 177462-177603 for a total Warrants issued in the amount of \$1,711,001.14; Total Payroll Issued for September 6, 2024: \$2,305,794.47

- 8.F Monthly Investment Portfolio, July 2024
CONTACT: ADMINISTRATIVE SERVICES

- 8.G Personnel Report P-2024-14 9-10-24
CONTACT: ADMINISTRATIVE SERVICES

- 8.H RESOLUTION NO. 6681, Repealing Resolution No. 6612, and Adopting a New Conflict of Interest Code
CONTACT: CITY CLERK

- 8.I Acceptance and Notice of Completion for the Nakaoka Community Center HVAC Upgrade Project, JN 522.
CONTACT: PUBLIC WORKS

It was moved by Mayor Pro Tem Tanaka, seconded by Council Member Henderson, and carried by the following roll call vote to Approve the Consent Calendar:

Ayes: Mayor Pro Tem Tanaka and Council Members Henderson, Francis and Love, and Mayor Cerda

Noes: None

Absent: None

9. **EXCLUDED CONSENT CALENDAR**

10. PLANNING & ENVIRONMENTAL QUALITY COMMISSION ACTION SHEET

10.A AUGUST 20, 2024 - MEETING:

CONDITIONAL USE PERMIT #3-24, ENVIRONMENTAL ASSESSMENT #6-24

The Planning Commission reviewed a request for a conditional use permit and public convenience or necessity to allow the sale of beer and wine for on-site consumption in an existing cigar lounge located at 14512 Crenshaw Blvd, and exemption request from the provisions of CEQA pursuant to Guidelines Section 15301 and 15061(b)(3).

Commission Action: The Planning Commission approved Resolution No. PC 15-24, by a vote of 4-0, approving Conditional Use Permit #3-24, made the findings for public convenience or necessity, and directed staff to file a Notice of Exemption.

City Council: Receive and file.

This Item was Received and Filed.

10.B AUGUST 20, 2024 - MEETING:

ZONE TEXT AMENDMENT #5-24 - ORDINANCE NO. 1875

The Planning Commission considered a recommendation to the City Council on adoption of Ordinance No. 1875 amending GMC Chapter 18.66 and Section 18.36.020 relating to allowing non-storefront retail medicinal cannabis delivery services businesses in the M-1 and M-2 zoning districts and finding the exempt under the common sense exemption of CEQA Guidelines Section 15061(b)(3).

Commission Action: The Planning Commission approved Resolution No. PC 16-24, by a vote of 3-1, recommending the City Council adopt Ordinance No. 1875 and find the project exempt from the provisions of CEQA.

City Council: Receive and file. This matter will be brought before the City Council at a future hearing date.

This Item was Received and Filed.

10.C SEPTEMBER 3, 2024 - Meeting Cancelled

11. ORAL COMMUNICATIONS

- 1) Travis Hernandez, Library Manager for Masao W. Satow Library, came to give information on upcoming events at both Masao W. Satow and Mayme Dear Libraries.

Deputy City Clerk Romero stated that there was a typo on one of her slides regarding when the drop boxes would be closed; she stated the date is November 5th, not November 9th.

12. DEPARTMENTAL ITEMS - ADMINISTRATIVE SERVICES

- 12.A Authorization to Lease to Purchase 2024 Tesla Model Y from Enterprise Fleet Management with a Down Payment in the Amount of \$57,057, and Monthly Fees Over a 60-Month Period in the Amount of \$8,461 for a Total Requested Amount of \$65,518

City Manager Osorio presented the Staff Report.

Mayor Cerda asked if anyone from the public had asked to speak on this item and if the Council had any comments or questions. There were no public speakers.

Questions and comments were made by Council Member Love, Francis, and Mayor Pro Tem Tanaka. City Manager Osorio replied to all questions.

It was moved by Mayor Pro Tem Tanaka, seconded by Council Member Francis, and carried by the following roll call vote to Approve Purchase:

Ayes: Mayor Pro Tem Tanaka and Council Members Francis, Henderson and Love, and Mayor Cerda

Noes: None

Absent: None

12.B Approval of Side Letter between the City of Gardena and the Gardena Municipal Employees Association ("GMEA")

City Manager Osorio presented the Staff Report.

Mayor Cerda asked if anyone from the public had asked to speak on this item and if the Council had any comments or questions. There were no public speakers.

Questions and comments were made by Council Member Francis, Council Member Henderson, and Mayor Pro Tem Tanaka. City Manager Osorio and Transportation Director Ernie Crespo replied to all questions.

It was moved by Mayor Pro Tem Tanaka, seconded by Council Member Francis, and carried by the following roll call vote to Approve the Side Letter between the City of Gardena and the Gardena Municipal Employees Association ("GMEA"):

Ayes: Mayor Pro Tem Tanaka and Council Members Francis, Henderson and Love, and Mayor Cerda

Noes: None

Absent: None

13. **DEPARTMENTAL ITEMS - COMMUNITY DEVELOPMENT**

13.A Review Of The Façade Improvement Conceptual Design and Program For The Gardena Boulevard Revitalization Program

City Manager Osorio presented the Staff Report.

Mayor Cerda asked if anyone from the public had asked to speak on this item and if the Council had any comments or questions. There were no public speakers.

GEBAC Chairman Steve Rogers presented a presentation. Economic Development Manager Jackie Choi, was also present.

Questions and comments were made by all Members of the Council. Both GEBAC Chairman Rogers and Economic Development Manager Choi answered all questions.

It was moved by Mayor Cerda, seconded by Mayor Pro Tem Tanaka, and carried by the following roll call vote to:

- **Approve the Gardena Economic Business Advisory Commission (GEBAC)'s recommendations on the Façade Improvement Conceptual Design and Programs prepared by Michael Baker International for the Gardena Boulevard Revitalization Program.**
- **Redirect GEBAC to draft the program guidelines for implementing the Façade Improvement Conceptual Design, utilizing the \$2 million state earmark.**

Ayes: Mayor Cerda, Mayor Pro Tem Tanaka and Council Members Henderson, Francis and Love

Noes: None

Absent: None

14. DEPARTMENTAL ITEMS - ELECTED & CITY MANAGER'S OFFICES

15. DEPARTMENTAL ITEMS – POLICE

16. DEPARTMENTAL ITEMS - PUBLIC WORKS

- 16.A Award Construction Contract for the Artesia Boulevard Arterial Improvement Project, JN 935, from Western Avenue to Vermont Avenue to DASH Construction Company in the amount of \$5,311,440.36. Additionally, Award Construction Management and Inspection Services Contract to Anser Advisory, in the amount of \$358,279.50, Approve the Design Contract Change Order Services to Cannon Corporation in the amount of \$52,181.00, Approve the Project Plans & Specifications, Approve a Budget Appropriation of \$775,000 for 18% Project Contingency and Job Cost, and Declare California Environmental Quality Act (CEQA) Exemption under Section 15301

City Manager Osorio presented the Staff Report.

Mayor Cerda asked if anyone from the public had asked to speak on this item and if the Council had any comments or questions. There were no public speakers.

Questions and comments were made by Council Member Francis and Council Member Love. Director of Public Works Allan Rigg answered all questions.

It was moved by Mayor Pro Tem Tanaka, seconded by Council Member Henderson, and carried by the following roll call vote to:

- **Award Construction Contract to DASH Construction Company**
- **Award Construction Management and Inspection Services to Anser Advisory**
- **Approve Design Contract Change Order Services to Cannon Corporation**
- **Approve Project Plans and Specifications**

**Approve Budget Appropriation for Project Contingency and Job Cost
Declare CEQA Exemption Under Section 15301**

Ayes: Mayor Pro Tem Tanaka and Council Members Henderson, Francis and Love, and Mayor Cerda

Noes: None

Absent: None

- 16.B Award Construction Contract for the Pedestrian Safety Improvement FY 2023-2024 Project (Phase 2), JN 527, to Kalban, Inc., in the amount of \$199,679, Declare California Environmental Quality Act (CEQA) Exemption under Section 15301, Approve the Project Specifications and Budget Contingency

City Manager Osorio presented the Staff Report.

Mayor Cerda asked if anyone from the public had asked to speak on this item and if the Council had any comments or questions. There were no public speakers.

Questions and comments were made by Council Member Francis. City Manager Osorio, Assistant Public Works Director Kevin Kwak, and Public Works Director Rigg answered all questions.

It was moved by Council Member Henderson, seconded by Council Member Francis, and carried by the following roll call vote to:

- **Award Construction Contract**
- **Declare CEQA Exemption Under Section 15301**
- **Approve the Project Specifications**
- **Approve Expenditures of Remaining Budget as Contingency**

Ayes: Council Members Henderson and Francis, Mayor Pro Tem Tanaka, Council Member Love and Mayor Cerda

Noes: None

Absent: None

- 16.C Authorization to Purchase 2024 Ford Crew Cab F350 Pickup Truck from Downtown Ford Sacramento in the amount of \$69,616.49 and Sell Current 1999 Chevrolet Crew Cab 2500 Pickup Truck at Estimated Residual Value of \$3,000 for the Public Works Department

City Manager Osorio presented the Staff Report.

Mayor Cerda asked if anyone from the public had asked to speak on this item and if the Council had any comments or questions. There were no public speakers.

Questions and comments were made by Council Member Francis. Director of Public Works Rigg answered all questions.

It was moved by Council Member Francis, seconded by Mayor Pro Tem Tanaka, and carried by the following roll call vote to Approve Purchase and Sell Current Vehicle:

Ayes: Council Members Francis, Mayor Pro Tem Tanaka, Council Members Henderson and Love, and Mayor Cerda
Noes: None
Absent: None

- 16.D Approve a Cooperative Agreement between the Los Angeles County Department of Public Works and the City of Gardena to share costs for the County Regional Traffic Signal Synchronization Program (TSSP) Project, JN 518, on East Rosecrans Ave.

City Manager Osorio presented the Staff Report.

Mayor Cerda asked if anyone from the public had asked to speak on this item and if the Council had any comments or questions. There were no public speakers.

It was moved by Council Member Henderson, seconded by Council Member Francis, and carried by the following roll call vote to Authorize the City Manager to Execute the Agreement:

Ayes: Council Members Henderson and Francis, Mayor Pro Tem Tanaka, Council Member Love, and Mayor Cerda
Noes: None
Absent: None

- 16.E Approve On- Call Professional Services for General Civil Engineering Design, Construction Management and Inspection, Traffic Engineering, Architecture and Landscape Architecture, Geotechnical Engineering/Geology and Material Testing, and Staff Augmentation.

City Manager Osorio presented the Staff Report.

Mayor Cerda asked if anyone from the public had asked to speak on this item and if the Council had any comments or questions. There were no public speakers.

Questions and comments were made by Council Member Henderson, Council Member Love and Council Member Francis. City Manager Osorio, and Director of Public Works Rigg answered all questions.

It was moved by Mayor Pro Tem Tanaka, seconded by Council Member Henderson, and carried by the following roll call vote to Approve On-Call Professional Consultants for As-Needed Services and Authorize the City Manager in authority to approve contracts up to \$100,000 for each of the projects:

**Ayes: Mayor Pro Tem Tanaka, Council Member Henderson, and Mayor Cerda
Noes: Council Members Francis and Love
Absent: None**

17. DEPARTMENTAL ITEMS - RECREATION & HUMAN SERVICES

18. DEPARTMENTAL ITEMS - TRANSPORTATION

18.A Approve GTrans Proposed Service Changes for January 2025

City Manager Osorio presented the Staff Report.

Mayor Cerda asked if anyone from the public had asked to speak on this item and if the Council had any comments or questions. There were no public speakers.

Questions and comments were made by Council Member Francis and Mayor Cerda. Director of Transportation Crespo answered all questions. On an added note, City Manager Osorio mentioned that we are going to rebrand the name of the Flexi vehicles.

It was moved by Council Member Francis, seconded by Mayor Pro Tem Tanaka, and carried by the following roll call vote to Approve Service Changes:

**Ayes: Council Members Francis, Mayor Pro Tem Tanaka and Council Members Henderson and Love, and Mayor Cerda
Noes: None
Absent: None**

19. COUNCIL ITEMS

19.A Designation of Voting Delegate / Representative for the League of California Cities Annual Conference and Expo - October 16-18, 2024

City Manager Osorio presented the Staff Report.

Mayor Cerda asked if anyone from the public had asked to speak on this item and if the Council had any comments or questions. There were no public speakers.

It was moved by Council Member Francis, seconded by Council Member Henderson, and carried by the following roll call vote to Designate Voting Delegate / Representative as Mayor Pro Tem Tanaka and the Alternate Voting Delegate / Representative as Council Member Love:

Ayes: Council Members Francis, and Henderson, Mayor Pro Tem Tanaka and Council Member Love, and Mayor Cerda
Noes: None
Absent: None

- 19.B Designate one (1) Council Member for the International Travel for the City of Gardena's visit to Ichikawa, Japan, in celebration of the 90th Anniversary of Ichikawa City becoming a municipality.

City Manager Osorio presented the Staff Report.

Mayor Cerda asked if anyone from the public had asked to speak on this item and if the Council had any comments or questions. There were no public speakers.

Questions and comments were made by Council Member Henderson, Council Member Francis, Mayor Cerda, and Council Member Love. City Manager Osorio commented regarding this item.

It was moved by Mayor Cerda, seconded by Council Member Francis, and carried by the following roll call vote to Designate Mayor Pro Tem Tanaka as the other Council Member who will travel to Ichikawa, Japan :

Ayes: Mayor Cerda and Council Members Francis, Mayor Pro Tem Tanaka, Council Members Henderson, and Love
Noes: None
Absent: None

20. **COUNCIL DIRECTIVES**

Council Member Francis

Subject: To create a plan for implementing the Park Master Plan.

Purpose – To improve our parks;

Reason – Many of our parks are run down and need improvement, especially Bell Park;

Benefit – It would give the City a much-needed facelift and bring the City into compliance with the Park Master Plan.

Council Member Love seconded it.

21. **CITY MANAGER REMARKS RE: DIRECTIVES / COUNCIL ITEMS**

- 1) Memo to Council regarding considering revising the Ordinance to allow dogs in our parks; and
- 2) Invited everyone to stay for cake after the meeting for Mayor Pro Tem Tanaka whose birthday is on September 23rd.

22. COUNCIL REMARKS

- 1) COUNCIL MEMBER FRANCIS - The best thing she did was attend the Gardena Jazz Festival, it was absolutely amazing, especially when Stevie Wonder came out on stage; she is so glad that we're the City that is able to do that. She mentioned this upcoming September 21st, she wants to invite everybody, there's still time to sign up, to the Keep Gardena Beautiful Day; it's an annual community cleanup day. She hopes people have an opportunity to get involved; if you haven't had a chance to sign up there is still little time; you can sign up to participate and maybe just clean your own street or whatever it is you decide to do, but they're going to be lots of programs, activities and besides that, for all your effort you will get lunch and there's raffles, t-shirts; it's just a great worthwhile activity especially for our young people to get involved. She would also like to give a shout out to our City employees, who go above and beyond the call of duty on a daily basis to make sure our City runs well, and she just wants to make sure that you know that she appreciates you and she sees you and thanks so much for all you do. Lastly, kids are out of the streets, school has started back in full swing now. The kids are on their cell phones; they're not paying attention crossing the street so make sure that you watch out for our young people as they are on their way to school.
- 2) COUNCIL MEMBER HENDERSON - Since our last meeting, he attended the Jazz Festival, the ribbon cutting for the new florist business on Marine and Van Ness Ave, over at the Nader's complex. We just had our park study session today; he's been kind of under the weather the past couple weeks but mentioned that today is a joyous day he wants to congratulate Mr. and Mrs. Street on the birth of their twin sons Micah and Mateo Street; he has two new grandsons, he's very excited about that so he's looking forward to many years of fun, laughter and tears and everything. He is very excited, children are doing well, mother's doing well, husband's doing well, grandfathers a wreck, but okay; thank you everybody for your thoughts and prayers.
- 3) MAYOR PRO TEM TANAKA - He attended a leadership training program outside the City, he attended the Fukagawa restaurant celebration lunch, the Masonic Lodge Law Enforcement and Firefighter Awards dinner, Gardena Valley Baptist Church Seminary Scholarship Golf Tournament to help students. He was a guest speaker for the Gardena Valley Baptist Church Men's Sports Group. He attended the South Bay COG Board Meeting, he attended the El Segundo Art Walk to represent the COG to promote bike and low speed travel network. He attended our Jazz Festival at Rowley Park; Stephany, you and your staff did a great job as always and thank you to Steve Bradford for always being the spearhead of that. He attended the ribbon cutting and grand opening with Council Member Henderson at the Floral Impressions and Design at Van Ness and Marine and sent best wishes. He attended the Kiwanis Lieutenant Governor installation dinner in Hermosa, the Gardena High School All Class Picnic; it's nice to see classes from 1955 up to 2000. He attended the COG Steering Committee meeting and the COG Transportation meeting.
- 4) MAYOR CERDA - Since the last council meeting, she attended a luncheon not sure if it was a re-grand opening of the Fukagawa restaurant, with Mayor Pro Tem Tanaka and a couple of our staff people, as they were recognized; it was a fun event, and they have great food. She also attended the Gardena Moneta Masonic Lodge with Mayor Pro Tem Tanaka, Council Member Henderson as we recognized the great efforts of Lieutenant Mark Thompson from our Gardena Police Department and from LA County Fire department Firefighter Eric Perrin from station 158 for all the great things that they've

done. She also attended Ms. LaWanda Staten's Love Fest event, Council Member Henderson's commissioner, that she had. It was a great event where she just got people to come out to the park and there were people who were just relaxing up under tents, some people were playing, there was entertainment, and music there, and so on and it was just a great way just to get folks to come out and enjoy our parks, everybody had a great time there even one of our officers who was there kind of making sure everybody was safe even got up and spoke and just felt like part of the group, so it was just a really nice event that our commissioner put on. She also attended with Council Member Francis the celebration of a 90th birthday for one of our residents Mr. Isaiah Thomas; there was a really nice drive by that was done by the Police Department they gave him some really great gifts and our department presented him with a birthday certificate so it was really nice; I was happy that we were able to do that for one of our residents because their stakeholders here in our community and she always like to thank all of our residents for choosing to live in Gardena, be property owners, and keep their properties up and so on, thank you to our Police Department for that, and everybody involved. She also attended her monthly CCGA meeting; people are going to start hearing the news about SB 549 as something that is threatening cities like ours that have card rooms; where the tribes are trying to get the Governor to sign legislation that potentially could shut our card rooms down so as the next couple of meetings are coming, I'll be explaining in more detail about that; just know that if the Governor signs this legislation, we're hoping he doesn't, SB 549 could cut \$8-\$10 million less per year as part of our operating budget, which would severely hurt us. If you're seeing advertisements out there that's saying that you know the Governor should enforce this, they shouldn't unfortunately, our Assembly Members when they voted on this, they voted in favor for the tribes. She is proud to say that our representative, Tina McKinnor, she was the only person who voted no. Everybody else either voted yes or they didn't vote at all, and the surprising part is most of those people is they got some type of donations to a lot of their different non-profits, which she thinks is terrible, none of us could do anything like that, we couldn't get donations to any of our campaign accounts or things like that and then turn around and vote on something, there's rules against that, so it was kind of interesting to find out that so many of these people got donations and things like that when this went before the Senate; it was almost unanimously in favor of the tribes and not in our favor and she's sad to say that even our representatives that cover our area here the State Senate didn't support us so it was a little disheartening there, so again more to come on that. She'll let everybody know as a representative from our California Gaming Authority Board that she sits on. She also attended our neighboring City Hawthorne State of the City, Council Member Henderson and Council Member Francis were there too, and it's great to see the City of Hawthorne doing really great things, not quite as good as Gardena, but it was still good. She always says that even our neighboring cities when they're doing good, we're all doing good because a lot of times people don't know when they're leaving Hawthorne coming into Gardena and leaving Gardena and going into Hawthorne, so she was proud to be there and see some of the great accomplishments that the City of Hawthorne was doing. She also attended Gardena Cinemas they had a special event a movie premiere it was an old movie from like 1973 called Boulevard Nights. It was a special showing they had there with the writer, the director, some of the actors, one of the original cars in the movie, the lowriders and cholos filled the theater and it was a great question and answer before the movie started; she was asked to kind of bring greetings and welcome everybody to the event so it was a fun night she doesn't think she has ever seen Gardena Cinema as packed as it was that night so it was just kind of fun to see the place just filled up. She also attended the Jazz Festival you know again everybody did an amazing job she often

says for a city like ours, our main job is not to go out and put on concerts but she thinks we do a great job for anybody who just walks in off the street and sees our concert it looks like we're a professional company that does this for a living so she wants to say kudos to the staff for an amazing job. She knows there was over 7,000 people there she didn't have an exact number but she can say most of those people walked away happy and she has gotten all kind of great remarks from people just randomly saying how much fun they had at our annual Jazz Festival and this isn't just this year but this is every year, you hear this so again thank you guys for the great job that you did. She also attended Cashmir Gatekeepers block party that was held last week, the Haas neighborhood watch meeting and then also last Sunday she attended the Pentecostal Missionary Church 4th watch as they had their 35th anniversary and they had a huge celebration at the Hyatt in Long Beach even though they're stationed here in Gardena several 100 people were there just celebrating with the church it was an amazing event. Lastly, she attended the volunteer appreciation dinner she wants to thank all the volunteers for all they do year-round whether your Meals on Wheels, whether your part of the group that just calls our seniors just as like a wellness check, whatever capacity is we thank you for your time that you volunteer to our residents here in Gardena. One last event, she attended was Pastor John and Nancy Ward our former secretary here she and her husband's church had their 50th anniversary where they have pastored over their church; it was a wonderful event and it was just great being able to kind of fellowship with them as they were celebrating this event and it was even nicer to see some of the former city employees who were there just to celebrate this event with them.

- 5) COUNCIL MEMBER LOVE - Since our last meeting, she attended the Leadership Academy, and it was really good to see residents in the community out learning about the different departments and getting a better understanding of how government works. She attended the Senior Candlelight dinner that same day and she also attended the Jazz Festival which again every year it's just even greater than the previous year they did a really great job totally surprised everyone with Stevie Wonder showing up. One more comment that she does want to make, and this is to maybe Allan if we can get that cricket killed back here that shows up at every meeting for the last six months, she would have made it a directive, but now you know.

23. **ANNOUNCEMENT(S)**

- 1) 911 23rd Anniversary Commemoration Ceremony, Wednesday, September 11, 2024, at 9:00a.m. on the City Hall Lawn;
- 2) Coffee with a Cop, Thursday, September 12, 2024, from 9:00-11:00a.m. at El Pollo Inka;
- 3) Free Family Movie Night, Friday, September 13, 2024, from 7:00-9:30p.m. at the City Hall Lawn, featuring Disney's "Encanto";
- 4) Situational Awareness & Personal Safety, hosted by Gardena Police Department on Saturday, September 14, 2024, from 9:00-11:00a.m.;
- 5) Gardena New Park Designs Community Workshop, Thursday, September 19, 2024, from 6:00-8:00p.m. at the Nakaoka Community Center;
- 6) Food, Wine & Brew Festival, Saturday, September 28, 2024, from 12:00-7:00p.m. at the Gardena City Hall Complex;
- 7) Waste Resources' Semi-Annual Clean-up Event, Free for all Gardena Residential Customers; see flyer for schedule;
- 8) Harvest Festival, Saturday, October 5, 2024, from 10:00a.m. to 1:00p.m. at the City Hall Complex;

- 9) 24th Annual K-9 Pancake Breakfast, Saturday, October 5, 2024, from 7:00a.m. to 10:00a.m. at the Nakaoka Community Center; and
10) 5th Annual FurBaby LoveFest, Sunday, October 6, 2024, from 1:00-6:00p.m. on Gardena City Hall Lawn.

24. **REMEMBRANCES**

All those who lost their lives as a result of the terrorist attacks within the United States on September 11, 2001.

Mr. Le' Roy Robert Harris; 82 years of age, a long-time resident of the Greater Los Angeles area, a devoted family man and a beloved father, grandfather, great grandfather and great-great grandfather.

Ms. Elizabeth Cota; 58 years of age, Part Time Recreation Leader II with the City of Gardena. Elizabeth worked with the City for a total of 21 years.

25. **ADJOURNMENT**

At 10:37p.m. Mayor Cerda adjourned the Gardena City Council Meeting to the Closed Session portion of the City Council Meeting at 7:00p.m. and the Regular City Council Meeting at 7:30p.m. on Tuesday, September 24, 2024.

MINA SEMENZA
City Clerk of the City of Gardena and
Ex-officio Clerk of the Council

APPROVED:

Tasha Cerda, Mayor

By:_____
Becky Romero, Deputy City Clerk

MINUTES
Regular PEQC Meeting of the
Planning and Environmental Quality Commission
Tuesday, August 20, 2024

The Regular PEQC Meeting Notice and Agenda of the Planning and Environmental Quality Commission of the City of Gardena, California, was called to order at 7:00 PM on Tuesday, August 20, 2024, in the Council Chambers at 1700 W. 162nd Street, Gardena, California.

PARTICIPATE BEFORE THE MEETING by emailing the Planning Commission at publiccomment@cityofgarden.org by 5:00 PM on the day of the meeting and write "Public Comment" in the subject line.

1. CALL MEETING TO ORDER

The meeting was called to order at 7:01 PM

2. PLEDGE OF ALLEGIANCE

Commissioner Stephen P. Langley led the Pledge of Allegiance.

3. ROLL CALL

Present: Vice-Chair Ronald Wright-Scherr; Commissioner Jules Kanhan; Commissioner Steve Sherman and Commissioner Stephen P. Langley. Employees present: Director of Community Development Greg Tsujiuchi; Community Development Manager Amanda Acuna; Assistant City Attorney Lisa Kranitz and Planning Assistant Kevin La.

Chair Deryl Henderson was away on an excused absence.

4. APPROVAL OF MINUTES

4.A July 16, 2024 MEETING

MOTION: It was made by Commissioner Langley and seconded by Commissioner Kanhan to approve the minutes of the meeting on July 16, 2024:

The motion was passed by the following roll call vote:

Ayes: Langley, Kanhan, Sherman, and Wright-Scherr

Noes: None

Absent: Henderson

5. ORAL COMMUNICATIONS

Planning Assistant Kevin La noted for the record that no member of the public wished to speak to the Planning Commission under Oral Communications at this time.

6. **PUBLIC HEARING ITEMS**

6.A **CONDITIONAL USE PERMIT #3-24, ENVIRONMENTAL ASSESSMENT #6-24**

Request: A request for a conditional use permit, per section 18.32.030.B of the Gardena Municipal Code, to allow the sale of beer and wine for on-site consumption in an existing cigar lounge located in the General Commercial (C-3) zone with a Housing Overlay 5 (HO-5), and make a determination of public convenience or necessity.

Environmental Consideration: Exempt under the Class 1 Categorical Exemption pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15301, which exempts negligible or no expansions of use in existing facilities and Section 15061(b)(3) where it can be seen that the project will not have any possibility of creating significant effects on the environment. The project is not subject to any of the exceptions to the exemptions under Section 15300.2 of the CEQA as the property is not located along any state-designated scenic highway, any designated hazardous waste sites, or considered a historical structure.

LOCATION: 14512 Crenshaw Boulevard

APPLICANT: Michael Brown (DBA: Legends Cigar Lounge)

Planning Assistant, Kevin La presented the Staff Report for a conditional use permit, to allow the sale of beer and wine for on-site consumption in an existing cigar lounge known as Legend Cigar located at 14512 Crenshaw Boulevard (pictures were shown on the screen); located in the General Commercial (C-3) zone with a Housing Overlay 5 (HO-5) – zoning information was provided for the surrounding properties.

Director of Community Development, Greg Tsujiuchi and Assistant City Attorney, Lisa Kranitz were present to answer any questions.

Mr. La presented pictures of the existing project site along with the site plan that identifies the square footage and parking at the rear of the property that can be accessed by the alleyway, also the floor plan identifying the entrance, the bar area, the alcohol storage area, and private locker rooms.

Mr. La explained that the Cigar Lounge use is a legal non-conforming in the Commercial (C-3) zone. The business was established in April 2022 before the adoption of Ordinance No. 1871 requiring cigar lounges to obtain a Conditional Use Permit in May 2024 and pursuant to Gardena Municipal Code Section 18.32.030.B-Conditional Use Permit is required for the sale of alcoholic beverages for on-or-off-premises consumption.

Mr. La stated that the applicant is applying for a Type 42-ABC License: Sale of beer and wine for on-site consumption in a public premise, and the hours of operation for the business are as follows.

Monday to Thursday – 4:00 PM to 10:00 PM

Friday – 4:00 PM to 12:00 AM

Saturday – 10:00 AM to 12:00 AM

Sunday – 10:00 AM to 10:00 PM

Mr. La presented an ABC Types by Census Tract similar to the applied-for conditional use permit:

- Two (2) Type 41 Licenses (Sale of beer and wine for on-site consumption in an eating establishment)
- Two (2) Type 47 Licenses (Sale of beer, wine, and distilled spirits of on-site consumption in an eating establishment)

Mr. La explained in detail the census tract definition and informed everyone that the Type 42 ABC license being applied for would not adversely affect the surrounding area and that the business would bring a new business type within the city because it is the only Cigar Lounge in the city, at this time.

Mr. La spoke about the sensitive receptors surrounding the project site, noting that there is a Public Library and Religious Facility across the street on Crenshaw Blvd which falls under the County of Los Angeles jurisdiction, and another Religious Facility nearby and single-family residential on the eastern side – pictures of the site were shown, and it identified each building. He explained in detail the separation between the facilities and distance measures.

Mr. La explains that the project is categorically exempt from the provision of the California Environmental Quality Act (CEQA) pursuant to guidelines sections: 15301 Existing Facilities; 15061(b)(3) No significant environmental implications; 15300.2 Not subject to exceptions to the exemptions in CEQA.

Mr. La noted that public noticing was performed by publishing on the Gardena Valley News and mailers were sent out to property owners and occupants within 300 feet of the project site on August 8th.

Mr. La noted that two (2) Public Comments were received, and information was distributed to all Members of the Commission and the public at the time of the meeting.

- 1) [Public Comment-Chalice Tran 08/20/2024](#): Chalice Tran, expressed concerns about the noise coming from the business.
- 2) [Public Comment-Mia Tran 08/20/2024](#): Mia Tran also raised her concerns and opposed the pending application for a beer and wine license for the Cigar Lounge.

Mr. La informed everyone that Lieutenant Mark Thomas had made a comment noting that there was one call for disturbance due to loud music and a live band playing. The property owner, Michael Brown, was cooperative in turning down the music for the residents. The comment also included a call sheet.

- [Public Comment-Lt. Mark Thompson-Service Calls 08/20/2024](#)

Ms. Acuna added that they are not certain if the service calls provided by Lieutenant Thomas are directly related to the public comments received.

Director Tsujiuchi notified the Commissioners that the actions made by the business as stated in the public comments would not be allowed, regardless of whether the CUP is issued. He also noted that Code Enforcement was notified and will investigate and speak with the applicant. He made it clear that notices will be issued for any violations of the Gardena Municipal Code.

Mr. La stated that with the public comment in mind, the staff is recommending the following conditions to be added to the Conditions of Approval for the Conditional Use Permit:

- PL11. The hours of operation for the business shall be limited to Monday through Thursday from 4:00 PM to 10:00 PM, Friday, from 4:00 PM to 12:00 AM, Saturday from 10:00 AM to 12:00 AM, and Sunday from 10:00 AM to 10:00 PM.
- PL 12. All business doors shall remain close during the hours of operations.

STAFF RECOMMENDATION: Conduct a Public Hearing; Receive testimony from the public; and Adopt Resolution No. PC 15-24 making the necessary findings and approving Conditional Use Permit #3-24 subject to the attached Conditions of approval and recommended added conditions, make a determination of Public Convenience of Necessity; and Direct staff to file a Notice of Exemption.

Mr. La stated that the applicant was present and available for any questions.

Vice-Chair Wright-Scherr opened the public hearing and asked the applicant to step forward.

Assistant City Attorney Kranitz requested the applicant's name and address for the record. Mr. Michael Brown stated his name and business address as 14512 Crenshaw Blvd., Gardena, CA 90249. Mr. Brown provided background information about himself and his business, expressing his eagerness to serve the community.

Vice-Chair Wright-Scherr asked if any member of the Commission had questions.

Commissioner Kanhan asked if his business would be the first one to serve alcohol in the building. Mr. La confirmed, yes, that the business is the first to apply for a Conditional Use Permit.

Vice-Chair Wright-Scherr asked how many Cigar Lounges are in the city. Mr. La stated that there is only one Cigar Lounge that has a business license with the City of Gardena.

Assistant City Attorney Kranitz provided clarification about the item, stating that Cigar Lounge is an existing business, and the only approval required is to approve a conditional use permit, to allow the sale of beer and wine.

Commissioner Langley asked about the complaints that were brought to their attention and asked Mr. Brown if tents were placed at the rear of the business. Mr. Brown confirmed that he has canopies that fold and are taken down daily and are mainly used during the summer. He also stated that he was unaware of any issues but has no problem being a good neighbor and he intends to welcome the whole community. Mr. Brown added that when the notices went out from ABC many of the residents came to the lounge as customers and did not expect any issues going forward.

Director Tsujiuchi added that the city municipal code specifies that all operations shall need to happen within an enclosed building, and as he stated before with or without the CUP the business will be monitored for the type of activity taking place outside of the business because the activities that are happening outside are not

allowed. He informed the applicant that the city will be investigating and monitoring the business, and all activities need to happen within the enclosed establishment. He also made the applicant aware that he can apply for a Temporary Event Permit, which is given for a specific event and shall comply with the regulations. The applicant, Mr. Brown agreed.

Commissioner Langley thanked Mr. Brown.

Vice-Chair Wright-Scherr closed the public hearing.

No additional questions or comments were made by any member of the Commission.

MOTION: It was moved by Commissioner Kanhan and seconded by Vice-Chair Wright-Scherr to Adopt Resolution No. PC 15-24 making the necessary findings and approving Conditional Use Permit #3-24 subject to the attached Conditions of approval and recommended added conditions, make a determination of Public Convenience of Necessity; and Direct staff to file a Notice of Exemption:

The motion was passed by the following roll call vote:

Ayes: Kanhan, Wright-Scherr, Sherman, and Langley

Noes: None

Absent: Henderson

6.B ZONE TEXT AMENDMENT #5-24 - ORDINANCE NO. 1875

Request: Recommendation to the City Council on adoption of Ordinance No. 1875 amending the Gardena Municipal Code Chapter 18.66 and Section 18.36.020 relating to allowing non-storefront retail medicinal cannabis delivery services businesses in the M-1 and M-2 zoning districts.

Environmental Consideration: Exempt under the common sense exemption of CEQA Guidelines section 15061(b)(3) where it can be seen that the project will not have any possibility of creating significant effects on the environment.

Community Development Manager, Amanda Acuna presented the staff report and gave a presentation on Zone Text Amendment #5-24 - Ordinance No. 1875.

Director of Community Development, Greg Tsujiuchi and Assistant City Attorney, Lisa Kranitz were present to answer any questions.

Ms. Acuna gave an overview of the California Cannabis Legislation that was passed in 1996- California voters approved Proposition 215; in 2016- Voters approved Proposition 64; and in 2017- Senate Bill 94 was signed into law, which created a single regulatory scheme for both medical and non-medical cannabis, but it is noted that under the regulation it is still allowed for local jurisdictions to either have control over these types of uses whether they are allowed or not in the cities that they govern. In accordance with the law, the City of Gardena adopted an ordinance establishing Chapter 18.66 of the Gardena Municipal Code, in 2017, which prohibits all commercial cannabis activity within the City. On September 18, 2022, Governor Newsom signed Senate Bill No. 1186 (SB 1186) into law, the bill prohibits cities from adopting or enforcing regulations on or after January 1, 2024, that would directly or indirectly prohibit the retail sales by delivery of medical cannabis in the city.

However, the Act would allow cities to adopt and enforce reasonable regulations and locations of medical cannabis delivery services – referred to as “non-storefront retailers”. Ms. Acuna went on to explain in detail the definition of “non-storefront retailers” and Senate Bill No. 1186 (SB 1186), noting that the legislation does not impact cities' local control over non-medical cannabis.

Ms. Acuna stated that to comply with SB 1186, the city must amend GMC Chapter 18.66, but continue to prohibit all other types of medical cannabis uses and all non-medical cannabis uses. The amendments shall be:

- Lift the ban on the establishment of a physical location which would allow the retail delivery of medicinal cannabis to patients or caregivers within the City.
- Regulate the establishment of non-storefront retailers within the City.

However, the new state law does allow the city to provide certain regulations for these types of uses.

Ms. Acuna listed the zoning regulations that would need to be implemented if the city wished to regulate the uses.

- Zoning requirements.
- Security or public health and safety requirements.
- Licensing requirements.
- Imposing or collecting applicable state or local taxes on retail sales of medicinal cannabis occurring within the city.
- Regulations consistent with requirements or restrictions imposed on cannabis businesses by state law or regulations issued by the California Department of Cannabis Control.

Ms. Acuna stated that what is being brought forth is Ordinance No. 1875 for the Commission's consideration and recommendation to the City Council. Ordinance No. 1875 set out to do two things: Amendments to Title 18 including, setting zoning requirements to where these types of uses would be allowed; Secondly, it would establish a new chapter to GMC Title 5 (Business License and Regulations) to establish a regulatory permitting scheme and reasonable regulations.

Ms. Acuna informed everyone that for the Planning Commission's consideration in this meeting, are the Amendments to the zoning code under Title 18 and Ordinance No. 1875 will be represented to the City Council in its entirety.

Ms. Acuna proceeded to explain in detail what the amendments to the zoning code under the ordinance would establish, which are Amendments to Chapter 18.66- Cannabis Prohibition and Personal Cultivation and introductions of new definitions such as non-storefront retailer; and Amendments to Chapter 18.36- Industrial Zone (M-1) and (M-2) including distance regulations of at least 600ft to certain sensitive receptors.

Ms. Acuna went over the staff analysis; the analysis is to determine that the amendments are consistent with the city's General Plan and the industrial land use designation of the General Plan Land Use Plan which allows for a variety of clean and environmentally friendly industries. As part of the ordinance, the findings are consistent with the regulations under the General Plan. Lastly, Ms. Acuna stated that the adoption of the ordinance is exempt from the CEQA guidelines and will not have any possibility of creating significant effects.

Ms. Acuna noted that the public hearing notice was published in the Gardena Valley News on August 8, 2024, and no comments were received.

Ms. Acuna stated that the item is a Public Hearing and Staff Recommendation to the Planning Commission is:

- Conduct the public hearing;
- Receive testimony from the public; and
- Adopt Resolution No. PC 16-24 recommending that the City Council adopt Ordinance No. 1875.

Ms. Acuna stated that the staff was available to answer any questions.

Vice-Chair Wright-Scherr asked if any member of the Commission had questions.

Vice-Chair Wright-Scherr asked how individuals would purchase the marijuana; would it be via website, and would any advertising be involved? Assistant City Attorney Kranitz replied that the State would regulate the advertisement and there is a possibility that businesses can advertise as well. She added that they do not expect to see too many of this type of business in the City, because the surrounding jurisdictions already allow for both non-storefront retail and storefront retail to sell both medical and non-medical cannabis products.

Commissioner Langley asked if a prescription was required to obtain the delivery of medical marijuana. Assistant City Attorney Kranitz replied that patients and licensed caregivers can get an identification card from a doctor that specifies that they are entitled to medical marijuana.

Assistant City Attorney Kranitz asked if the Public Hearing could be formally opened and closed for the record.

At 7:37 p.m., Vice-Chair Wright-Scherr announced that the Public Hearing was open and noted for the record that no member of the public wished to speak on this item.

Soon thereafter the Public Hearing was closed.

Commissioner Kanhan asked how the City planned to control the companies to make sure that businesses are operating correctly. Assistant City Attorney Kranitz replied that as was mentioned by staff, the Planning Commission's jurisdiction is to the zoning - where the business can be located, and the businesses will be required to obtain a permit from the Police Department and are required to have a State license permit before they can operate.

Commissioner Sherman added that to his understanding the businesses will not be open to the public. Assistant City Attorney Kranitz confirmed that he was correct, and the businesses are non-storefront retailers which means that they can sell, only by way of delivery to the public and no one can walk into the premises.

A brief conversation was held between the Commissioners and city staff about the surrounding marijuana dispensaries that are not within the City's jurisdiction.

Commissioner Langley commented on Ms. Acuna's presentation stating that the city would have to oversee taxation. Ms. Acuna clarified that those are state regulations

that the city can impose under SB 1186. Assistant City Attorney Kranitz added that it would be our business license.

MOTION: It was moved by Commissioner Kanhan and seconded by Vice-Chair Wright-Scherr to Adopt Resolution No. PC 16-24 recommending that the City Council adopt Ordinance No. 1875:

The motion was passed by the following roll call vote:

Ayes: Kanhan, Wright-Scherr, and Sherman

Noes: Langley

Absent: Henderson

7. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

Community Development Director, Greg Tsujiuchi announced upcoming city events.

- 1) Gardena Jazz Festival, Sunday, August 25, 2024, at Rowley Park.

Director Tsujiuchi reminded Commissioners about receiving two general admission tickets or one ticket in the reserved area and to inform staff if they are interested in attending the festival.

- 2) Food, Wine, and Brew Festival, Saturday, September 28, 2024, on the City Hall Lawn.

Director Tsujiuchi noted that Planning Commissioners can receive two general admission tickets for this event.

Commissioner Langley asked if the Keep Gardena Beautiful Event is also in September. Ms. Acuna confirmed, yes, and informed him that detailed information about the event would be obtained and sent to all Commissioners.

8. PLANNING & ENVIRONMENTAL QUALITY COMMISSIONERS' REPORTS

- 1) COMMISSIONER LANGLEY – asked if the Keep Gardena Beautiful Event is also in September. Ms. Acuna confirmed, yes, and informed him that detailed information about the event would be obtained and sent to all Commissioners. He also shared historical information about the palm trees on Gardena Blvd previously known as Palm Ave. No additional items were reported.
- 2) COMMISSIONER KANHAN - No items to report.
- 3) COMMISSIONER SHERMAN – No items to report.
- 4) VICE-CHAIR WRIGHT-SCHERR – asked who in the city can assist his neighbor regarding a foul odor and checking the property history. No additional items were reported.

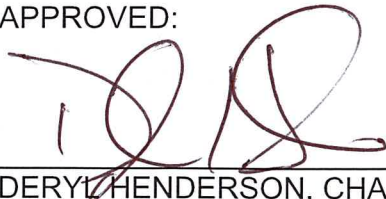
Director Tsujiuchi replied that Code Enforcement can assist with the complaint of the foul odor. As for building records a Public Records Request can be submitted to the Community Development Department or he can walk into the office, and for the history of ownership and pass deeds, he must visit the LA County Recorder's Office.

Director Tsujiuchi asked for the property address so Code Enforcement and Animal Control could look into the issue.

9. **ADJOURNMENT**

Vice-Chair Wright-Scherr adjourned the meeting at 7:50 PM.

APPROVED:



DERYL HENDERSON, CHAIR
Planning and Environmental Quality Commission

Respectfully submitted,

By: 
For GREG TSUJIUCHI, SECRETARY

Planning and Environmental Quality Commission

MEMORANDUM

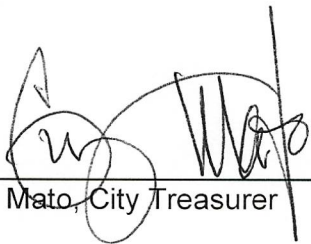
TO: Honorable Mayor and City Council
FROM: City Treasurer's Office
DATE: September 19, 2024
SUBJECT: WARRANT REGISTER
PAYROLL REGISTER

September 24, 2024 TOTAL WARRANTS ISSUED: \$4,537,328.13

Wire Transfer: 12791-12798, 12801-12805, 12807-12810
Prepay: 177604-177607
Check Numbers: 177608-177780
Checks Voided:

Total Pages of Register: 20

September 20, 2024 TOTAL PAYROLL ISSUED: \$2,415,083.63



Guy Mato, City Treasurer

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
12791	8/15/2024	112326 LWP CLAIMS SOLUTIONS INC.	081524		WORKERS' COMP CLAIMS	100,000.00
Total :						100,000.00
12792	8/26/2024	112401 PINNACLE CLAIMS MANAGEMENT INC	082124		HEALTH INSURANCE CLAIMS	9,529.50
Total :						9,529.50
12793	8/27/2024	101641 CALPERS	100000017625226		MISC GROUP UAL PAYMENT - AUGUST	37,966.00
Total :						37,966.00
12794	8/27/2024	101641 CALPERS	100000017625235		SAFETY CLASSIC UAL PAYMENT - AUG	68,422.67
Total :						68,422.67
12795	8/27/2024	101641 CALPERS	100000017625243		SAFETY PEPPRA UAL PAYMENT- AUGUS	1,292.92
Total :						1,292.92
12796	8/27/2024	112401 PINNACLE CLAIMS MANAGEMENT INC	082624		HEALTH INSURANCE CLAIMS	87,867.66
Total :						87,867.66
12797	8/28/2024	112326 LWP CLAIMS SOLUTIONS INC.	082824		WORKERS' COMP CLAIMS	18,476.44
Total :						18,476.44
12798	8/29/2024	112441 ANTHEM BLUE CROSS LIFE &, HEALTH INSURANCE	365990176017		HEALTH INSURANCE CLAIMS	18,446.46
Total :						18,446.46
12801	9/4/2024	101641 CALPERS	100000017644741		FEES - GASB 68 REPORTS & SCHEDULE	700.00
Total :						700.00
12802	8/30/2024	112401 PINNACLE CLAIMS MANAGEMENT INC	083024		HEALTH INSURANCE CLAIMS	20,924.60
Total :						20,924.60
12803	9/10/2024	419630 U.S. BANK	2660906		TAXABLE POB SERIES 2020	1,413,980.99
Total :						1,413,980.99
12804	9/11/2024	112441 ANTHEM BLUE CROSS LIFE &, HEALTH INSURANCE	365992764527		HEALTH INSURANCE CLAIMS	22,188.15
Total :						22,188.15
12805	9/11/2024	112401 PINNACLE CLAIMS MANAGEMENT INC	090424		HEALTH INSURANCE CLAIMS	18,101.22

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
12805	9/11/2024	112401 112401 PINNACLE CLAIMS MANAGEMENT INC	(Continued)			Total : 18,101.22
12807	9/12/2024	112401 PINNACLE CLAIMS MANAGEMENT INC	SEPTEMBER 2024	023-01546	HEALTH & LIFE INSURANCE, SERVICE	83,808.04
					Total : 83,808.04	
12808	9/12/2024	111016 KAISER FOUNDATION HEALTH PLAN	SEPTEMBER 2024		HEALTH INSURANCE	348,722.30
					Total : 348,722.30	
12809	9/13/2024	112441 ANTHEM BLUE CROSS LIFE &, HEALTH INSUF	365990892882		HEALTH INSURANCE CLAIMS	29,358.22
					Total : 29,358.22	
12810	9/13/2024	112401 PINNACLE CLAIMS MANAGEMENT INC	090424.		HEALTH INSURANCE CLAIMS	60,518.37
					Total : 60,518.37	
177604	9/11/2024	112935 INTEGRATED DEMOLITION AND, REMEDIATIO	2024-106D	024-01079	ROSECRANS COMMUNITY CTR PROJ (311,600.00
					Total : 311,600.00	
177605	9/19/2024	113009 MEDICAL REVIEW SERVICES, LLC	INV70351		LEGAL SERVICES	2,200.00
					Total : 2,200.00	
177606	9/19/2024	107461 DEPARTMENT OF HEALTH CARE, SERVICES	21-19PW		FINAL SETTLEMENT	476.74
					Total : 476.74	
177607	9/19/2024	113017 CHELSEA DUTHORN & CHUDACOFF	21-19PW		FINAL SETTLEMENT	9,523.26
					Total : 9,523.26	
177608	9/24/2024	108948 ADAMS-NAULLS, VICKEY	AUGUST 2024 JULY 2024		VOLUNTEER DRIVER VOLUNTEER DRIVER	28.00 21.00
					Total : 49.00	
177609	9/24/2024	101338 ALCO TARGET COMPANY	72395		PD TRAINING SUPPLIES	189.55
					Total : 189.55	
177610	9/24/2024	108625 ARAD OIL INC.	AUGUST 2024		CAR WASH	84.00
					Total : 84.00	
177611	9/24/2024	112989 AREVALO, SHARMAINE	RECEIPT #74468107		MAINTENANCE DEPOSIT REFUND	100.00

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177611	9/24/2024	112989 112989 AREVALO, SHARMAINE	(Continued)		Total :	100.00
177612	9/24/2024	104687 AT&T	22203611		TELEPHONE	350.15
			22228505		TELEPHONE	1,603.37
					Total :	1,953.52
177613	9/24/2024	616090 AT&T	3103232408 09/01/24		TELEPHONE	5,355.00
					Total :	5,355.00
177614	9/24/2024	111170 AT&T FIRSTNET	287290885074X9102024	023-01559	CITYWIDE CELL PHONE ACCT #287290	2,457.13
			287293420631X9102024	023-01559	PD CELL PHONE ACCT #287293420631	312.32
			287295242065X9102024	023-01559	PD CELL PHONE ACCT #287295242065	272.81
			287298156560X9102024	023-01559	CITYWIDE CELL PHONE ACCT #287298	1,864.12
			287303490376X9102024	023-01559	BUS CELL PHONE ACCT #28730349037	2,362.83
			287324972943X9102024	023-01559	GTRANS CELL PHONE ACCT #2873249	50.86
					Total :	7,320.07
177615	9/24/2024	100474 AT&T LONG DISTANCE	091224		TELEPHONE	57.19
					Total :	57.19
177616	9/24/2024	100964 AT&T MOBILITY	287275680401X090124		PD CELL PHONE ACCT #287275680401	147.88
			828667974X09162024		CM CELL PHONE ACCT #828667974	86.46
					Total :	234.34
177617	9/24/2024	110686 AZTECH ELEVATOR COMPANY	AZ18786	037-10378	ELEVATOR MAINTENANCE - GTRANS,	83.33
			AZ18790	037-10378	ELEVATOR MAINTENANCE - GTRANS, I	125.00
					Total :	208.33
177618	9/24/2024	112933 BADGE FRAME, INC.	41942	035-01354	EMPLOYEE WALL PLAQUES	9,291.39
				035-01354		
					Total :	9,291.39
177619	9/24/2024	112503 BARENTINE, LINDA	AUGUST 2024		VOLUNTEER DRIVER	21.00
			JULY 2024		VOLUNTEER DRIVER	28.00
					Total :	49.00
177620	9/24/2024	103641 BECNEL UNIFORMS	72561		BUS UNIFORM SUPPLIES	545.22
			72588		BUS UNIFORM SUPPLIES	517.90

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177620	9/24/2024	103641 103641 BECNEL UNIFORMS	(Continued)		Total :	1,063.12
177621	9/24/2024	102135 BEHREND, KENT	280	023-01545	IT NETWORK SUPPORT - AUGUST 2024	3,400.00
					Total :	3,400.00
177622	9/24/2024	107747 BENGAR PRODUCTIONS	7489		EMBROIDERY SERVICES	1,401.00
			7499		EMBROIDERY SERVICES	576.00
					Total :	1,977.00
177623	9/24/2024	112184 BONFIRELA PRODUCTIONS	1831	037-10361	LINE 7X DIGITAL DISPLAY MARKETING	7,250.00
					Total :	7,250.00
177624	9/24/2024	111902 BPR CONSULTING GROUP LLC	1947	032-00173	CONSULTING SERVICES - AUGUST 2024	49,582.00
					Total :	49,582.00
177625	9/24/2024	110651 BRIAN, YAMAMOTO	091224		ENTERTAINMENT SERVICES - FOOD, V	1,600.00
					Total :	1,600.00
177626	9/24/2024	102383 BROCK, DAVID	05/12-05/16.		DRUG/TERRORIST TRAINING -	214.70
					Total :	214.70
177627	9/24/2024	112674 BUCK SIGNS & GRAPHICS INC	2805	037-10379	GTRANS LINE 7X BUS SUPPLIES	10,454.43
			2807		GTRANS BUS DECALS SUPPLIES	135.61
					Total :	10,590.04
177628	9/24/2024	110313 CALTIP	94-2024-AUGUST	037-10356	INSURANCE CLAIMS DEDUCTIBLE - AL	14,441.54
					Total :	14,441.54
177629	9/24/2024	110538 CANNON COMPANY	89340	024-00821	RBB ARTERIAL IMPROVEMENT PROJECT	9,638.25
					Total :	9,638.25
177630	9/24/2024	823003 CARL WARREN & COMPANY	AUGUST 2024		CLAIMS MANAGEMENT	3,414.50
					Total :	3,414.50
177631	9/24/2024	803420 CARPENTER, ROTHANS & DUMONT, LAW OFF	47371		LEGAL SERVICES	582.20
			47373		LEGAL SERVICES	6,528.23
			47376		LEGAL SERVICES	682.00
			47377		LEGAL SERVICES	138.00

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177631	9/24/2024	803420 CARPENTER, ROTHANS & DUMONT, LAW OFF	(Continued)			
			47379		LEGAL SERVICES	2,519.50
			47380		LEGAL SERVICES	805.00
			47381		LEGAL SERVICES	1,359.90
			47382		LEGAL SERVICES	1,288.00
			47383		LEGAL SERVICES	301.90
					Total :	14,204.73
177632	9/24/2024	113007 CARTER, JOHNATHAN	RECEIPT #69243732		MAINTENANCE DEPOSIT REFUND	100.00
					Total :	100.00
177633	9/24/2024	112994 CEDARS ENTERPRISES	PERMIT #50023-1088		PERMIT DEPOSIT REFUND - 2900 W RC	7,500.00
					Total :	7,500.00
177634	9/24/2024	110605 CHANDLER ASSET MANAGEMENT	2408GARDENA	013-00032	INVESTMENT MGMT SERVICES - AUGL	2,617.60
					Total :	2,617.60
177635	9/24/2024	112462 CHAO, LOUISE T.	AUGUST 2024		VOLUNTEER DRIVER	49.00
			JULY 2024		VOLUNTEER DRIVER	63.00
					Total :	112.00
177636	9/24/2024	112138 CHAUHAN, MINESH	08/04-08/07.		APTA TECH CONFERENCE - TRANSPOR	131.27
					Total :	131.27
177637	9/24/2024	112664 CHEN, WEIMIN	AUGUST 2024		VOLUNTEER DRIVER	35.00
			JULY 2024		VOLUNTEER DRIVER	14.00
					Total :	49.00
177638	9/24/2024	112352 CIRCLE, THE	192106		TOSHIBA 3525AC COPIER USAGE - CLF	50.77
			192107		TOSHIBA 3525AC COPIER USAGE - CM	93.12
			192108		TOSHIBA 3525AC COPIER USAGE - HR	162.43
			192109		TOSHIBA 3525AC COPIER USAGE - ADI	34.45
			192110		TOSHIBA 3525AC COPIER USAGE - CDI	96.25
			192111		TOSHIBA 3525AC COPIER USAGE - CDI	240.16
			192112		TOSHIBA 5525AC COPIER USAGE - DB	495.32
			192113		TOSHIBA 908 COPIER USAGE - PRINT S	10.70
			192114		TOSHIBA 6527AC COPIER USAGE - PRI	133.44
			192115		TOSHIBA 3525AC COPIER USAGE - PW	13.72

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177638	9/24/2024	112352 CIRCLE, THE	(Continued)			
			192116		TOSHIBA 3525AC COPIER USAGE - PW	88.53
			192117		TOSHIBA 3525AC COPIER USAGE - GTI	165.37
			192118		TOSHIBA 3525AC COPIER USAGE - NC	136.52
			192119		TOSHIBA 3525AC COPIER USAGE - HS	125.24
			192120		TOSHIBA 3525AC COPIER USAGE - RE	74.91
			192121		TOSHIBA 3525AC COPIER USAGE - CHI	29.77
			192122		TOSHIBA 3525AC COPIER USAGE - PD	130.09
			192123		TOSHIBA 3525AC COPIER USAGE - WA	122.90
			192124		TOSHIBA 3525AC COPIER USAGE - SR	102.86
			192125		TOSHIBA 6525AC COPIER USAGE - RE	194.55
			192126		TOSHIBA 3525AC COPIER USAGE - GTI	42.52
					Total :	2,543.62
177639	9/24/2024	303113 CITY OF TORRANCE	2024-00152383.	023-01534	ASSESSMENTS FOR INSB JPA FY 2024	168,083.00
					Total :	168,083.00
177640	9/24/2024	112587 CONNECTED TO LEAD	CERDA 24/25		COMMUNITY PROMOTION	150.00
					Total :	150.00
177641	9/24/2024	109913 COSTAR REALTY INFORMATION INC.	121220995	032-00174	COSTAR SUITE - SEPTEMBER 2024	1,484.45
					Total :	1,484.45
177642	9/24/2024	103461 CPS HR CONSULTING	INV004861		TESTING MATERIALS	350.00
			RTN003578		TESTING MATERIAL SUPPLIES	-70.00
					Total :	280.00
177643	9/24/2024	103353 CRM COMPANY, LLC.	LA25606		SCRAP TIRE DISPOSAL FEE	69.50
			LA25649		SCRAP TIRE DISPOSAL FEE	69.50
					Total :	139.00
177644	9/24/2024	110319 CWE DIRECTOR	F24425	024-01042	MS4 & NPDES MONITORING & COMPLI	23,472.46
					Total :	23,472.46
177645	9/24/2024	102228 DAILY BREEZE	0011683403		PUBLIC NOTICE - GTRANS SERVICE CI	659.66
			0011686319		NOTICE FOR BIDS - GTRANS BUS TIRE	358.99
					Total :	1,018.65

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177646	9/24/2024	110844 DATA GEAR, INC.	44646		VIDEO POLICING SYSTEM MAINTENAN	3,857.72
					Total :	3,857.72
177647	9/24/2024	111377 DE NOVO PLANNING GROUP	4407	032-00088	PROFESSIONAL SERVICES - GARDEN/	5,414.00
					Total :	5,414.00
177648	9/24/2024	312117 DEPARTMENT OF WATER & POWER	082824		LIGHT & POWER	74.33
					Total :	74.33
177649	9/24/2024	104500 DOOLEY ENTERPRISES, INC	68294	035-01357	PD AMMUNITION SUPPLIES	2,508.42
			68649	035-01357	PD AMMUNITION SUPPLIES	4,180.70
					Total :	6,689.12
177650	9/24/2024	104718 DOZIER, ERMA	AUGUST 2024		VOLUNTEER DRIVER	28.00
			JULY 2024		VOLUNTEER DRIVER	7.00
					Total :	35.00
177651	9/24/2024	111973 DUDEK	202405910	032-00101	PROFESSIONAL SERVICES - INSITE - 1	6,712.50
			202406062	032-00101	PROFESSIONAL SERVICES - INSITE - 1	21,983.75
					Total :	28,696.25
177652	9/24/2024	110956 DURAN, BRANDON M.	SUMMER 2024		EDUCATIONAL REIMBURSEMENT	300.00
					Total :	300.00
177653	9/24/2024	109416 E S SPORTS	11982		CUSTOM GRAPHICS FOR UNIT PE-3	243.00
					Total :	243.00
177654	9/24/2024	112995 ELITE BUILDING & ENERGY, SOLUTIONS USA	PERMIT #18261		PERMIT DEPOSIT REFUND - 1335 W 13	1,000.00
					Total :	1,000.00
177655	9/24/2024	105418 EMPIRE CLEANING SUPPLY	S6659039	034-00666	CUSTODIAL SUPPLIES	1,966.40
			S6659060	034-00666	CUSTODIAL SUPPLIES	265.05
					Total :	2,231.45
177656	9/24/2024	106459 ENTERPRISE FM TRUST	FBN5127512	023-01567	ENTERPRISE LEASE - SEPTEMBER 20/	8,317.58
			FBN5136696	023-01567	ENTERPRISE LEASE - SEPTEMBER 20/	11,814.80
					Total :	20,132.38

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177657	9/24/2024	112988 ESTEVEZ, CRISTIAN RODRIGUEZ	RECEIPT #70821946		MAINTENANCE DEPOSIT REFUND	100.00
Total :						100.00
177658	9/24/2024	100055 FAIR HOUSING FOUNDATION	AUGUST 2024		FAIR HOUSING SERVICES	1,698.45
Total :						1,698.45
177659	9/24/2024	106129 FEDEX	8-592-83123		SHIPPING SERVICES	37.60
			8-599-90068		SHIPPING SERVICES	46.09
			8-605-88192		SHIPPING SERVICES	85.32
			8-612-49950		SHIPPING SERVICES	49.68
Total :						218.69
177660	9/24/2024	103083 FIRST ADVANTAGE LNS OCC HEALTH, SOLUT 2503132408			DRUG TEST/ADMIN FEE	487.30
Total :						487.30
177661	9/24/2024	106545 FLEETPRIDE, INC	119478854		SEWER PROGRAM SUPPLIES	208.63
Total :						208.63
177662	9/24/2024	106465 FOX FIRST AID & SAFETY INC	73570		PARK MAINT SUPPLIES	385.88
			73571		PARK MAINT SUPPLIES	114.66
Total :						500.54
177663	9/24/2024	112889 FUJIMOTO, TED	AUGUST 2024		VOLUNTEER DRIVER	56.00
			JULY 2024		VOLUNTEER DRIVER	70.00
Total :						126.00
177664	9/24/2024	112566 GALLS, LLC	029056060		PD UNIFORM SUPPLIES	193.92
Total :						193.92
177665	9/24/2024	207303 GARCIA, PEGGY	AUGUST 2024		VOLUNTEER DRIVER	42.00
Total :						42.00
177666	9/24/2024	108183 GARDENA ACE HARDWARE	100364		SIGNS/SIGNALS SUPPLIES	24.08
Total :						24.08
177667	9/24/2024	107011 GARDENA VALLEY NEWS, INC.	00145899		NOTICE OF REQUEST FOR PROPOSAL	77.00
Total :						77.00

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177668	9/24/2024	619005 GAS COMPANY, THE	035-746-60944 090924 058-854-91703 090924		CNG FUEL CNG FUEL	35,971.88 1,226.27 Total : 37,198.15
177669	9/24/2024	111964 GCAP SERVICES, INC.	25-07127	037-10116	CNG PROJECT LABOR COMPLIANCE &	590.00 Total : 590.00
177670	9/24/2024	109480 GLADIATOR ENTERTAINMENT, TRAILERS	1090		TRAILER RENTAL - FWB FESTIVAL	1,250.00 Total : 1,250.00
177671	9/24/2024	619004 GOLDEN STATE WATER CO.	091024		WATER	17,416.23 Total : 17,416.23
177672	9/24/2024	105128 GOTTSANKER, BETTY	091024		BLOCK PARTY DEPOSIT REFUND	100.00 Total : 100.00
177673	9/24/2024	109055 GRAFFITI SHIELD, INC.	26218		BUS GRAFFITI SHIELD	622.48 Total : 622.48
177674	9/24/2024	107513 GRAINGER	9230276694 9230276728 9236284742		PW AUTO SUPPLIES SEWER PROGRAM SUPPLIES PW AUTO SUPPLIES	49.64 337.32 -49.64 Total : 337.32
177675	9/24/2024	111505 GRANICUS, LLC	188770	011-00043	AGENDA MANAGEMENT SOFTWARE	12,157.60 Total : 12,157.60
177676	9/24/2024	110588 H&H NURSERY	16971		PARK MAINT SUPPLIES	322.98 Total : 322.98
177677	9/24/2024	112990 HARADA, EDITH	RECEIPT #65060162		MAINTENANCE DEPOSIT REFUND	100.00 Total : 100.00
177678	9/24/2024	106701 HARTZOG & CRABILL, INC.	24-0385(HCI#3789)	024-01046	SIGNAL INSPECTION SERVICES - NOR	5,200.00 Total : 5,200.00
177679	9/24/2024	108949 HELM, SUSAN	AUGUST 2024 JULY 2024		VOLUNTEER DRIVER VOLUNTEER DRIVER	21.00 21.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177679	9/24/2024	108949 108949 HELM, SUSAN	(Continued)		Total :	42.00
177680	9/24/2024	112076 HERNANDEZ, ROSA	018 09/11/24		INTERN SERVICES - 08/29-09/11/24	1,312.50
					Total :	1,312.50
177681	9/24/2024	111549 HF & H CONSULTANTS, LLC	9721237	024-01092	CONSULTING SERVICES - SOLID WAS1	4,704.50
					Total :	4,704.50
177682	9/24/2024	108434 HOME DEPOT CREDIT SERVICES	0030969		PD PROGRAM SUPPLIES	103.81
			0350061		BLDG MAINT SUPPLIES	66.01
			1300111		CUSTODIAL SUPPLIES	23.66
			4045548		JAZZ FESTIVAL PROGRAM SUPPLIES	118.00
			4722614		CUSTODIAL SUPPLIES	99.19
			5522278		REC PROGRAM SUPPLIES	15.29
			6294078		JAIL PROGRAM SUPPLIES	1,928.15
			8361821		STREET MAINT SUPPLIES	57.36
			8525053		SIGNS/SIGNALS SUPPLIES	54.72
			8771435		JAIL PROGRAM SUPPLIES	218.30
			9198126		JAIL PROGRAM SUPPLIES	164.27
					Total :	2,848.76
177683	9/24/2024	104572 HUDSON AUDIO WORKS	12574	034-00670	JAZZ FESTIVAL - BACKLINE & SOUND	6,200.00
					Total :	6,200.00
177684	9/24/2024	113006 IMAGING FORENSICS, INC.	11388		FORENSIC SERVICES	1,275.00
					Total :	1,275.00
177685	9/24/2024	112385 INGRAM, PRESCILLA R.	AUGUST 2024		VOLUNTEER DRIVER	91.00
			JULY 2024		VOLUNTEER DRIVER	70.00
					Total :	161.00
177686	9/24/2024	112220 IWORQ SYSTEMS INC	203744	024-01097	PW FLEET MGMT SOFTWARE & SUPP	10,000.00
					Total :	10,000.00
177687	9/24/2024	100436 J.J. KELLER & ASSOCIATES, INC	9109243462	037-10383	FLEET MANAGEMENT AND COMPLIAN	532.18
					Total :	532.18
177688	9/24/2024	113019 KANSHA LLC	091724		CATERING SERVICES - EMPLOYEE RE	1,050.00

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177688	9/24/2024	113019 113019 KANSHA LLC	(Continued)		Total :	1,050.00
177689	9/24/2024	105098 KENNELLY, JOANN	AUGUST 2024		VOLUNTEER DRIVER	21.00
			JULY 2024		VOLUNTEER DRIVER	14.00
					Total :	35.00
177690	9/24/2024	101542 KIWANIS CLUB OF GARDENA	TANAKA 23/24		COMMUNITY PROMOTION	500.00
					Total :	500.00
177691	9/24/2024	110989 KOA CORPORATION	KAJC36122-6		CONSULTANT SERVICES - VAN NESS F	600.00
					Total :	600.00
177692	9/24/2024	108349 KOSMONT COMPANIES	2209.6-009	032-00127	AFFORDABLE HOUSING CONSULTANT	591.50
			2209.6-012	032-00127	AFFORDABLE HOUSING CONSULTANT	4,647.50
					Total :	5,239.00
177693	9/24/2024	112924 KTUA	36164	034-00669	VACANT & UNDERUTILIZED LOT INVEN	17,618.75
			36309	034-00669	VACANT & UNDERUTILIZED LOT INVEN	5,990.00
					Total :	23,608.75
177694	9/24/2024	111813 KWIK FLASH PHOTO	9282024		PHOTOGRAPHY SERVICES -FOOD, WII	750.00
					Total :	750.00
177695	9/24/2024	112145 L.A. COUNTY FIRE DEPARTMENT	IN0449850		UNDERGROUND STORAGE TANK PRO	4,116.00
			IN0455624	037-10394	UNDERGROUND STORAGE TANK PRO	6,401.00
					Total :	10,517.00
177696	9/24/2024	112614 LAX AUTO REPAIR	19845		SMOKER TRAILER BRAKE/SIGNAL HAF	250.00
			19908		2023 FORD INTRCPTR #1661719 OIL CH	70.00
			19925		2022 FORD INTRCPTR #1630465 OIL CH	70.00
					Total :	390.00
177697	9/24/2024	108023 LEXIPOL LLC	INVLEX11238872		JAIL POLICY MANUAL UPDATE SUBSCI	4,549.28
					Total :	4,549.28
177698	9/24/2024	109517 LOAD N' GO BUILDING MATERIALS	30806		STREET MAINT SUPPLIES	41.96
					Total :	41.96

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177699	9/24/2024	105279 LOS ANGELES TRUCK CENTERS LLC	XA220594326		STREET SWEEPER SUPPLIES	147.72
Total :						147.72
177700	9/24/2024	112602 LUBRICATION ENGINEERS, INC.	IN534749		AUTOMOTIVE LUBRICANT & FLUIDS	4,317.17
Total :						4,317.17
177701	9/24/2024	109563 LUCKY LADY CASINO	0850000254		ECONOMIC ASSISTANCE - AUGUST 2024	54,612.30
Total :						54,612.30
177702	9/24/2024	112615 LU'S LIGHTHOUSE, INC.	01268486		GTRANS SHOP SUPPLIES	410.68
Total :						410.68
177703	9/24/2024	111944 LUX AUTO BODY & PAINT	25703		2022 TOYOTA HIGHLANDER #1609148 \	2,005.52
Total :						2,005.52
177704	9/24/2024	112631 MAYORAL, JUAN	091624		CATERING SERVICES - FOOD, WINE &	800.00
Total :						800.00
177705	9/24/2024	106017 MCMURRAY STERN, INC.	004276	035-01356	PD LOCKER ROOMS PROJECT	49,998.95
Total :						49,998.95
177706	9/24/2024	110206 MICHELIN NORTH AMERICA, INC.	DA0060123546	037-10395	GTRANS' BUS TIRE LEASE SERVICES -	8,642.96
Total :						8,642.96
177707	9/24/2024	111604 MICRO ELECTRONICS, INC	13240900		COMPUTER REPLACEMENT PARTS	-2,262.72
			13240901	023-01553	COMPUTER REPLACEMENT PARTS	2,862.69
			13248034	023-01553	COMPUTER REPLACEMENT PARTS	86.12
Total :						686.09
177708	9/24/2024	102534 MONCADA, BARBARA	AUGUST 2024		VOLUNTEER DRIVER	7.00
Total :						7.00
177709	9/24/2024	112251 MONTELONGO, DAVID	091224	034-00671	ENTERTAINMENT SERVICES - FOOD, V	5,000.00
Total :						5,000.00
177710	9/24/2024	112999 MUCKROCK NEWS	PRA #24-263		REFUND - PRA OVERPAYMENT	1.39
Total :						1.39

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177711	9/24/2024	113605 MUTUAL LIQUID GAS & EQUIPMENT, CO., INC	187843		SERVICE AGREEMENT PLAN	135.00
					Total :	135.00
177712	9/24/2024	105622 N/S CORPORATION	0123608		GTRANS BUS WASH EQUIPMENT MAIN	703.00
					Total :	703.00
177713	9/24/2024	105140 NMK CORPORATION	COG-020	023-01554	COMPUTER REPLACEMENT PARTS	7,937.91
					Total :	7,937.91
177714	9/24/2024	111370 NV5 INC.	404276	024-01024	CONSULTING SERVICES - ARTESIA LAI	4,915.00
					Total :	4,915.00
177715	9/24/2024	110575 OCCUPATIONAL HEALTH CENTERS, OF CALIF	84142651	023-01558	RANDOM TESTS	947.00
			84225320	023-01558	RANDOM TESTS	1,202.00
			84283803	023-01558	RANDOM TESTS	1,726.00
					Total :	3,875.00
177716	9/24/2024	115168 OFFICE DEPOT	381623638		PD OFFICE SUPPLIES	69.28
			382697117		BUS OFFICE SUPPLIES	358.28
			383242379		CD OFFICE SUPPLIES	179.32
			384001705		BUS OFFICE SUPPLIES	66.07
			384344619		PD OFFICE SUPPLIES	38.49
			384344854		PD OFFICE SUPPLIES	375.73
			384398255		CM OFFICE SUPPLIES	70.97
			386552485		FINANCE OFFICE SUPPLIES	69.39
					Total :	1,227.53
177717	9/24/2024	111358 O'REILLY AUTO PARTS	378454		PW AUTO PARTS	30.41
			378594		PW AUTO PARTS	-281.71
			382141		PW AUTO PARTS	-54.02
			424927		PW AUTO PARTS	-41.19
			470267		PW AUTO PARTS	537.39
			470315		PW AUTO PARTS	106.93
			472033		PW AUTO PARTS	56.94
					Total :	354.75
177718	9/24/2024	112688 OUTLAW GRAPHIX INC.	11683		2012 FORD ECONOLINE E350 WRAP	4,422.34

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177718	9/24/2024	112688 OUTLAW GRAPHIX INC.	(Continued)		Total :	4,422.34
177719	9/24/2024	112728 PATRONAS, ELISSEOS	PERMIT #50024-0147		PERMIT DEPOSIT REFUND - 17321 S D.	7,500.00
					Total :	7,500.00
177720	9/24/2024	112744 PHILLIP, SANJAY	AUGUST 2024 JULY 2024		VOLUNTEER DRIVER VOLUNTEER DRIVER	70.00 49.00
					Total :	119.00
177721	9/24/2024	112401 PINNACLE CLAIMS MANAGEMENT INC	202400104	023-01565	ACA REPORTING 2024	8,235.00
					Total :	8,235.00
177722	9/24/2024	100123 PINTO, ALEXANDER	09/08-09/10		2024 ORACLE CONFERENCE	100.00
					Total :	100.00
177723	9/24/2024	112340 PRECISION CONCRETE CUTTING	20112		PEDESTRIAN SAFETY PROJECT, JN527	8,536.64
					Total :	8,536.64
177724	9/24/2024	112610 PRIETO, THERESE M.	AUGUST 2024 JULY 2024		VOLUNTEER DRIVER VOLUNTEER DRIVER	35.00 35.00
					Total :	70.00
177725	9/24/2024	102677 PROVIDENCE HEALTH & SERVICES	600000283 09/05/24		PRE-EMPLOYMENT PHYSICALS	1,835.00
					Total :	1,835.00
177726	9/24/2024	106092 PRUDENTIAL OVERALL SUPPLY	42943683 42961698 42963737 42964106 42964107 42964108 42964109 42965537 42965910 42965914 42965916	034-00667 037-10365 037-10365 034-00667 024-01082 034-00667 034-00667 034-00667 037-10365 034-00667 024-01082 034-00667 034-00667	SUPPLY RENTAL - MATS - CH UNIFORM & SUPPLY RENTAL UNIFORM & SUPPLY RENTAL CUSTODIAL SUPPLIES UNIFORM & SUPPLY RENTAL UNIFORM & SUPPLY RENTAL SUPPLY RENTAL - MATS - GTRANS UNIFORM & SUPPLY RENTAL CUSTODIAL SUPPLIES UNIFORM & SUPPLY RENTAL UNIFORM & SUPPLY RENTAL	19.00 1,595.77 320.18 1,886.01 153.57 32.10 50.10 320.18 1,478.30 151.88 28.72

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177726	9/24/2024	106092 PRUDENTIAL OVERALL SUPPLY	(Continued)			
			42965918	034-00667	SUPPLY RENTAL - MATS - GTRANS	50.10
			42965919	034-00667	SUPPLY RENTAL - MATS - NCC	13.65
			42965920	034-00667	SUPPLY RENTAL - MATS - CH	19.00
			42965923	034-00667	SUPPLY RENTAL - MATS - PD	91.60
			42965925	034-00667	SUPPLY RENTAL - MATS - HS	11.60
					Total :	6,221.76
177727	9/24/2024	107419 PULSAR	29957	037-10229	DESIGN & BRANDING OF NEW ON-DEM	1,228.25
			30070	037-10229	DESIGN & BRANDING OF NEW ON-DEM	8,639.50
			30090		"BOLT" TRADEMARK REPORT	3,200.00
					Total :	13,067.75
177728	9/24/2024	104901 Q-20 ENTERTAINMENT	24-2409		DJ SERVICES - FOOD, WINE & BREW	1,000.00
					Total :	1,000.00
177729	9/24/2024	109242 QUACH, KHOI	09/08-09/10		2024 ORACLE CONFERENCE	834.68
					Total :	834.68
177730	9/24/2024	102283 QUICK COLOR PRINTING	16270		REC PROGRAM SUPPLIES	1,642.73
					Total :	1,642.73
177731	9/24/2024	111574 RACE COMMUNICATIONS	RC1301248	023-01556	FIBER INTERNET SERVICES - SEPTEM	5,760.84
					Total :	5,760.84
177732	9/24/2024	103072 REACH	092553		EAP SERVICES/REACHLINE NEWSLET	902.00
					Total :	902.00
177733	9/24/2024	110734 RED KITE CONSULTING, INC	017352	037-10196	TRAINING WORKSHOPS - FIXED ROUT	550.00
					Total :	550.00
177734	9/24/2024	108886 REDMON GROUP INC.	RG2022241	037-10318	GTRANS WEBSITE SUPPORT	3,280.40
					Total :	3,280.40
177735	9/24/2024	100836 RESOURCE BUILDING MATERIALS	3867636		STREET MAINT SUPPLIES	43.00
					Total :	43.00
177736	9/24/2024	112578 RIDEKO US INC	2024-218US	037-10254	MICROTRANSIT SOFTWARE	3,005.82

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177736	9/24/2024	112578 RIDECO US INC	(Continued) 2024-267US	037-10254	MICROTRANSIT SOFTWARE	12,363.08
Total :						15,368.90
177737	9/24/2024	112578 RIDECO US INC	2024-324US	037-10254	MICROTRANSIT SOFTWARE	1,776.52
Total :						1,776.52
177738	9/24/2024	112433 RIGHTWAY HEALTHCARE, INC	INV19007	023-01566	CARE NAVIGATION COORDINATORS	1,800.50
			INV19456	023-01566	CARE NAVIGATION COORDINATORS	1,807.00
Total :						3,607.50
177739	9/24/2024	100585 RKA CONSULTING GROUP	35063		ENGINEERING & SURVEYING SERVICE	630.00
Total :						630.00
177740	9/24/2024	102988 RODRIGUEZ, DANNY	09/08-09/10		2024 ORACLE CONFERENCE	604.06
Total :						604.06
177741	9/24/2024	119126 S.B.R.P.C.A.	04532	023-01532	FY24-25 2ND QUARTER ASSESSMENT	626,727.25
Total :						626,727.25
177742	9/24/2024	119022 SAFE MART OF SOUTHERN, CALIFORNIA, INC	1054		BLDG MAINT SUPPLIES	46.57
			1056		BLDG MAINT SUPPLIES	15.44
			1106		BLDG MAINT SUPPLIES	29.64
Total :						91.65
177743	9/24/2024	119015 SAFETY-KLEEN CORPORATION	95133287		SERVICE AQUEOUS PARTS WASHER	394.47
Total :						394.47
177744	9/24/2024	119016 SAM'S CLUB	5696		PD PROGRAM SUPPLIES	179.56
Total :						179.56
177745	9/24/2024	119355 SBPTC	090424-02		TRAINING COMMITTEE ANNUAL DUES	1,020.00
Total :						1,020.00
177746	9/24/2024	107006 SHAMROCK COMPANIES	2773179		BLDG MAINT SUPPLIES	343.31
Total :						343.31
177747	9/24/2024	110731 SHAW HR CONSULTING, INC	011991		PROFESSIONAL SERVICES	922.50

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177747	9/24/2024	110731 110731 SHAW HR CONSULTING, INC	(Continued)		Total :	922.50
177748	9/24/2024	109918 SHIGE'S FOREIGN CAR SERVICE, INC.	8098477		2015 CHEVY TAHOE #7HED092 SERVIC	2,139.06
					Total :	2,139.06
177749	9/24/2024	119378 SMARDAN SUPPLY CO.	S4133082		BLDG MAINT SUPPLIES	6.96
			S4138735		BLDG MAINT SUPPLIES	1,038.14
					Total :	1,045.10
177750	9/24/2024	113014 SNC CONSTRUCTION INC.	PERMIT #50023-0378		PERMIT DEPOSIT REFUND - 15822 S N	7,500.00
					Total :	7,500.00
177751	9/24/2024	107761 SOCAL STORMWATER RUNOFF, SOLUTION S 9686			FACILITY STORMWATER COMPLIANCE	500.00
					Total :	500.00
177752	9/24/2024	112633 SOUTH BAY KUSTOMZ, LLC	13284		2015 TOYOTA CAMRY SERVICE & REPA	1,283.69
			13289		2019 FORD EXPLORER BATTERY REPL	340.52
					Total :	1,624.21
177753	9/24/2024	119375 SOUTH COAST AIR QUALITY, MANAGEMENT I	4384243		ANNUAL RENEWAL FEES - SPRAY EQU	541.04
			4384425		RULE 461 - LIQUID FUEL DISPENSING	319.84
			4385707		EMISSIONS FEE - CH BLDG EQUIPMEN	165.96
			4386792		EMISSIONS FEE - PW BLDG EQUIPMEN	165.96
					Total :	1,192.80
177754	9/24/2024	619003 SOUTHERN CALIFORNIA EDISON	091324		LIGHT & POWER	69,926.50
					Total :	69,926.50
177755	9/24/2024	108238 SPARKLETTS	15638236 090624		DRINKING WATER FILTRATION SYSTEM	43.00
					Total :	43.00
177756	9/24/2024	111475 SPEARS, HARRY	RECEIPT #65733702		MAINTENANCE DEPOSIT REFUND	100.00
					Total :	100.00
177757	9/24/2024	104126 SPECTRUM	187854501080724	023-01555	CABLE & BACKUP INTERNET SERVICE	5,094.27
					Total :	5,094.27
177758	9/24/2024	104126 SPECTRUM	188375801090724		CABLE SERVICES - PD	89.09

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177758	9/24/2024	104126 104126 SPECTRUM	(Continued)		Total :	89.09
177759	9/24/2024	119594 STANLEY PEST CONTROL	1783000		PEST CONTROL SERVICE - 16206 WES	650.00
			1791159		PEST CONTROL SERVICE - 1220 W 170	70.00
			1791160		PEST CONTROL SERVICE- 15800 BRIG	42.00
			1791161		PEST CONTROL SERVICE- 14708 HALL	42.00
			1791162		PEST CONTROL SERVICE - 1651 W 162	85.00
			1791164		PEST CONTROL SERVICE - 1700 W 162	80.00
			1791165		PEST CONTROL SERVICE - 1670 W 162	80.00
			1791166		PEST CONTROL SERVICES - 1718 W 16	65.00
			1791167		PEST CONTROL SERVICE - 1717 W 162	75.00
			1791168		PEST CONTROL SERVICE- 2100 W 154	65.00
			1791172		PEST CONTROL SERVICE - 2320 W 149	42.00
			1791174		PEST CONTROL SERVICE - 14517 CREI	60.00
			1791175		PEST CONTROL SERVICE - 13220 VAN	65.00
					Total :	1,421.00
177760	9/24/2024	104106 SWARCO MCCAIN, INC.	INV0280968	024-01093	SIGNS/SIGNALS SUPPLIES	1,784.93
					Total :	1,784.93
177761	9/24/2024	112505 T Y LIN INTERNATIONAL	102312065	037-10235	SOMPIS PROJECT MANAGEMENT	1,171.30
			102404195	037-10323	PROJECT MGMT SVCS, MAINT & ASSE	916.74
					Total :	2,088.04
177762	9/24/2024	100609 TANK SPECIALISTS OF CALIFORNIA	34064		CERTIFIED DESIGNATED OPERATOR S	198.00
					Total :	198.00
177763	9/24/2024	111481 TRIO COMMUNITY MEALS, LLC	INV2230051285	034-00659	SENIOR FEEDING PROGRAM	7,382.54
			INV2230052226	034-00659	SENIOR FEEDING PROGRAM	6,775.34
					Total :	14,157.88
177764	9/24/2024	120854 TURF STAR INC.	INV039617		PW AUTO PARTS	72.62
					Total :	72.62
177765	9/24/2024	112998 TURNER, DONNIE	SUMMER 2024		EDUCATIONAL REIMBURSEMENT	150.00
					Total :	150.00
177766	9/24/2024	109900 U.S. BANK CORPORATE PAYMENT, SYSTEMS	CRESPO 08/22/24		CAL CARD STATEMENT 07/23-08/22/24	2,960.46

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177766	9/24/2024	109900 U.S. BANK CORPORATE PAYMENT, SYSTEMS	(Continued) OROZCO 08/22/24 PYNM 08/22/24 ROMERO 08/22/24 SANTOS 08/22/24		CAL CARD STATEMENT 07/23-08/22/24 CAL CARD STATEMENT 07/23-08/22/24 CAL CARD STATEMENT 07/23-08/22/24 CAL CARD STATEMENT 07/23-08/22/24 Total :	2,253.92 6,881.38 1,637.62 3,285.46 17,018.84
177767	9/24/2024	104692 ULINE	182766591 182830521		CUSTODIAL SUPPLIES REC PROGRAM SUPPLIES Total :	142.00 171.09 313.09
177768	9/24/2024	121275 UNDERGROUND SERVICE ALERT, OF SC	24-250581 820240292		STATE REGULATORY COSTS- BILLABLI NEW TICKETS Total :	67.81 117.30 185.11
177769	9/24/2024	119825 UNITED ROTARY BRUSH CORP.	CI317109		STREET SWEEPER SUPPLIES Total :	2,862.09 2,862.09
177770	9/24/2024	122050 VERIZON WIRELESS	9971742170		BUS CELL PHONE SERVICE Total :	26.30 26.30
177771	9/24/2024	111900 VILLACORTA, ARSENIO	AUGUST 2024 JULY 2024		VOLUNTEER DRIVER VOLUNTEER DRIVER Total :	28.00 35.00 63.00
177772	9/24/2024	122435 VISTA PAINT CORPORATION	2024-602287-00 2024-609311-00		STREET MAINT SUPPLIES STREET MAINT SUPPLIES Total :	439.68 42.01 481.69
177773	9/24/2024	108353 WALTERS WHOLESALE ELECTRIC CO	S125739143.002		BLDG MAINT SUPPLIES Total :	66.15 66.15
177774	9/24/2024	101195 WASTE RESOURCES GARDENA	091624		WASTE COLLECTION Total :	299,921.15 299,921.15
177775	9/24/2024	101903 WATER TECHNIQUES	11891		DRINKING WATER SYSTEM RENTAL Total :	45.00 45.00

Bank code : usb

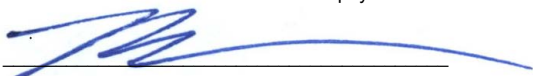
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177776	9/24/2024	112903 WATTS, BARBARA	JULY 2024		VOLUNTEER DRIVER	49.00
Total :						49.00
177777	9/24/2024	123050 WILLIAMS SCOTSMAN, INC.	9021255506	035-01358	MODULAR BUILDING RENTAL CPX-804	2,279.26
			9021497232	035-01358	MODULAR BUILDING RENTAL CPX-804	2,279.26
			9021748299	035-01358	MODULAR BUILDING RENTAL CPX-804	2,279.26
Total :						6,837.78
177778	9/24/2024	105568 WORTHY, PATRICIA	AUGUST 2024		VOLUNTEER DRIVER	49.00
			JULY 2024		VOLUNTEER DRIVER	42.00
Total :						91.00
177779	9/24/2024	125001 YAMADA COMPANY, INC.	84469		PW MAINT SUPPLIES	123.19
Total :						123.19
177780	9/24/2024	112869 YOUNG, RICHARD	091224		ENTERTAINMENT SERVICES - FOOD, V	2,500.00
Total :						2,500.00
194 Vouchers for bank code : usb						Bank total : 4,537,328.13
194 Vouchers in this report						Total vouchers : 4,537,328.13

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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CLAIMS VOUCHER APPROVAL

I hereby certify that the demands or claims covered by the checks listed on pages 1 to 20 inclusive of the check register are accurate and funds are available for payment thereof.

By: 
Director of Administrative Services

This is to certify that the claims or demands covered by checks listed on pages 1 to 20 inclusive of the check register have been audited by the City Council of the City of Gardena and that all of the said checks are approved for payment except check numbers:

Mayor 09/24/2024
Date

Councilmember Date

Councilmember Date

Acknowledged:

Councilmember Date

Councilmember Date

SUBJECT: WARRANT REGISTER
PAYROLL REGISTER

Total Pages of Register: 21

for
Guy Mato City Treasurer

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
12799	8/29/2024	106459 ENTERPRISE FM TRUST	FBN5102047	023-01567	ENTERPRISE LEASE - AUGUST 2024 - F	8,575.18
Total :						8,575.18
12800	8/29/2024	106459 ENTERPRISE FM TRUST	FBN5075633	023-01567	ENTERPRISE LEASE - JULY 2024	45,189.09
Total :						45,189.09
12806	8/29/2024	106459 ENTERPRISE FM TRUST	FBN5079529	023-01567	ENTERPRISE LEASE - JULY 2024 - PD	7,937.73
Total :						7,937.73
12811	8/29/2024	112326 LWP CLAIMS SOLUTIONS INC.	082924		WORKERS' COMP CLAIMS	100,000.00
Total :						100,000.00
12812	9/19/2024	112326 LWP CLAIMS SOLUTIONS INC.	091924		WORKERS' COMP CLAIMS	25,021.55
Total :						25,021.55
12813	9/19/2024	112441 ANTHEM BLUE CROSS LIFE &, HEALTH INSUF	365996887037		HEALTH INSURANCE CLAIMS	63,365.39
Total :						63,365.39
12814	9/19/2024	112401 PINNACLE CLAIMS MANAGEMENT INC	091824		HEALTH INSURANCE CLAIMS	99,602.41
Total :						99,602.41
12815	8/29/2024	106459 ENTERPRISE FM TRUST	FBN5104654	023-01567	ENTERPRISE LEASE - AUGUST 2024	13,855.15
Total :						13,855.15
12819	9/26/2024	112441 ANTHEM BLUE CROSS LIFE &, HEALTH INSUF	365997404406		HEALTH INSURANCE CLAIMS	33,120.68
Total :						33,120.68
177781	9/23/2024	111549 HF & H CONSULTANTS, LLC	9721441	024-01096	CONSULTING SERVICES - FY 2024-25 S	9,532.25
Total :						9,532.25
177782	9/25/2024	104901 Q-20 ENTERTAINMENT	24-0806		DJ SERVICES - NATIONAL NIGHT OUT	750.00
Total :						750.00
177783	9/25/2024	113027 UNIFIED PROPERTY MANAGEMENT-, SATBUC RA-ALLEN			RENTAL ASSISTANCE PROGRAM	950.00
Total :						950.00
177784	9/25/2024	113028 WABER PROPERTIES, LLC	RA-MILLER		RENTAL ASSISTANCE PROGRAM	2,100.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177784	9/25/2024	113028 113028 WABER PROPERTIES, LLC	(Continued)		Total :	2,100.00
177785	9/25/2024	111698 PELLEGRINO, RAY	RA-WALKER		RENTAL ASSISTANCE PROGRAM	950.00
					Total :	950.00
177786	10/2/2024	111778 SPCALA	202409	032-00172	ANIMAL SHELTER SERVICES	26,050.00
					Total :	26,050.00
177787	10/2/2024	111778 SPCALA	202408	032-00172	ANIMAL SHELTER SERVICES	23,400.00
					Total :	23,400.00
177788	10/3/2024	113029 MONTEREY APARTMENTS	RA-HILL-JONES		RENTAL ASSISTANCE PROGRAM	947.50
					Total :	947.50
177789	10/3/2024	105853 BABCOCK ASSOCIATES, LTD	RA-SMITH		RENTAL ASSISTANCE PROGRAM	553.50
					Total :	553.50
177790	10/3/2024	113029 MONTEREY APARTMENTS	RA-TEMPLE		RENTAL ASSISTANCE PROGRAM	700.00
					Total :	700.00
177791	10/3/2024	111715 ISLAND BREEZE APARTMENTS	RA-HERNANDEZ.		RENTAL ASSISTANCE PROGRAM	912.50
					Total :	912.50
177792	10/3/2024	113041 KELLUM, PATRICIA	RA-MASON		RENTAL ASSISTANCE PROGRAM	675.00
					Total :	675.00
177793	10/3/2024	111712 DUNG TANG	RA-PHAM.		RENTAL ASSISTANCE PROGRAM	900.00
					Total :	900.00
177794	10/3/2024	113038 FIRSTPRO PROPERTY MANAGEMENT	RA-RIVERS		RENTAL ASSISTANCE PROGRAM	880.00
					Total :	880.00
177795	10/3/2024	113049 PARK PLAZA PROPERTIES, LLC	RA-FINNEY		RENTAL ASSISTANCE PROGRAM	765.50
					Total :	765.50
177796	10/3/2024	113048 CHANG, JULIA C	RA-FRANCO		RENTAL ASSISTANCE PROGRAM	825.00
					Total :	825.00
177797	10/8/2024	104606 2 BROTHERS TIRES & WHEELS	29655		PD VEHICLE TIRE SERVICES	44.00

Voucher List
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177797	10/8/2024	104606 2 BROTHERS TIRES & WHEELS	(Continued) 29657 29658		PD VEHICLE TIRE SERVICES PD VEHICLE TIRE SERVICES	20.00 20.00
					Total :	84.00
177798	10/8/2024	107751 A-A BACKFLOW TESTING &, MAINTENANCE	88657		BACKFLOW TESTING	280.00
					Total :	280.00
177799	10/8/2024	111853 ACCESS	11006426		PD SHREDDING SERVICES	170.00
					Total :	170.00
177800	10/8/2024	110225 ACCESS SPECIALTY ANIMAL, HOSPITALS	14740910 1713221 1739423 1739490		VETERINARY SERVICES VETERINARY SERVICES VETERINARY SERVICES VETERINARY SERVICES	424.54 1,631.56 1,191.18 40.61
					Total :	3,287.89
177801	10/8/2024	101748 AFTERMARKET PARTS COMPANY LLC, THE	83432738 83436303 83499976 83500168	037-10360 037-10360 037-10360 037-10360	GTRANS AUTO PARTS GTRANS AUTO PARTS GTRANS AUTO PARTS GTRANS AUTO PARTS	1,141.44 2,241.11 241.89 108.85
					Total :	3,733.29
177802	10/8/2024	108646 ALAN'S LAWN & GARDEN CENTER, INC.	35762 35767 44719		PARK MAINT SUPPLIES PARK MAINT SUPPLIES PARK MAINT SUPPLIES	369.47 524.06 885.03
					Total :	1,778.56
177803	10/8/2024	110028 ANSER ADVISORY MANAGEMENT LLC	27266	037-10228	PROJECT MGMT SUPPORT - ELECTRIF	18,200.00
					Total :	18,200.00
177804	10/8/2024	101459 ASBURY ENVIRONMENTAL SERVICES	I500-01122296 I500-01122689		HAZARDOUS WASTE DISPOSAL SERVI HAZARDOUS WASTE DISPOSAL SERVI	102.00 7.00
					Total :	109.00
177805	10/8/2024	104687 AT&T	22147820		TELEPHONE	30,510.15
					Total :	30,510.15

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177806	10/8/2024	104687 AT&T	22298726		TELEPHONE	30,175.72
Total :						30,175.72
177807	10/8/2024	111170 AT&T FIRSTNET	287290395417X7102024	023-01559	PD CELL PHONE ACCT #287290395417	389.38
			287290395417X8102024	023-01559	PD CELL PHONE ACCT #287290395417	389.86
			287290395417X9102024	023-01559	PD CELL PHONE ACCT #287290395417	389.34
			287346608974X9102024	023-01559	REC CELL PHONE ACCT #28734660897	333.48
Total :						1,502.06
177808	10/8/2024	100964 AT&T MOBILITY	835577878X09012024		PD CELL PHONE ACCT #835577878	543.57
Total :						543.57
177809	10/8/2024	112942 AWP SAFETY	40016819		SIGNS - CONE TOP "DO NOT ENTER"	488.86
			40016894		SIGNS - 12"X24" (MOD) W/VAN ACCESS	158.79
			40016919		SIGNS - 9" "CRENSHAW BLVD"	189.53
			40016962		SIGNS - 18"X24" "NO OVERNIGHT PARKING"	1,133.87
			40017010		SIGNS - 18"X24" "NO STOPPING ANYTIME"	413.30
Total :						2,384.35
177810	10/8/2024	110686 AZTECH ELEVATOR COMPANY	AZ18789	024-01098	ELEVATOR MAINTENANCE - CH	100.00
			AZ18791	024-01098	ELEVATOR MAINTENANCE - PW	285.00
			AZ18859	024-01098	ELEVATOR MAINTENANCE - NCC	125.00
			AZ18861	024-01098	ELEVATOR MAINTENANCE - PW	285.00
			AZ18862	024-01098	ELEVATOR MAINTENANCE - NCC	285.00
			AZ18904		ELEVATOR MAINTENANCE - PW	750.00
			AZ18965	024-01098	ELEVATOR MAINTENANCE - NCC	285.00
			AZ18966	024-01098	ELEVATOR MAINTENANCE - NCC	125.00
			AZ18967	024-01098	ELEVATOR MAINTENANCE - PW	285.00
			AZ18969	024-01098	ELEVATOR MAINTENANCE - CH	125.00
Total :						2,650.00
177811	10/8/2024	102035 BD WHITE TOP SOIL CO., INC.	91035		TREE MAINT SUPPLIES	28.94
Total :						28.94
177812	10/8/2024	103641 BECNEL UNIFORMS	72587		BUS UNIFORM SUPPLIES	545.22
			72867		BUS UNIFORM SUPPLIES	748.98
			73004		BUS UNIFORM SUPPLIES	658.88

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177812	10/8/2024	103641 103641 BECNEL UNIFORMS	(Continued)		Total :	1,953.08
177813	10/8/2024	104302 BEE N' WASP NEST REMOVAL, SERVICE, LLC	959111		HONEY BEE NEST REMOVAL - 17214 H.	125.00
			959148		HONEY BEE NEST REMOVAL - 2425 15	125.00
					Total :	250.00
177814	10/8/2024	110675 BGB DESIGN GROUP, INC	104353	024-00968	ROWLEY PARK BB COURT REHAB, JNE	4,945.00
			104366	024-00968	ROWLEY PARK BB COURT REHAB, JNE	1,545.00
					Total :	6,490.00
177815	10/8/2024	111615 BUCKNAM INFRASTRUCTURE GROUP, INC	369-02.04	024-01072	PAVEMENT MANAGEMENT PROGRAM	9,787.34
					Total :	9,787.34
177816	10/8/2024	110538 CANNON COMPANY	88628	024-00788	STORM DRAIN CATCH BASIN SCREEN	1,515.00
			89525	024-00788	STORM DRAIN CATCH BASIN SCREEN	1,111.00
					Total :	2,626.00
177817	10/8/2024	803420 CARPENTER, ROTHANS & DUMONT, LAW OFF	47416		LEGAL SERVICES	69.00
			47417		LEGAL SERVICES	92.00
					Total :	161.00
177818	10/8/2024	113030 CERVANTES, PHILLIP	RECEIPT #69470372		MAINTENANCE DEPOSIT REFUND	100.00
					Total :	100.00
177819	10/8/2024	108378 CHARLES E. THOMAS COMPANY INC.	112425	037-10367	FLOW COLLECT TESTING	519.13
			112508	037-10367	HEALY QUARTERLY INSPECTION	222.21
			112533	037-10380	FACILITY EMPLOYEE TRAINING (FET) S	428.00
					Total :	1,169.34
177820	10/8/2024	112352 CIRCLE, THE	192598		TOSHIBA 3525AC COPIER USAGE - GTI	118.94
			192605		TOSHIBA 3525AC COPIER USAGE - FC	3.55
					Total :	122.49
177821	10/8/2024	111534 CLEAN ENERGY	CE12713672	037-10282	GTRANS CNG FUELING FACILITY PRO	3,243.54
					Total :	3,243.54
177822	10/8/2024	104338 CODE PUBLISHING, INC.	GCI0014206		MUNICIPAL CODE - WEB UPDATE	1,002.00

Voucher List
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177822	10/8/2024	104338 104338 CODE PUBLISHING, INC.	(Continued)		Total :	1,002.00
177823	10/8/2024	112471 CORTE, ANAHI	SUMMER 2024		EDUCATIONAL REIMBURSEMENT	1,143.50
					Total :	1,143.50
177824	10/8/2024	103512 CRENSHAW LUMBER CO.	32094		TREE MAINT SUPPLIES	148.65
					Total :	148.65
177825	10/8/2024	103353 CRM COMPANY, LLC.	LA25717 LA25759		SCRAP TIRE DISPOSAL FEE SCRAP TIRE DISPOSAL FEE	69.50 69.50
					Total :	139.00
177826	10/8/2024	106193 CUMMINS SALES AND SERVICE	X4-51163 X4-51591 X4-52111	037-10370 037-10370	GTRANS AUTO PARTS GTRANS AUTO PARTS PW AUTO SUPPLIES	1,738.56 296.14 343.01
					Total :	2,377.71
177827	10/8/2024	110319 CWE DIRECTOR	F24432 F24481	024-01077 024-01042	CALRECYCLE USED OIL & BEVERAGE MS4 & NPDES MONITORING & COMPLI	1,623.71 13,001.04
					Total :	14,624.75
177828	10/8/2024	104736 D&R OFFICE WORKS, INC.	133552		FINANCE OFFICE SUPPLIES	626.82
					Total :	626.82
177829	10/8/2024	111874 DAVID VOLZ DESIGN LANDSCAPE, ARCHITEC 422871		024-01009	CIVIC CENTER LIGHTING PROJECT	49,635.70
					Total :	49,635.70
177830	10/8/2024	111874 DAVID VOLZ DESIGN LANDSCAPE, ARCHITEC 422880		024-00901	MAS FUKAI PARK IMPROVEMENTS, JN	25,110.98
					Total :	25,110.98
177831	10/8/2024	312558 DEPARTMENT OF ANIMAL CARE, & CONTROL AUGUST 2024			MONTHLY ANIMAL SERVICES - AUGUS	613.50
					Total :	613.50
177832	10/8/2024	312117 DEPARTMENT OF WATER & POWER	092024 092724		LIGHT AND POWER LIGHT & POWER	112.37 76.89
					Total :	189.26
177833	10/8/2024	110534 EL DORADO NATIONAL	90871257		GTRANS BUS VEHICLE SUPPLIES	799.75

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177833	10/8/2024	110534 EL DORADO NATIONAL	(Continued) 90872418 90872434		GTRANS BUS VEHICLE SUPPLIES GTRANS BUS VEHICLE SUPPLIES Total :	96.92 790.88 1,687.55
177834	10/8/2024	107353 EMERGENCY RESPONSE CRIME SCENE, CLE	T2024-336 T2024-351 T2024-377 T2024-381 T2024-389		DECONTAMINATE JAIL AND PD VEHICL BIOLOGICAL CLEANUP BIOLOGICAL CLEANUP CLEAN & DISINFECT REPORT WRITING SANITIZE & CLEAN-UP JAIL CELL Total :	1,500.00 850.00 850.00 850.00 650.00 4,700.00
177835	10/8/2024	106109 FASTSIGNS	0094-116444 0094-117001		CM OFFICE SIGNS PARK MAINT SUPPLIES Total :	164.96 183.50 348.46
177836	10/8/2024	106129 FEDEX	8-619-71638 8-633-47971 9-681-95043		SHIPPING SERVICES SHIPPING SERVICES SHIPPING SERVICES Total :	29.72 78.71 3.01 111.44
177837	10/8/2024	109315 FLEETCREW, INC.	55435		PERIODIC TRUCK INSPECTION SERVIC Total :	1,131.00 1,131.00
177838	10/8/2024	106545 FLEETPRIDE, INC	119773476		PW AUTO PARTS Total :	225.11 225.11
177839	10/8/2024	106465 FOX FIRST AID & SAFETY INC	73582 73654		STREET MAINT SUPPLIES GTRANS PROGRAM SUPPLIES Total :	9.92 289.90 299.82
177840	10/8/2024	112566 GALLS, LLC	028755426 028796839		PD UNIFORM SUPPLIES PD UNIFORM SUPPLIES Total :	143.31 925.36 1,068.67
177841	10/8/2024	108183 GARDENAACE HARDWARE	100808		STREET MAINT SUPPLIES Total :	13.87 13.87

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177842	10/8/2024	105823 GARDENA POLICE FOUNDATION	FRANCIS 24/25		COMMUNITY PROMOTION	100.00
					Total :	100.00
177843	10/8/2024	107011 GARDENA VALLEY NEWS, INC.	00145977		NOTICE INVITING BIDS - JN 537 & JN 54	1,855.00
			00146050		NOTICE OF COMMENT PERIOD - CAPE	413.00
			00146330		NOTICE OF PUBLIC HEARING - ORDIN	210.00
					Total :	2,478.00
177844	10/8/2024	619005 GAS COMPANY, THE	092724		GAS	27.22
					Total :	27.22
177845	10/8/2024	113034 GIL, CHRISTIAN	PERMIT #50021-0578		PERMIT DEPOSIT REFUND - 2056 MAR	10,000.00
					Total :	10,000.00
177846	10/8/2024	106470 GILLIG LLC	41180687		GTRANS AUTO PARTS	446.51
			41202059		GTRANS AUTO PARTS	4,175.15
					Total :	4,621.66
177847	10/8/2024	112692 GOCANVAS	INV00175096		MONTHLY SUBSCRIPTION - SEPTEMBER	1,500.00
					Total :	1,500.00
177848	10/8/2024	102542 GOLD COAST K9	GARDENAPD-08		POLICE K9 TRAINING	450.00
					Total :	450.00
177849	10/8/2024	619004 GOLDEN STATE WATER CO.	092424		WATER	36,609.86
					Total :	36,609.86
177850	10/8/2024	107513 GRAINGER	9194533106		GTRANS FACILITY SUPPLIES	217.18
			9236090115		PW AUTO SUPPLIES	51.15
					Total :	268.33
177851	10/8/2024	112374 GRIFFIN STRUCTURES, INC.	GSI-GCASC-20	024-00910	AQUATIC & SENIOR CENTER JN978	25,835.80
					Total :	25,835.80
177852	10/8/2024	112374 GRIFFIN STRUCTURES, INC.	GSI-GRCCD-02	024-01052	ROSECRANS COMMUNITY BLDG DEMO	10,039.40
					Total :	10,039.40
177853	10/8/2024	112076 HERNANDEZ, ROSA	019 09/25/24		INTERN SERVICES - 09/12-09/25/24	1,449.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177853	10/8/2024	112076 112076 HERNANDEZ, ROSA	(Continued)		Total :	1,449.00
177854	10/8/2024	111549 HF & H CONSULTANTS, LLC	9721498	024-01096	CONSULTING SERVICES - SOLID WAS1	6,020.00
					Total :	6,020.00
177855	10/8/2024	108434 HOME DEPOT CREDIT SERVICES	1330851		TREE MAINT SUPPLIES	600.06
			3510550		BLDG MAINT SUPPLIES	48.46
			3543332		BLDG MAINT SUPPLIES	328.29
			3901668		GTRANS MAINT SUPPLIES	440.89
			4512256		PARK MAINT SUPPLIES	177.58
			5224228		BLDG MAINT SUPPLIES	264.50
			5390950		BLDG MAIN SUPPLIES	566.05
			5514441		JAZZ FESTIVAL SUPPLIES	315.79
			5543156		BLDG MAINT SUPPLIES	175.13
			6572605		BLDG MAINT SUPPLIES	370.42
			7042590		PD PROGRAM SUPPLIES	501.33
			7213240		CUSTODIAL SUPPLIES	133.18
			7504010		CUSTODIAL SUPPLIES	115.51
			7550082		BLDG MAINT SUPPLIES	88.16
			7948377		BLDG MAINT SUPPLIES	306.51
			8902404		REC PROGRAM SUPPLIES	362.77
					Total :	4,794.63
177856	10/8/2024	104572 HUDSON AUDIO WORKS	12768		FOOD, WINE & BREW FESTIVAL - BACK	4,905.00
					Total :	4,905.00
177857	10/8/2024	112935 INTEGRATED DEMOLITION AND, REMEDIATIO	2024-106D-2	024-01079	ROSECRANS COMMUNITY CTR PROJ (52,169.82
					Total :	52,169.82
177858	10/8/2024	109460 INTERNATIONAL BUSINESS INFO, TECH DBA	INV-003397		FTO SOFTWARE ANNUAL SUPPORT	4,588.65
					Total :	4,588.65
177859	10/8/2024	106714 INTERSTATE BATTERIES OF, CALIFORNIA CO.	130111593	037-10373	GTRANS AUTO PARTS	2,245.65
					Total :	2,245.65
177860	10/8/2024	103064 ITERIS, INC.	173944	024-00677	TRAFFIC SIGNAL PROJECT - VERMON	777.57
					Total :	777.57

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177861	10/8/2024	110733 J & S PROPERTY MANAGEMENT AND, MAINT	8592		LANDSCAPE MAINTENANCE SERVICE	2,112.66
Total :						2,112.66
177862	10/8/2024	100436 J.J. KELLER & ASSOCIATES, INC	9109433217	037-10383	FLEET MANAGEMENT AND COMPLIAN	532.18
Total :						532.18
177863	10/8/2024	110853 JONES MAYER	124681		ATTORNEY SERVICES	15,902.05
			124682		ATTORNEY SERVICES	4,663.42
			124683		ATTORNEY SERVICES	231.73
			124684		ATTORNEY SERVICES	553.85
Total :						21,351.05
177864	10/8/2024	110853 JONES MAYER	124671		ATTORNEY SERVICES	831.36
			124672		ATTORNEY SERVICES	807.62
			124673		ATTORNEY SERVICES	1,448.26
			124674		ATTORNEY SERVICES	71.26
			124675		ATTORNEY SERVICES	2,635.87
			124676		ATTORNEY SERVICES	57.93
			124677		ATTORNEY SERVICES	4,692.41
			124678		ATTORNEY SERVICES	10,047.56
			124679		ATTORNEY SERVICES	213.78
			124680		ATTORNEY SERVICES	237.53
			124685	020-00055	ATTORNEY SERVICES	11,354.56
Total :						32,398.14
177865	10/8/2024	113025 KIM, SUSAN	RECEIPT #71070180		MAINTENANCE DEPOSIT REFUND	250.00
Total :						250.00
177866	10/8/2024	105900 KONECRANES, INC.	155071346	037-10391	PREVENTATIVE MAINT & INSPECTION	525.00
Total :						525.00
177867	10/8/2024	112924 KTUA	36425	034-00669	VACANT & UNDERUTILIZED LOT INVEN	2,320.00
			36526	034-00669	VACANT & UNDERUTILIZED LOT INVEN	10,312.50
Total :						12,632.50
177868	10/8/2024	312240 L.A. COUNTY DEPARTMENT OF, PUBLIC WOR	24090900820		CATCH BASIN RETROFIT JN 998/JN 998	1,415.47
			24090901102	024-01100	INDUSTRIAL WASTE SERVICES	7,426.28
			24090901451	024-01101	TRAFFIC SIGNAL MAINT - AUGUST 202	5,151.45

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177868	10/8/2024	312240 312240 L.A. COUNTY DEPARTMENT OF, PUBLIC	(Continued)			Total : 13,993.20
177869	10/8/2024	312039 L.A. COUNTY FIRE DEPARTMENT	C0012467	023-01533	FIRE PROTECTION SERVICES - NOVEM	975,453.14
					Total :	975,453.14
177870	10/8/2024	312113 L.A. COUNTY SHERIFF'S DEPT	243527BL		INMATE MEAL DELIVERY PROGRAM - J	791.00
					Total :	791.00
177871	10/8/2024	104203 L.A. PAINT & BODY WORKS	28100		BUS REPAIR FOR BUS #2305	2,773.21
					Total :	2,773.21
177872	10/8/2024	109939 LA UNIFORMS & TAILORING	22529		PD UNIFORM SUPPLIES	728.15
			22591		PD UNIFORM SUPPLIES	987.04
			22788		PD UNIFORM SUPPLIES	99.17
			23368		PD UNIFORM SUPPLIES	434.94
			23369		PD UNIFORM SUPPLIES	434.94
			23370		PD UNIFORM SUPPLIES	434.94
					Total :	3,119.18
177873	10/8/2024	112614 LAX AUTO REPAIR	19849		2022 FORD INTRCPTR #1661718 OIL CH	70.00
			19873		2022 FORD INTRCPTR #1554676 OIL CH	70.00
					Total :	140.00
177874	10/8/2024	105279 LOS ANGELES TRUCK CENTERS LLC	XA220600957		STREET SWEEPER SUPPLIES	501.01
					Total :	501.01
177875	10/8/2024	112326 LWP CLAIMS SOLUTIONS INC.	22931	023-01548	WORKERS' COMP CLAIMS ADMINISTR	21,286.66
					Total :	21,286.66
177876	10/8/2024	113024 LYRICAL REVOLUTION INC.	CERDA 24/25		COMMUNITY PROMOTION	100.00
					Total :	100.00
177877	10/8/2024	113301 M & K METAL CO.	375268		STREET MAINT SUPPLIES	123.61
					Total :	123.61
177878	10/8/2024	105082 MAJESTIC LIGHTING, INC.	ML88600		BLDG MAINT SUPPLIES	538.57
			ML88720		IT EQUIPMENT SUPPLIES	63.74
			ML88776		BLDG MAINT SUPPLIES	25.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177878	10/8/2024	105082 MAJESTIC LIGHTING, INC.	(Continued) ML89013		IT EQUIPMENT SUPPLIES	32.52
					Total :	659.83
177879	10/8/2024	813030 MANNING & KASS	814569		LEGAL SERVICES	622.50
			814570		LEGAL SERVICES	4,602.45
					Total :	5,224.95
177880	10/8/2024	104841 MAR-CO EQUIPMENT COMPANY	203675		STREET SWEEPER REPAIRS	522.00
					Total :	522.00
177881	10/8/2024	110306 MARIPOSA LANDSCAPES, INC	109041	024-01099	MEDIAN LANDSCAPE MAINTENANCE -	8,864.00
			109542	024-01099	MEDIAN LANDSCAPE MAINTENANCE -	8,864.00
					Total :	17,728.00
177882	10/8/2024	112412 MARKETABLE ENG PROJ LLC DBA, MAX ENEF 6783		024-01081	DESIGN SERVICES - ELECTRICAL UPG	18,232.50
					Total :	18,232.50
177883	10/8/2024	113003 MARTIN CHEVROLET	27303		PW AUTO PARTS	295.65
					Total :	295.65
177884	10/8/2024	110635 MATHIEU, JAYVEON	GEPCO 2024		GEPCO LOAN	1,572.83
					Total :	1,572.83
177885	10/8/2024	112631 MAYORAL, JUAN	092424		CATERING SERVICES - EMPLOYEE RE	1,560.00
					Total :	1,560.00
177886	10/8/2024	111675 MCCLAIN, GREGORY	008	032-00119	CONTRACTUAL SERVICES - METRO TC	3,875.00
					Total :	3,875.00
177887	10/8/2024	113064 MCMASTER-CARR SUPPLY COMPANY	33283260		GTRANS SHOP SUPPLIES	65.86
					Total :	65.86
177888	10/8/2024	112524 MDG ASSOCIATES, INC.	18721	032-00175	CDBG ADMINISTRATION - JULY 2024	3,767.00
			18722	032-00175	CDBG HOUSING REHAB PROGRAM - JI	7,769.00
			18817	032-00175	CDBG ADMINISTRATION - AUGUST 202	5,748.00
			18818	032-00175	CDBG HOUSING REHAB PROGRAM - A	11,744.00
			18819	032-00175	CDBG HOUSING REHAB PROGRAM - A	160.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177888	10/8/2024	112524 112524 MDG ASSOCIATES, INC.	(Continued)		Total :	29,188.00
177889	10/8/2024	113299 MERRIMAC ENERGY GROUP	2234148	024-01102	87 OCTANE REGULAR UNLEADED FUE	21,695.68
					Total :	21,695.68
177890	10/8/2024	110206 MICHELIN NORTH AMERICA, INC.	DA0060551854	037-10395	GTRANS' BUS TIRE LEASE SERVICES -	9,112.58
					Total :	9,112.58
177891	10/8/2024	111604 MICRO ELECTRONICS, INC	13253530	023-01553	COMPUTER REPLACEMENT PARTS	9,136.12
			13293092	023-01553	COMPUTER REPLACEMENT PARTS	2,849.87
					Total :	11,985.99
177892	10/8/2024	113004 MISSION STEEL FABRICATION	8682		GTRANS MAINT SUPPLIES	1,323.00
					Total :	1,323.00
177893	10/8/2024	112058 MOBILE CAR & TRUCK WASH JBT	2614		40' BUS INTERIOR DETAILING	1,858.50
			2635		40' BUS INTERIOR DETAILING	1,342.25
					Total :	3,200.75
177894	10/8/2024	113295 MUNISERVICES, LLC	INV06-019494		UUT CELLULAR COMPLIANCE SERVICI	18.28
			INV06-019495		UUT WIRED COMPLIANCE SERVICES	184.08
					Total :	202.36
177895	10/8/2024	105622 N/S CORPORATION	0124224	037-10364	GTRANS BUS WASH EQUIPMENT MAIN	674.00
					Total :	674.00
177896	10/8/2024	109697 NATIONAL AUTO FLEET GROUP	WJ1408	035-01306	2024 DODGE DURANGO VIN #1C4SDJF	52,443.41
			WJ1436	035-01306	2024 DODGE DURANGO VIN #1C4SDJF	52,443.41
			WJ1438	035-01306	2024 DODGE DURANGO VIN #1C4SDJF	52,443.41
			WJ1439	035-01306	2024 DODGE DURANGO VIN #1C4SDJF	52,443.41
			WJ1444	035-01306	2024 DODGE DURANGO VIN #1C4SDJF	52,443.41
			WJ1487	035-01306	2024 DODGE DURANGO VIN #1C4SDJF	52,443.41
			WJ1491	035-01306	2024 DODGE DURANGO VIN #1C4SDJF	52,443.41
					Total :	367,103.87
177897	10/8/2024	112748 NEW DYNASTY CONSTRUCTION CO.	05	024-01027	AQUATIC & SENIOR CENTER PROJECT	260,948.04
					Total :	260,948.04

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177898	10/8/2024	105140 NMK CORPORATION	COG-026	023-01554	(20) NUC COMPUTER REPLACEMENT	46,012.84
Total :						46,012.84
177899	10/8/2024	105140 NMK CORPORATION	COG-022	023-01540	BELL PARK WIFI PROJECT	2,221.97
			COG-023	023-01542	THORNBURG PARK WIFI PROJECT	2,221.97
			COG-024	023-01539	JOHNSON PARK WIFI PROJECT	2,221.97
			COG-025	023-01541	FREEMAN PARK WIFI PROJECT	2,221.97
Total :						8,887.88
177900	10/8/2024	111370 NV5 INC.	407814	024-01024	CONSULTING SERVICES - ARTESIA LAI	67.50
Total :						67.50
177901	10/8/2024	115168 OFFICE DEPOT	382702203		BUS OFFICE SUPPLIES	50.26
			384670412		HR OFFICE SUPPLIES	151.04
			385252422		FINANCE OFFICE SUPPLIES	427.43
Total :						628.73
177902	10/8/2024	111358 O'REILLY AUTO PARTS	458666		GTRANS AUTO PARTS	137.25
			459144		GTRANS AUTO PARTS	183.98
			459337		GTRANS AUTO PARTS	194.02
			459371		GTRANS AUTO PARTS	159.44
			459386		GTRANS AUTO PARTS	226.16
			461751		GTRANS AUTO PARTS	226.16
			461797		GTRANS AUTO PARTS	149.51
			463654		PW AUTO PARTS	131.90
			468069		GTRANS AUTO PARTS	21.47
			469974		GTRANS AUTO PARTS	226.16
			472118		PW AUTO PARTS	16.10
			473689		PW AUTO PARTS	37.80
			474247		PW AUTO PARTS	93.32
			474321		PW AUTO PARTS	5.80
			477972		STREET SWEEPER SUPPLIES	75.64
			478546		PW AUTO PARTS	21.48
Total :						1,906.19
177903	10/8/2024	115810 ORKIN PEST CONTROL	263357531		PEST CONTROL ACCT #27336703	313.99
			264999242		PEST CONTROL - ACCT #27336703	249.99

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177903	10/8/2024	115810 ORKIN PEST CONTROL	(Continued) 266441183		PEST CONTROL ACCT #27336703	313.99
					Total :	877.97
177904	10/8/2024	108382 OSORIO, CLINT	08/05-08/07		ASSP LEADERSHIP CONFERENCE	775.26
					Total :	775.26
177905	10/8/2024	103673 PACIFIC PRODUCTS & SERVICE, LLC	32842 34731		SIGNS/ SIGNALS SUPPLIES	1,130.06
					SIGNS/ SIGNAL SUPPLIES	390.29
					Total :	1,520.35
177906	10/8/2024	112845 PALICON GROUP	2020 2024 2025	035-01359 035-01359 035-01359	BACKGROUND INVESTIGATION SERVI BACKGROUND INVESTIGATION SERVI BACKGROUND INVESTIGATION SERVI	7,500.00 340.00 2,185.27
					Total :	10,025.27
177907	10/8/2024	110403 PENN RECORDS MANAGEMENT	0144495		OFF-SITE STORAGE SERVICES - SEPT	65.50
					Total :	65.50
177908	10/8/2024	116140 PETE'S ROAD SERVICE, INC.	0784075		SERVICE LABOR - CONSTRUCTION DIS	46.00
					Total :	46.00
177909	10/8/2024	108600 PHOENIX GROUP INFORMATION, SYSTEMS	0820241211 082024211	035-01363 035-01363	PARKING CONTRACT SERVICES - AUG PARKING CONTRACT SERVICES - AUG	41.58 7,635.76
					Total :	7,677.34
177910	10/8/2024	112452 POLCO	19783	023-01560	COMMUNITY ENGAGEMENT SUBSCRIF	6,728.00
					Total :	6,728.00
177911	10/8/2024	106092 PRUDENTIAL OVERALL SUPPLY	42967358 42967979 42967980 42967981 42969342	037-10365 024-01082 034-00667 034-00667 034-00667 037-10365	UNIFORM & SUPPLY RENTAL UNIFORM & SUPPLY RENTAL UNIFORM & SUPPLY RENTAL SUPPLY RENTAL - MATS - GTRANS UNIFORM & SUPPLY RENTAL	436.84 153.57 28.72 50.10 1,211.88
					Total :	1,881.11
177912	10/8/2024	116820 PSOMAS	210785	037-09987	GTRANS DESIGN BUILD CONSTRUCTIO	6,374.50

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177912	10/8/2024	116820 PSOMAS	(Continued)			
			211701	037-09987	GTRANS DESIGN BUILD CONSTRUCTIO	7,213.25
			213061	037-09987	GTRANS DESIGN BUILD CONSTRUCTIO	2,432.38
					Total :	16,020.13
177913	10/8/2024	111574 RACE COMMUNICATIONS	RC1333839	023-01556	FIBER INTERNET SERVICES - OCTOBE	5,787.34
					Total :	5,787.34
177914	10/8/2024	118142 REFRIGERATION SUPPLIES, DISTRIBUTOR	48519737		BUS FACILITY MAINT SUPPLIES	803.19
					Total :	803.19
177915	10/8/2024	105768 REPAIR MACHINE & ENG., INC.	2401101		LOT CHARGE FEE	360.00
			2401113		FABRICATION - LARGE & SMALL BRACI	2,080.00
					Total :	2,440.00
177916	10/8/2024	111867 RJM DESIGN GROUP	36640	024-00795	DESIGN & ENGINEERING - AQUATIC &	8,238.20
					Total :	8,238.20
177917	10/8/2024	100585 RKA CONSULTING GROUP	35185		ENGINEERING & SURVEYING SERVICE	280.00
					Total :	280.00
177918	10/8/2024	112885 ROSE EQUIPMENT REPAIR INC.	IN31828		VEHICLE MAINT SUPPLIES	306.59
					Total :	306.59
177919	10/8/2024	112327 SAMI'S REFEREES LLC	08/01/24-08/15/24		SPORT REFEREE SEVICES	480.00
			08/01-08/15/24.		SPORT REFEREE SERVICES	120.00
					Total :	600.00
177920	10/8/2024	119016 SAM'S CLUB	3435		KEEP GARDENA BEAUTIFUL DAY SUPP	80.52
					Total :	80.52
177921	10/8/2024	112964 SATO, MATSUTOYO	RECEIPT #77421966		MAINTENANCE DEPOSIT REFUND	250.00
					Total :	250.00
177922	10/8/2024	100850 SAUCEDO, PRESCILLA	091924		REFUND - LA COUNTY FUND	130.00
					Total :	130.00
177923	10/8/2024	108654 SECTRAN SECURITY INC.	24082597		ARMORED TRANSPORTATION SERVICEI	2,318.38

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177923	10/8/2024	108654 SECTRAN SECURITY INC.	(Continued) 24090881		ARMORED TRANSPORTATION SERVICE	883.03
					Total :	3,201.41
177924	10/8/2024	107006 SHAMROCK COMPANIES	2775619		STREET MAINT SUPPLIES	232.09
					Total :	232.09
177925	10/8/2024	109918 SHIGE'S FOREIGN CAR SERVICE, INC.	8098781 8099106 8099293	035-01364 035-01364 035-01364	2018 FORD INTRCPTR #1554678 SERVI 2018 FORD INTRCPTR #1554895 SERVI 2023 FORD INTRCPTR #1661716 SERVI	1,106.98 566.25 84.16
					Total :	1,757.39
177926	10/8/2024	119378 SMARDAN SUPPLY CO.	S4141936.001		BLDG MAINT SUPPLIES	99.26
					Total :	99.26
177927	10/8/2024	107758 SO CAL CONSTRUCTION SERVICES	15222-1	032-00177	CDBG HOUSING REHABILITATION PRO	26,460.00
					Total :	26,460.00
177928	10/8/2024	107758 SO CAL CONSTRUCTION SERVICES	15236-1	032-00178	CDBG HOUSING REHABILITATION PRO	24,930.00
					Total :	24,930.00
177929	10/8/2024	107758 SO CAL CONSTRUCTION SERVICES	13012-1	032-00176	CDBG HOUSING REHABILITATION PRO	17,775.00
					Total :	17,775.00
177930	10/8/2024	113021 SOCAL BUILDERS REMODELING &, CONSTR	15313-1	032-00179	CDBG HOUSING REHABILITATION PRO	20,889.00
					Total :	20,889.00
177931	10/8/2024	619003 SOUTHERN CALIFORNIA EDISON	091924		LIGHT AND POWER	22,131.62
					Total :	22,131.62
177932	10/8/2024	104126 SPECTRUM	187854501090724	023-01555	CABLE & BACKUP INTERNET SERVICE	4,182.70
					Total :	4,182.70
177933	10/8/2024	104453 SPICERS PAPER, INC.	50216478		PRINT SHOP PAPER	1,636.13
					Total :	1,636.13
177934	10/8/2024	119548 ST. JOHN LUTHERAN CHURCH	OCTOBER 2024		SENIOR CITIZEN DAY CARE	1,100.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177934	10/8/2024	119548 119548 ST. JOHN LUTHERAN CHURCH	(Continued)		Total :	1,100.00
177935	10/8/2024	119594 STANLEY PEST CONTROL	1806768		PEST CONTROL SERVICE - 13220 VAN	65.00
			1806769		PEST CONTROL SERVICE - 14517 CREI	60.00
			1806771		PEST CONTROL SERVICE - 2320 W 149	42.00
			1806772		PEST CONTROL SERVICE - 2100 W 154	65.00
			1806774		PEST CONTROL SERVICE - 1717 W 162	75.00
			1806775		PEST CONTROL SERVICE - 1718 W 162	65.00
			1806777		PEST CONTROL SERVICE - 1670 W 162	80.00
			1806778		PEST CONTROL SERVICE - 1700 W 162	80.00
			1806779		PEST CONTROL SERVICE - 1651 W 162	85.00
			1806780		PEST CONTROL SERVICE - 14708 HALL	42.00
			1806781		PEST CONTROL SERVICE - 15800 BRIG	42.00
			1806783		PEST CONTROL SERVICE - 1220 W 170	70.00
					Total :	771.00
177936	10/8/2024	119010 STAPLES ADVANTAGE	6011646643		PW OFFICE SUPPLIES	442.18
					Total :	442.18
177937	10/8/2024	106831 TEN-X AMMUNITION INC.	12498		AMMUNITION - 40MM LETHAL TRAINING	399.16
					Total :	399.16
177938	10/8/2024	110238 TIREHUB, LLC	44019987		TIRES - GY EAGLE ENFORCER/ RS	1,922.92
					Total :	1,922.92
177939	10/8/2024	111990 TOWNSEND PUBLIC AFFAIRS, INC	22340	020-00051	CONSULTING SERVICES - OCTOBER 20	7,000.00
					Total :	7,000.00
177940	10/8/2024	104806 TOYOTA LIFT OF L.A.	PSI-0415703		PMI SERVICE - FORKLIFT #8FGCU825	218.48
					Total :	218.48
177941	10/8/2024	110851 TRAPEZE SOFTWARE GROUP, INC.	T SMAU240649	037-10397	GTRANS SCHEDULING & OPERATIONS	24,819.00
			T SMAU240651	037-10397	GTRANS SCHEDULING & OPERATIONS	4,875.00
			T SMAU240652	037-10397	GTRANS SCHEDULING & OPERATIONS	2,899.00
			T SMAU240653	037-10397	GTRANS SCHEDULING & OPERATIONS	1,500.00
					Total :	34,093.00
177942	10/8/2024	110851 TRAPEZE SOFTWARE GROUP, INC.	T SMAU240650	037-10397	GTRANS SCHEDULING & OPERATIONS	2,430.00

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177942	10/8/2024	110851	110851 TRAPEZE SOFTWARE GROUP, INC.	(Continued)		Total : 2,430.00
177943	10/8/2024	105556	TRIANGLE SPORTS, INC.	42939	YOUTH SPORT UNIFORMS	350.40
				42940	YOUTH UNIFORM SUPPLIES	2,207.52
					Total :	2,557.92
177944	10/8/2024	111481	TRIO COMMUNITY MEALS, LLC	INV2230052413	034-00659 SENIOR FEEDING PROGRAM	7,028.34
				INV2230052801	034-00659 SENIOR FEEDING PROGRAM	7,947.38
					Total :	14,975.72
177945	10/8/2024	109900	U.S. BANK CORPORATE PAYMENT, SYSTEMS RECREATION 08/22/24		CAL CARD STATEMENT 07/23-08/22/24	24,962.72
					Total :	24,962.72
177946	10/8/2024	109900	U.S. BANK CORPORATE PAYMENT, SYSTEMS NOLAN 08/22/24		CAL CARD STATEMENT 07/23-08/22/24	9,775.99
			SANTIN 08/22/24		CAL CARD STATEMENT 07/23-08/22/24	20,688.65
					Total :	30,464.64
177947	10/8/2024	109900	U.S. BANK CORPORATE PAYMENT, SYSTEMS BEEMAN 09/23/24		CAL CARD STATEMENT 08/23-09/23/24	1,610.79
			HR 08/22/24		CAL CARD STATEMENT 07/23-08/22/24	8,365.27
			KWAK 08/22/24		CAL CARD STATEMENT 07/23-08/22/24	180.00
			KWAK 09/23/24		CAL CARD STATEMENT 08/23-09/23/24	20.00
			PD TRAINING 07/22/24		CAL CARD STATEMENT 06/25-07/22/24	1,233.29
			RIGG 08/22/24		CAL CARD STATEMENT 07/23-08/22/24	196.79
			RIGG 09/23/24		CAL CARD STATEMENT 08/23-09/23/24	41.79
			SWEENEY 08/22/24		CAL CARD STATEMENT 07/23-08/22/24	15,881.17
			V.OSORIO 07/22/24		CAL CARD STATEMENT 06/25-07/22/24	688.32
					Total :	28,217.42
177948	10/8/2024	102603	UGALDE, JESUS	GEPCO 2024	GEPCO LOAN	2,000.00
					Total :	2,000.00
177949	10/8/2024	104692	ULINE	180609183	PD PROGRAM SUPPLIES	2,192.14
				180652061	PD PROGRAM SUPPLIES	180.74
				183040284	CUSTODIAL SUPPLIES	242.32
					Total :	2,615.20
177950	10/8/2024	107596	UNION PACIFIC RAILROAD COMPANY	90133784	037-10399 PROFESSIONAL SERVICES - BUS SIGN	1,520.79
				90137629	037-10399 PROFESSIONAL SERVICES - BUS SIGN	1,698.23

Voucher List
CITY OF GARDENA

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177950	10/8/2024	107596 107596 UNION PACIFIC RAILROAD COMPANY	(Continued)			Total : 3,219.02
177951	10/8/2024	121010 UNITED RENTALS	237038306-002		EQUIPMENT RENTAL - FORKLIFT	1,561.14
			237038306-003		EQUIPMENT RENTAL	40.42
					Total :	1,601.56
177952	10/8/2024	106754 URBAN RESTORATION GROUP US, INC.	00044394		STREET MAINT SUPPLIES	1,663.78
					Total :	1,663.78
177953	10/8/2024	113022 V V & G CONSTRUCTION	17031-1	032-00180	CDBG HOUSING REHABILITATION PRO	24,408.00
					Total :	24,408.00
177954	10/8/2024	122050 VERIZON WIRELESS	9971151367		PW CELL PHONE SERVICE	1,021.47
					Total :	1,021.47
177955	10/8/2024	107873 VERSATERM PUBLIC SAFETY US INC	INV37-00759		ANNUAL SOFTWARE MAINTERNANCE	2,339.96
					Total :	2,339.96
177956	10/8/2024	105254 VISION TIRE	41381		PW VEHICLE TIRE SERVICES	75.00
			41382		PW VEHICLE TIRE SERVICES	40.00
			41458		PW VEHICLE TIRE SERVICES	50.00
					Total :	165.00
177957	10/8/2024	122435 VISTA PAINT CORPORATION	2024-635381-00		STREET MAINT SUPPLIES	458.88
					Total :	458.88
177958	10/8/2024	100107 WAYNE ELECTRIC CO.	214553		GTRANS AUTO PARTS	2,719.80
					Total :	2,719.80
177959	10/8/2024	112737 WELLS FARGO VENDOR FINANCIAL, SERVICE	5031341008	023-01557	CITYWIDE COPIER LEASE - OCTOBER	4,768.89
					Total :	4,768.89
177960	10/8/2024	123050 WILLIAMS SCOTSMAN, INC.	9021984763	035-01358	MODULAR BUILDING RENTAL CPX-804	2,279.26
					Total :	2,279.26
177961	10/8/2024	113031 WINBUSH, DENIKKA	RECEIPT #76862903		MAINTENANCE DEPOSIT REFUND	200.00
					Total :	200.00

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
177962	10/8/2024	125001 YAMADA COMPANY, INC.	84420		PW MAINT SUPPLIES	20.16
			84423		PW MAINT SUPPLIES	15.28
			84462		PW MAINT SUPPLIES	164.25
			84478		TREE MAINT SUPPLIES	54.70
			84482		PW MAINT SUPPLIES	5.99
			84500		KEEP GARDENA BEAUTIFUL DAY SUPP	87.49
			84508		PW MAINT SUPPLIES	111.47
			84509		TREE MAINT SUPPLIES	773.80
					Total :	1,233.14
191	Vouchers for bank code : usb				Bank total :	3,151,810.19
191	Vouchers in this report				Total vouchers :	3,151,810.19

Bank code : usb

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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CLAIMS VOUCHER APPROVAL

I hereby certify that the demands or claims covered by the checks listed on pages 1 to 21 inclusive of the check register are accurate and funds are available for payment thereof.

By: 
Director of Administrative Services

This is to certify that the claims or demands covered by checks listed on pages 1 to 21 inclusive of the check register have been audited by the City Council of the City of Gardena and that all of the said checks are approved for payment except check numbers:

_____	<u>10/08/2024</u>
Mayor	Date

_____	_____
Councilmember	Date

_____	_____
Councilmember	Date

Acknowledged:

_____	_____
Councilmember	Date

_____	_____
Councilmember	Date

CITY OF GARDENA



INVESTMENT REPORT

August 2024

Prepared by Danny Rodriguez, Revenue and Purchasing Manager
Reviewed by Ray Beeman, Director of Administrative Services

MONTHLY ACCOUNT STATEMENT

City of Gardena Cons | Account #10647 | As of August 31, 2024

CHANDLER ASSET MANAGEMENT | chandlerasset.com

Chandler Team:

For questions about your account, please call (800) 317-4747,
or contact clientservice@chandlerasset.com

Custodian:

PORTFOLIO SUMMARY

City of Gardena Cons | Account #10647 | As of August 31, 2024

Portfolio Characteristics

Average Modified Duration	0.61
Average Coupon	4.54%
Average Purchase YTM	4.72%
Average Market YTM	4.95%
Average Quality	AA+
Average Final Maturity	0.72
Average Life	0.63

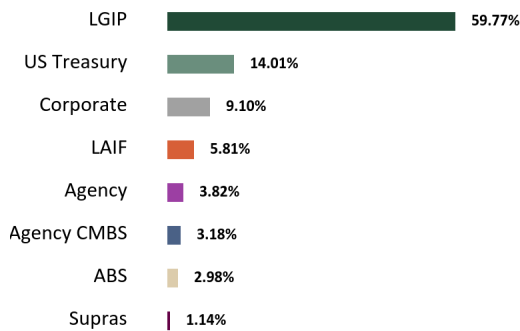
Account Summary

	Beg. Values as of 08/01/2024	End Values as of 08/31/2024
Market Value	94,138,996.62	95,803,718.70
Accrued Interest	198,685.63	225,486.45
Total Market Value	94,337,682.26	96,029,205.15
Income Earned	322,997.09	178,998.14
Cont/WD	(59,764.51)	1,250,000.05
Par	88,380,896.41	89,771,362.33
Book Value	94,485,137.49	95,921,031.14
Cost Value	94,408,069.24	95,834,316.42

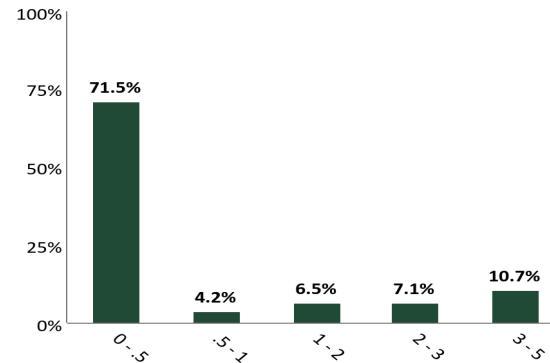
Top Issuers

California Asset Mgmt Program	52.50%
United States	14.01%
CalTrust	7.27%
LAIF	5.81%
FHLMC	3.18%
Farm Credit System	2.72%
Federal Home Loan Banks	0.75%
John Deere Owner Trust	0.74%

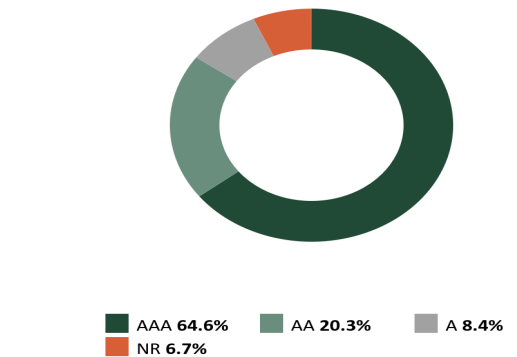
Sector Allocation



Maturity Distribution



Credit Quality



*See Footnote

RECONCILIATION SUMMARY

City of Gardena Cons | Account #10647 | As of August 31, 2024

Maturities / Calls

Month to Date	(930,000.00)
Fiscal Year to Date	(9,880,000.00)

Principal Paydowns

Month to Date	(81,890.76)
Fiscal Year to Date	(542,841.34)

Purchases

Month to Date	4,789,721.93
Fiscal Year to Date	30,326,128.59

Sales

Month to Date	(2,390,771.62)
Fiscal Year to Date	(11,387,537.91)

Interest Received

Month to Date	149,010.74
Fiscal Year to Date	1,403,458.85

Purchased / Sold Interest

Month to Date	(11,951.24)
Fiscal Year to Date	(42,061.28)

Accrual Activity Summary

	Month to Date	Fiscal Year to Date (01/01/2024)
Beginning Book Value	94,485,137.49	87,301,622.17
Maturities/Calls	(930,000.00)	(9,880,000.00)
Principal Paydowns	(81,890.76)	(542,841.34)
Purchases	4,789,721.93	30,326,128.59
Sales	(2,390,771.62)	(11,387,537.91)
Change in Cash, Payables, Receivables	33,696.28	12,288.76
Amortization/Accretion	15,137.82	91,526.01
Realized Gain (Loss)	(0.00)	(155.14)
Ending Book Value	95,921,031.14	95,921,031.14

Fair Market Activity Summary

	Month to Date	Fiscal Year to Date (01/01/2024)
Beginning Market Value	94,138,996.62	86,698,685.72
Maturities/Calls	(930,000.00)	(9,880,000.00)
Principal Paydowns	(81,890.76)	(542,841.34)
Purchases	4,789,721.93	30,326,128.59
Sales	(2,390,771.62)	(11,387,537.91)
Change in Cash, Payables, Receivables	33,696.28	12,288.76
Amortization/Accretion	15,137.82	91,526.01
Change in Net Unrealized Gain (Loss)	228,828.43	485,624.01
Realized Gain (Loss)	(0.00)	(155.14)
Ending Market Value	95,803,718.70	95,803,718.70

HOLDINGS REPORT

City of Gardena Cons | Account #10647 | As of August 31, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
ABS									
47788UAC6	JDOT 2021 A3 0.36 09/15/2025	2,089.20	03/02/2021 1.11%	2,088.80 2,089.16	99.79 5.67%	2,084.78 0.33	0.00% (4.38)	Aaa/NA AAA	1.04 0.04
05593AAC3	BMWLT 2023-1 A3 5.16 11/25/2025	27,413.86	02/07/2023 5.43%	27,413.21 27,413.57	99.97 5.31%	27,406.23 23.58	0.03% (7.35)	Aaa/AAA NA	1.24 0.29
43815GAC3	HAROT 2021-4 A3 0.88 01/21/2026	26,643.76	11/16/2021 0.89%	26,638.14 26,642.11	98.39 5.78%	26,215.13 6.51	0.03% (426.99)	Aaa/NA AAA	1.39 0.33
47789QAC4	JDOT 2021-B A3 0.52 03/16/2026	16,612.68	07/13/2021 0.52%	16,611.20 16,612.41	98.48 5.91%	16,360.97 3.84	0.02% (251.44)	Aaa/NA AAA	1.54 0.28
89238JAC9	TAOT 2021-D A3 0.71 04/15/2026	21,436.66	11/09/2021 0.95%	21,436.20 21,436.56	98.47 5.75%	21,108.47 6.76	0.02% (328.09)	NA/AAA AAA	1.62 0.30
43815BAC4	HAROT 2022-1 A3 1.88 05/15/2026	84,446.26	02/15/2022 1.89%	84,433.55 84,441.64	98.44 5.55%	83,131.79 70.56	0.09% (1,309.85)	Aaa/AAA NA	1.70 0.42
43815PAC3	HAROT 2022-2 A3 3.73 07/20/2026	80,077.43	08/15/2022 3.87%	80,072.66 80,075.52	99.20 5.26%	79,439.86 107.86	0.08% (635.66)	NA/AAA AAA	1.88 0.53
05602RAD3	BMWOT 2022-A A3 3.21 08/25/2026	155,636.15	01/05/2023 4.81%	151,556.78 153,450.86	99.07 5.22%	154,183.60 83.27	0.16% 732.74	Aaa/AAA NA	1.98 0.47
47787JAC2	JDOT 2022 A3 0.36 09/15/2026	60,371.39	03/10/2022 2.34%	60,358.03 60,365.81	98.55 5.69%	59,494.05 62.25	0.06% (871.76)	Aaa/NA AAA	2.04 0.43
89238FAD5	TAOT 2022-B A3 2.93 09/15/2026	68,628.01	04/07/2022 3.09%	68,626.40 68,627.47	98.77 5.51%	67,784.32 89.37	0.07% (843.15)	Aaa/AAA NA	2.04 0.48
379929AD4	GMALT 2023-3 A3 5.38 11/20/2026	75,000.00	08/08/2023 5.38%	74,991.01 74,993.89	100.53 4.87%	75,401.14 123.29	0.08% 407.25	NA/AAA AAA	2.22 0.93
47800AAC4	JDOT 2022-B A3 3.74 02/16/2027	106,717.23	07/12/2022 3.77%	106,707.04 106,712.70	99.14 5.19%	105,794.82 177.39	0.11% (917.88)	Aaa/NA AAA	2.46 0.61
448979AD6	HART 2023-A A3 4.58 04/15/2027	155,000.00	04/04/2023 5.14%	154,984.87 154,990.12	99.76 4.91%	154,628.06 315.51	0.16% (362.06)	NA/AAA AAA	2.62 0.85
36265WAD5	GMCAR 2022-3 A3 3.64 04/16/2027	75,691.76	07/06/2022 3.93%	75,691.24 75,691.53	99.13 5.21%	75,034.67 114.80	0.08% (656.86)	Aaa/NA AAA	2.62 0.56
43815JAC7	HAROT 2023-1 A3 5.04 04/21/2027	70,000.00	02/16/2023 5.09%	69,986.99 69,991.79	100.20 4.87%	70,139.43 98.00	0.07% 147.64	Aaa/NA AAA	2.64 0.91
02582JIT8	AMXCA 2022-2 A 05/17/2027	185,000.00	05/17/2022 3.42%	184,959.08 184,986.55	98.89 5.07%	182,939.34 278.73	0.19% (2,047.21)	NA/AAA AAA	0.70 0.67
47800BAC2	JDOT 2022-C A3 5.09 06/15/2027	209,430.27	10/12/2022 3.29%	209,414.02 209,421.52	100.09 5.01%	209,628.16 473.78	0.22% 206.64	Aaa/NA AAA	2.79 0.71

HOLDINGS REPORT

City of Gardena Cons | Account #10647 | As of August 31, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
58770AAC7	MBART 2023-1 A3 4.51 11/15/2027	105,000.00	01/18/2023 4.56%	104,987.40 104,991.83	99.69 4.97%	104,675.33 210.47	0.11% (316.50)	NA/AAA AAA	3.21 0.73
362583AD8	GMCAR 2023-2 A3 4.47 02/16/2028	115,000.00	04/04/2023 4.51%	114,996.84 114,997.75	99.72 4.76%	114,673.71 214.19	0.12% (324.04)	Aaa/AAA NA	3.46 1.12
02582JJZ4	AMXCA 2023-1 A 4.87 05/15/2026	125,000.00	06/07/2023 4.87%	124,988.91 124,991.66	100.66 4.51%	125,827.58 270.56	0.13% 835.92	NA/AAA AAA	1.70 1.60
47787CAC7	JDOT 2023-C A3 5.48 05/15/2028	310,000.00	09/12/2023 5.40%	309,978.70 309,983.06	101.30 4.45%	314,028.61 755.02	0.33% 4,045.55	Aaa/NA AAA	3.71 1.18
161571HT4	CHAIT 2023-1 A 5.16 09/15/2028	340,000.00	09/07/2023 5.17%	339,905.75 339,923.91	101.67 4.34%	345,694.22 779.73	0.36% 5,770.31	NR/AAA AAA	4.04 1.89
02582JKD1	AMXCA 2023-3 A 5.23 09/15/2028	340,000.00	09/12/2023 5.29%	339,984.80 339,987.70	101.89 4.30%	346,423.14 790.31	0.36% 6,435.44	NA/AAA AAA	4.04 1.89
44934QAD3	HART 2024-B A3 4.84 03/15/2029	90,000.00	07/16/2024 4.90%	89,986.42 89,986.73	101.07 4.40%	90,958.64 193.60	0.09% 971.91	NA/AAA AAA	4.54 2.17
Total ABS		2,845,194.66	4.45%	2,840,798.05 2,842,805.85	100.29 4.81%	2,853,056.05 5,249.71	2.98% 10,250.20	Aaa/AAA AAA	2.89 1.11

AGENCY									
3133ENKS8	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.125 01/06/2025	750,000.00	-- 1.59%	740,054.10 748,802.29	98.66 5.12%	739,926.37 1,289.06	0.77% (8,875.92)	Aaa/AA+ AA+	0.35 0.34
3133ENPG9	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.75 02/14/2025	415,000.00	02/10/2022 1.84%	413,891.95 414,832.02	98.61 4.92%	409,241.45 342.95	0.43% (5,590.57)	Aaa/AA+ AA+	0.46 0.44
3135G06G3	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.5 11/07/2025	350,000.00	11/18/2020 0.52%	349,639.50 349,914.15	95.70 4.28%	334,947.95 554.17	0.35% (14,966.20)	Aaa/AA+ AA+	1.19 1.15
3133ERFJ5	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 05/20/2027	330,000.00	05/23/2024 4.79%	327,333.60 327,578.00	101.66 3.85%	335,477.46 4,166.25	0.35% 7,899.46	Aaa/AA+ AA+	2.72 2.51
3130ATS57	FEDERAL HOME LOAN BANKS 4.5 03/10/2028	700,000.00	03/21/2023 3.99%	715,799.00 711,194.22	102.12 3.85%	714,829.39 14,962.50	0.75% 3,635.17	Aaa/AA+ AA+	3.53 3.17
3133ERGL9	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 06/07/2028	450,000.00	06/25/2024 4.44%	450,984.50 450,938.76	102.45 3.79%	461,045.52 4,725.00	0.48% 10,106.76	Aaa/AA+ AA+	3.77 3.41
3133EPN50	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.25 12/15/2028	650,000.00	12/28/2023 3.89%	660,575.50 659,134.71	101.82 3.78%	661,832.98 5,831.94	0.69% 2,698.26	Aaa/AA+ AA+	4.29 3.86
Total Agency		3,645,000.00	3.06%	3,658,278.15 3,662,394.15	100.38 4.25%	3,657,301.11 31,871.87	3.82% (5,093.04)	Aaa/AA+ AA+	2.42 2.20

HOLDINGS REPORT

City of Gardena Cons | Account #10647 | As of August 31, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
AGENCY CMBS									
3137BNGT5	FHMS K-054 A2 2.745 01/25/2026	500,000.00	02/15/2023 4.65%	474,785.16 488,249.16	97.66 4.54%	488,286.80 1,143.75	0.51% 37.64	Aaa/AA+ AAA	1.40 1.22
3137BVZ82	FHMS K-063 A2 3.43 01/25/2027	320,000.00	02/06/2024 4.48%	310,725.00 312,523.84	98.19 4.20%	314,217.82 914.67	0.33% 1,693.98	Aaa/AA+ AAA	2.40 2.13
3137FEBQ2	FHMS K-072 A2 3.444 12/25/2027	500,000.00	08/22/2023 4.98%	470,429.69 477,504.56	97.80 4.13%	488,986.10 1,435.00	0.51% 11,481.54	Aaa/AA+ AAA	3.32 3.01
3137FETN0	FHMS K-073 A2 3.35 01/25/2028	465,000.00	05/24/2023 4.27%	446,908.59 451,871.05	97.49 4.13%	453,348.08 1,298.13	0.47% 1,477.02	Aaa/AA+ AAA	3.40 3.05
3137FHPJ6	FHMS K-080 A2 3.926 07/25/2028	325,000.00	01/23/2024 4.45%	317,814.45 318,787.03	99.15 4.13%	322,224.44 1,063.29	0.34% 3,437.40	Aaa/AA+ AA+	3.90 3.53
3137FJEH8	FHMS K-081 A2 3.9 08/25/2028	155,000.00	09/15/2023 4.86%	148,436.72 149,718.35	99.02 4.13%	153,476.12 503.75	0.16% 3,757.77	Aaa/AA+ AAA	3.99 3.59
3137FJXV6	FHMS K-083 A2 4.05 09/25/2028	297,000.00	12/07/2023 4.60%	289,783.83 290,888.22	99.56 4.13%	295,698.90 1,002.38	0.31% 4,810.68	Aaa/AA+ AAA	4.07 3.66
3137H4BY5	FHMS K-746 A2 2.031 09/25/2028	315,000.00	10/03/2023 5.30%	270,973.83 279,105.90	92.12 4.17%	290,172.58 533.14	0.30% 11,066.69	Aaa/AA+ AAA	4.07 3.77
3137FJZ93	FHMS K-084 A2 3.78 10/25/2028	240,000.00	10/20/2023 5.34%	223,818.75 226,618.83	98.50 4.15%	236,390.42 756.00	0.25% 9,771.59	Aaa/AA+ AA+	4.15 3.72
Total Agency CMBS		3,117,000.00	4.73%	2,953,676.02 2,995,266.94	97.66 4.21%	3,042,801.26 8,650.10	3.18% 47,534.32	Aaa/AA+ AAA	3.23 2.91
CASH									
CCYUSD	Receivable	13,672.06	-- 0.00%	13,672.06 13,672.06	1.00 0.00%	13,672.06 0.00	0.01% 0.00	Aaa/AAA AAA	0.00 0.00
CCYUSD	Receivable	42,919.14	-- 0.00%	42,919.14 42,919.14	1.00 0.00%	42,919.14 0.00	0.04% 0.00	Aaa/AAA AAA	0.00 0.00
Total CASH		56,591.20	0.00%	56,591.20	1.00 0.00%	56,591.20 0.00	0.06% 0.00	Aaa/AAA AAA	0.00 0.00
CORPORATE									
78015K7C2	ROYAL BANK OF CANADA 2.25 11/01/2024	500,000.00	-- 0.88%	524,067.75 501,125.86	99.48 5.48%	497,388.99 3,750.00	0.52% (3,736.88)	A1/A AA-	0.17 0.16
69371RR57	PACCAR FINANCIAL CORP 0.9 11/08/2024	175,000.00	11/02/2021 0.90%	174,989.50 174,999.63	99.19 5.42%	173,581.82 494.38	0.18% (1,417.82)	A1/A+ NA	0.19 0.18

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Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
06368LGU4	BANK OF MONTREAL 5.2 12/12/2024	400,000.00	03/25/2024 5.42%	399,352.00 399,745.78	99.97 5.26%	399,865.88 4,564.44	0.42% 120.10	A2/A- AA-	0.28 0.27
24422EWB1	JOHN DEERE CAPITAL CORP 2.125 03/07/2025	130,000.00	03/02/2022 2.14%	129,944.10 129,990.46	98.52 5.10%	128,071.63 1,335.21	0.13% (1,918.84)	A1/A A+	0.51 0.49
63743HFE7	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 3.45 06/15/2025	95,000.00	04/27/2022 3.46%	94,974.35 94,993.53	98.89 4.91%	93,944.97 691.92	0.10% (1,048.56)	A2/A- A	0.79 0.76
46625HMN7	JPMORGAN CHASE & CO 3.9 07/15/2025	400,000.00	05/29/2024 5.58%	392,748.00 394,406.61	99.34 4.68%	397,349.50 1,993.33	0.41% 2,942.89	A1/A- AA-	0.87 0.84
6174468C6	MORGAN STANLEY 4.0 07/23/2025	394,000.00	04/10/2024 5.56%	386,478.56 388,765.59	99.33 4.77%	391,368.99 1,663.56	0.41% 2,603.40	A1/A- A+	0.89 0.86
931142EW9	WALMART INC 3.9 09/09/2025	80,000.00	09/06/2022 3.92%	79,944.00 79,980.94	99.50 4.41%	79,599.64 1,490.67	0.08% (381.30)	Aa2/AA AA	1.02 0.97
437076CR1	HOME DEPOT INC 4.0 09/15/2025	110,000.00	09/12/2022 4.01%	109,960.40 109,986.26	99.55 4.45%	109,506.54 2,028.89	0.11% (479.71)	A2/A A	1.04 0.98
20030NCS8	COMCAST CORP 3.95 10/15/2025	400,000.00	03/11/2024 4.95%	393,932.00 395,728.38	99.20 4.69%	396,808.79 5,968.89	0.41% 1,080.41	A3/A- A-	1.12 1.06
857477BR3	STATE STREET CORP 1.746 02/06/2026	90,000.00	02/02/2022 1.75%	90,000.00 90,000.00	98.47 5.68%	88,618.87 109.13	0.09% (1,381.13)	A1/A AA-	1.44 0.42
037833BY5	APPLE INC 3.25 02/23/2026	400,000.00	05/09/2023 4.05%	391,672.00 395,586.73	98.63 4.22%	394,524.93 288.89	0.41% (1,061.80)	Aaa/AA+ NA	1.48 1.42
61747YET8	MORGAN STANLEY 4.679 07/17/2026	175,000.00	07/18/2022 4.68%	175,000.00 175,000.00	99.57 6.16%	174,240.14 1,000.79	0.18% (759.86)	A1/A- A+	1.88 0.84
06428CAA2	BANK OF AMERICA NA 5.526 08/18/2026	300,000.00	09/19/2023 5.61%	299,277.00 299,512.55	102.27 4.30%	306,808.58 598.65	0.32% 7,296.03	Aa1/A+ AA	1.96 1.76
931142ERO	WALMART INC 1.05 09/17/2026	40,000.00	09/08/2021 1.09%	39,924.40 39,969.11	94.21 4.04%	37,682.07 191.33	0.04% (2,287.04)	Aa2/AA AA	2.05 1.97
63743HFK3	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 5.6 11/13/2026	390,000.00	11/14/2023 5.25%	393,666.00 392,664.93	102.34 4.46%	399,129.45 6,552.00	0.42% 6,464.52	A2/A- A	2.20 1.95
89115A2V3	TORONTO-DOMINION BANK 5.264 12/11/2026	160,000.00	12/04/2023 5.26%	160,000.00 160,000.00	101.78 4.43%	162,854.28 1,871.64	0.17% 2,854.28	A1/A AA-	2.28 2.10
78016HZT0	ROYAL BANK OF CANADA 4.875 01/19/2027	150,000.00	01/10/2024 4.88%	149,962.50 149,970.23	101.17 4.35%	151,749.68 853.13	0.16% 1,779.44	A1/A AA-	2.39 2.21
17275RBQ4	CISCO SYSTEMS INC 4.8 02/26/2027	170,000.00	02/21/2024 4.85%	169,779.00 169,816.91	101.62 4.11%	172,754.32 113.33	0.18% 2,937.41	A1/AA- NA	2.49 2.25

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Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
857477CL5	STATE STREET CORP 4.993 03/18/2027	365,000.00	03/13/2024 4.99%	365,000.00 365,000.00	101.60 4.32%	370,823.07 8,251.63	0.39% 5,823.07	A1/A AA-	2.54 2.24
89115A2W1	TORONTO-DOMINION BANK 4.98 04/05/2027	400,000.00	04/08/2024 5.21%	397,448.00 397,785.15	101.36 4.41%	405,458.20 8,078.67	0.42% 7,673.06	A1/A AA-	2.59 2.36
665859AW4	NORTHERN TRUST CORP 4.0 05/10/2027	450,000.00	10/05/2022 4.70%	436,909.50 442,337.84	99.59 4.16%	448,162.22 5,550.00	0.47% 5,824.38	A2/A+ A+	2.69 2.49
14913UAL4	CATERPILLAR FINANCIAL SERVICES CORP 5.0 05/14/2027	405,000.00	05/21/2024 4.93%	405,743.58 405,674.43	102.07 4.18%	413,369.92 6,018.75	0.43% 7,695.49	A2/A A+	2.70 2.47
438516CJ3	HONEYWELL INTERNATIONAL INC 4.95 02/15/2028	400,000.00	02/13/2023 4.44%	408,972.00 406,152.94	102.99 4.01%	411,975.52 880.00	0.43% 5,822.58	A2/A A	3.46 3.08
57636QAW4	MASTERCARD INC 4.875 03/09/2028	290,000.00	04/19/2023 4.17%	298,833.40 296,321.80	102.73 4.04%	297,908.02 6,754.58	0.31% 1,586.23	Aa3/A+ NA	3.52 3.07
74456QBU9	PUBLIC SERVICE ELECTRIC AND GAS CO 3.7 05/01/2028	300,000.00	09/06/2023 5.10%	282,801.00 286,439.44	97.77 4.36%	293,309.90 3,700.00	0.31% 6,870.45	A1/A WR	3.67 3.34
58933YBH7	MERCK & CO INC 4.05 05/17/2028	90,000.00	05/08/2023 4.07%	89,927.10 89,945.97	99.98 4.05%	89,983.61 1,053.00	0.09% 37.64	A1/A+ NA	3.71 3.37
69371RS80	PACCAR FINANCIAL CORP 4.6 01/31/2029	410,000.00	01/24/2024 4.64%	409,331.70 409,409.98	101.44 4.24%	415,904.80 1,624.06	0.43% 6,494.82	A1/A+ NA	4.42 3.94
89236TMF9	TOYOTA MOTOR CREDIT CORP 5.05 05/16/2029	400,000.00	06/25/2024 4.88%	402,872.00 402,764.20	103.02 4.33%	412,082.94 5,891.67	0.43% 9,318.74	A1/A+ A+	4.71 4.10
437076DC3	HOME DEPOT INC 4.75 06/25/2029	295,000.00	-- 4.74%	295,110.25 295,119.10	102.24 4.23%	301,604.51 2,568.96	0.31% 6,485.41	A2/A A	4.82 4.17
713448FX1	PEPSICO INC 4.5 07/17/2029	295,000.00	07/15/2024 4.53%	294,542.75 294,554.27	102.00 4.04%	300,913.51 1,622.50	0.31% 6,359.25	A1/A+ NA	4.88 4.26
Total Corporate		8,659,000.00	4.49%	8,643,162.84 8,633,748.63	100.70 4.52%	8,717,345.29 87,553.97	9.10% 83,596.66	A1/A A+	2.34 2.08
LAIF									
90LAIF\$00	Local Agency Investment Fund State Pool	5,569,009.17	-- 4.60%	5,569,009.17 5,569,009.17	1.00 4.60%	5,569,009.17 0.00	5.81% 0.00	NA/NA NA	0.00 0.00
Total LAIF		5,569,009.17	4.60%	5,569,009.17 5,569,009.17	1.00 4.60%	5,569,009.17 0.00	5.81% 0.00	NA/NA NA	0.00 0.00
LOCAL GOV INVESTMENT POOL									

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Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
09CATR\$05	CalTrust MTF	704,232.08	-- 4.47%	7,068,608.66 7,068,608.66	9.89 4.47%	6,964,855.29 0.00	7.27% (103,753.37)	NA/AAAm NA	0.00 0.00
90CAMP\$00	CAMP	14,047,119.17	-- 5.42%	14,047,119.17 14,047,119.17	1.00 5.42%	14,047,119.17 0.00	14.66% 0.00	NA/AAAm AAA	0.00 0.00
90CAMP\$06	CAMP	36,250,000.00	-- 5.42%	36,250,000.00 36,250,000.00	1.00 5.42%	36,250,000.00 0.00	37.84% 0.00	NA/AAAm NA	0.00 0.00
Total Local Gov Investment Pool		51,001,351.25	5.30%	57,365,727.83 57,365,727.83	2.08 5.30%	57,261,974.46 0.00	59.77% (103,753.37)	NA/ AAAm AAA	0.00 0.00
MONEY MARKET FUND									
31846V203	FIRST AMER:GVT OBLG Y	128,216.05	-- 4.89%	128,216.05 128,216.05	1.00 4.89%	128,216.05 0.00	0.13% 0.00	Aaa/ AAAm AAA	0.00 0.00
Total Money Market Fund		128,216.05	4.89%	128,216.05 128,216.05	1.00 4.89%	128,216.05 0.00	0.13% 0.00	Aaa/ AAAm AAA	0.00 0.00
SUPRANATIONAL									
4581X0DZ8	INTER-AMERICAN DEVELOPMENT BANK 0.5 09/23/2024	260,000.00	09/15/2021 0.52%	259,807.60 259,996.14	99.73 5.34%	259,301.80 570.56	0.27% (694.34)	Aaa/AAA NA	0.06 0.06
45950KCR9	INTERNATIONAL FINANCE CORP 1.375 10/16/2024	160,000.00	07/12/2021 0.54%	164,304.00 160,162.76	99.54 5.26%	159,257.39 825.00	0.17% (905.36)	Aaa/AAA NA	0.13 0.12
459058LK7	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.0 08/27/2026	170,000.00	08/20/2024 4.06%	169,802.80 169,804.15	100.01 3.99%	170,022.57 75.56	0.18% 218.42	Aaa/AAA NA	1.99 1.89
459058KT9	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.5 07/12/2028	250,000.00	11/28/2023 4.53%	239,372.50 241,112.23	98.92 3.80%	247,312.19 1,190.97	0.26% 6,199.96	Aaa/AAA NA	3.87 3.56
459058KW2	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.625 08/01/2028	250,000.00	-- 4.97%	246,407.00 247,061.91	102.96 3.80%	257,410.00 963.54	0.27% 10,348.08	Aaa/AAA NA	3.92 3.55
Total Supranational		1,090,000.00	3.03%	1,079,693.90 1,078,137.19	100.33 4.41%	1,093,303.95 3,625.63	1.14% 15,166.76	Aaa/AAA NA	2.14 1.96

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US TREASURY									
912797KK2	UNITED STATES TREASURY 09/12/2024	450,000.00	04/18/2024 5.37%	440,543.76 449,287.54	99.87 5.30%	449,412.75 0.00	0.47% 125.21	P-1/A-1+ F1+	0.03 0.02
912797KT3	UNITED STATES TREASURY 10/10/2024	450,000.00	05/29/2024 5.40%	441,310.11 447,451.84	99.47 5.23%	447,625.06 0.00	0.47% 173.23	P-1/A-1+ F1+	0.11 0.10
912797KU0	UNITED STATES TREASURY 10/17/2024	450,000.00	04/18/2024 5.37%	438,319.84 447,031.56	99.38 5.20%	447,197.75 0.00	0.47% 166.19	P-1/A-1+ F1+	0.13 0.12
91282CDH1	UNITED STATES TREASURY 0.75 11/15/2024	750,000.00	11/18/2021 0.83%	748,125.00 749,871.22	99.14 5.10%	743,574.22 1,666.10	0.78% (6,297.00)	Aaa/AA+ AA+	0.21 0.20
91282ZS2	UNITED STATES TREASURY 1.375 01/31/2025	750,000.00	02/17/2022 1.71%	742,822.27 748,987.93	98.57 4.96%	739,248.05 896.74	0.77% (9,739.88)	Aaa/AA+ AA+	0.42 0.40
91282ZFO	UNITED STATES TREASURY 0.5 03/31/2025	350,000.00	03/25/2021 0.58%	348,906.26 349,842.26	97.64 4.72%	341,736.72 736.34	0.36% (8,105.54)	Aaa/AA+ AA+	0.58 0.56
91282CEH0	UNITED STATES TREASURY 2.625 04/15/2025	450,000.00	04/18/2024 5.18%	439,031.25 443,133.14	98.81 4.61%	444,631.64 4,486.17	0.46% 1,498.50	Aaa/AA+ AA+	0.62 0.59
91282ZT0	UNITED STATES TREASURY 0.25 05/31/2025	365,000.00	02/25/2021 0.60%	359,653.32 364,064.76	96.87 4.60%	353,562.38 231.86	0.37% (10,502.38)	Aaa/AA+ AA+	0.75 0.72
91282CEU1	UNITED STATES TREASURY 2.875 06/15/2025	500,000.00	07/30/2024 4.90%	491,425.78 492,285.89	98.71 4.57%	493,554.69 3,063.52	0.52% 1,268.80	Aaa/AA+ AA+	0.79 0.76
91282CEY3	UNITED STATES TREASURY 3.0 07/15/2025	475,000.00	03/15/2024 4.94%	463,273.44 467,319.59	98.78 4.45%	469,215.58 1,858.70	0.49% 1,895.99	Aaa/AA+ AA+	0.87 0.84
9128284Z0	UNITED STATES TREASURY 2.75 08/31/2025	750,000.00	-- 0.99%	800,092.78 762,938.47	98.41 4.40%	738,093.75 56.98	0.77% (24,844.72)	Aaa/AA+ AA+	1.00 0.96
91282CFK2	UNITED STATES TREASURY 3.5 09/15/2025	475,000.00	03/15/2024 4.90%	465,537.11 468,431.44	99.12 4.38%	470,825.20 7,680.03	0.49% 2,393.76	Aaa/AA+ AA+	1.04 0.99
91282CFP1	UNITED STATES TREASURY 4.25 10/15/2025	550,000.00	06/23/2023 4.59%	545,982.42 548,048.47	99.94 4.30%	549,656.25 8,877.39	0.57% 1,607.78	Aaa/AA+ AA+	1.12 1.06
91282CAZ4	UNITED STATES TREASURY 0.375 11/30/2025	750,000.00	-- 0.88%	734,730.47 745,384.30	95.36 4.25%	715,195.31 714.65	0.75% (30,188.99)	Aaa/AA+ AA+	1.25 1.21
9128286L9	UNITED STATES TREASURY 2.25 03/31/2026	750,000.00	02/25/2022 1.91%	760,078.13 753,890.75	97.23 4.08%	729,228.52 7,100.41	0.76% (24,662.23)	Aaa/AA+ AA+	1.58 1.51
912828R36	UNITED STATES TREASURY 1.625 05/15/2026	250,000.00	10/14/2021 0.99%	257,148.44 252,653.43	96.08 4.04%	240,195.31 1,203.29	0.25% (12,458.11)	Aaa/AA+ AA+	1.70 1.64
91282CHH7	UNITED STATES TREASURY 4.125 06/15/2026	475,000.00	08/26/2024 3.94%	476,502.93 476,491.49	100.21 4.00%	475,983.40 4,175.72	0.50% (508.09)	Aaa/AA+ AA+	1.79 1.69

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912828YG9	UNITED STATES TREASURY 1.625 09/30/2026	300,000.00	12/28/2021 1.24%	305,296.88 302,315.86	95.48 3.92%	286,429.69 2,051.23	0.30% (15,886.17)	Aaa/AA+ AA+	2.08 1.99
91282CJC6	UNITED STATES TREASURY 4.625 10/15/2026	475,000.00	08/26/2024 3.84%	482,514.65 482,466.42	101.43 3.91%	481,772.46 8,343.32	0.50% (693.96)	Aaa/AA+ AA+	2.12 1.97
912828U24	UNITED STATES TREASURY 2.0 11/15/2026	625,000.00	03/29/2022 2.55%	609,912.11 617,817.42	96.05 3.89%	600,317.38 3,702.45	0.63% (17,500.03)	Aaa/AA+ AA+	2.21 2.11
91282CJP7	UNITED STATES TREASURY 4.375 12/15/2026	300,000.00	12/27/2023 4.02%	302,906.25 302,240.74	101.08 3.87%	303,234.38 2,797.13	0.32% 993.64	Aaa/AA+ AA+	2.29 2.14
91282CEF4	UNITED STATES TREASURY 2.5 03/31/2027	750,000.00	-- 2.90%	736,449.21 742,751.08	96.81 3.81%	726,064.46 7,889.34	0.76% (16,686.63)	Aaa/AA+ AA+	2.58 2.43
912828X88	UNITED STATES TREASURY 2.375 05/15/2027	350,000.00	06/09/2022 3.08%	338,666.02 343,791.50	96.27 3.84%	336,943.36 2,462.13	0.35% (6,848.14)	Aaa/AA+ AA+	2.70 2.56
91282CFM8	UNITED STATES TREASURY 4.125 09/30/2027	570,000.00	10/26/2022 4.19%	568,419.14 569,012.29	101.02 3.77%	575,789.06 9,893.24	0.60% 6,776.77	Aaa/AA+ AA+	3.08 2.82
9128283F5	UNITED STATES TREASURY 2.25 11/15/2027	800,000.00	12/20/2022 3.84%	743,625.00 763,151.54	95.38 3.80%	763,031.25 5,331.52	0.80% (120.29)	Aaa/AA+ AA+	3.21 3.02
91282CGC9	UNITED STATES TREASURY 3.875 12/31/2027	500,000.00	05/25/2023 3.98%	497,890.63 498,473.22	100.32 3.77%	501,601.56 3,316.92	0.52% 3,128.34	Aaa/AA+ AA+	3.33 3.07
Total US Treasury		13,660,000.00	3.11%	13,539,163.20 13,589,134.12	98.31 4.34%	13,424,120.15 88,535.17	14.01% (165,013.97)	Aaa/AA+ AA+	1.46 1.38
Total Portfolio		89,771,362.33	4.72%	95,834,316.42 95,921,031.14	35.31 4.95%	95,803,718.70 225,486.45	100.00% (117,312.44)	Aa2/AA+ AA	0.72 0.61
Total Market Value + Accrued						96,029,205.15			

TRANSACTION LEDGER



City of Gardena Cons | Account #10647 | As of August 31, 2024

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	08/01/2024	90CAMP\$00	1,250,000.00	CAMP	1.000	0.00%	(1,250,000.00)	0.00	(1,250,000.00)	0.00
Purchase	08/01/2024	31846V203	455,781.25	FIRST AMER:GVT OBLG Y	1.000	4.93%	(455,781.25)	0.00	(455,781.25)	0.00
Purchase	08/01/2024	31846V203	1.25	FIRST AMER:GVT OBLG Y	1.000	4.93%	(1.25)	0.00	(1.25)	0.00
Purchase	08/02/2024	90CAMP\$06	1,250,000.00	CAMP	1.000	0.00%	(1,250,000.00)	0.00	(1,250,000.00)	0.00
Purchase	08/02/2024	31846V203	1,653.72	FIRST AMER:GVT OBLG Y	1.000	4.91%	(1,653.72)	0.00	(1,653.72)	0.00
Purchase	08/06/2024	31846V203	785.70	FIRST AMER:GVT OBLG Y	1.000	4.89%	(785.70)	0.00	(785.70)	0.00
Purchase	08/09/2024	31846V203	80,000.00	FIRST AMER:GVT OBLG Y	1.000	4.90%	(80,000.00)	0.00	(80,000.00)	0.00
Purchase	08/09/2024	31846V203	200.00	FIRST AMER:GVT OBLG Y	1.000	4.90%	(200.00)	0.00	(200.00)	0.00
Purchase	08/14/2024	31846V203	3,631.25	FIRST AMER:GVT OBLG Y	1.000	4.91%	(3,631.25)	0.00	(3,631.25)	0.00
Purchase	08/15/2024	31846V203	254.10	FIRST AMER:GVT OBLG Y	1.000	4.90%	(254.10)	0.00	(254.10)	0.00
Purchase	08/15/2024	31846V203	464,623.76	FIRST AMER:GVT OBLG Y	1.000	4.90%	(464,623.76)	0.00	(464,623.76)	0.00
Purchase	08/16/2024	31846V203	6,431.00	FIRST AMER:GVT OBLG Y	1.000	4.90%	(6,431.00)	0.00	(6,431.00)	0.00
Purchase	08/19/2024	31846V203	15,437.57	FIRST AMER:GVT OBLG Y	1.000	4.90%	(15,437.57)	0.00	(15,437.57)	0.00
Purchase	08/20/2024	31846V203	336.25	FIRST AMER:GVT OBLG Y	1.000	4.89%	(336.25)	0.00	(336.25)	0.00
Purchase	08/21/2024	31846V203	4,040.49	FIRST AMER:GVT OBLG Y	1.000	4.90%	(4,040.49)	0.00	(4,040.49)	0.00
Purchase	08/23/2024	31846V203	6,500.00	FIRST AMER:GVT OBLG Y	1.000	4.90%	(6,500.00)	0.00	(6,500.00)	0.00
Purchase	08/26/2024	31846V203	26,213.23	FIRST AMER:GVT OBLG Y	1.000	4.91%	(26,213.23)	0.00	(26,213.23)	0.00
Purchase	08/26/2024	31846V203	6,813.12	FIRST AMER:GVT OBLG Y	1.000	4.91%	(6,813.12)	0.00	(6,813.12)	0.00
Purchase	08/27/2024	91282CJC6	475,000.00	UNITED STATES TREASURY 4.625 10/15/2026	101.582	3.84%	(482,514.65)	(8,043.20)	(490,557.85)	0.00
Purchase	08/27/2024	91282CHH7	475,000.00	UNITED STATES TREASURY 4.125 06/15/2026	100.316	3.94%	(476,502.93)	(3,908.04)	(480,410.97)	0.00
Purchase	08/27/2024	459058LK7	170,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.0 08/27/2026	99.884	4.06%	(169,802.80)	0.00	(169,802.80)	0.00
Purchase	08/30/2024	90CAMP\$00	64,314.31	CAMP	1.000	0.00%	(64,314.31)	0.00	(64,314.31)	0.00
Purchase	08/30/2024	09CATR\$05	2,415.02	CalTrust MTF	9.890	0.00%	(23,884.55)	0.00	(23,884.55)	0.00
Total Purchase			4,759,432.02				(4,789,721.93)	(11,951.24)	(4,801,673.17)	0.00
TOTAL ACQUISITIONS			4,759,432.02				(4,789,721.93)	(11,951.24)	(4,801,673.17)	0.00

TRANSACTION LEDGER



City of Gardena Cons | Account #10647 | As of August 31, 2024

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
DISPOSITIONS										
Maturity	08/01/2024	912797JU2	(450,000.00)	UNITED STATES TREASURY 08/01/2024	100.000	0.00%	450,000.00	0.00	450,000.00	0.00
Maturity	08/09/2024	69371RR40	(80,000.00)	PACCAR FINANCIAL CORP 0.5 08/09/2024	100.000	0.50%	80,000.00	0.00	80,000.00	0.00
Maturity	08/15/2024	91282CCT6	(400,000.00)	UNITED STATES TREASURY 0.375 08/15/2024	100.000	0.38%	400,000.00	0.00	400,000.00	0.00
Total Maturity			(930,000.00)				930,000.00	0.00	930,000.00	0.00
Sale	08/02/2024	90CAMP\$00	(1,250,000.00)	CAMP	1.000	0.00%	1,250,000.00	0.00	1,250,000.00	0.00
Sale	08/27/2024	31846V203	(1,140,771.62)	FIRST AMER:GVT OBLG Y	1.000	4.92%	1,140,771.62	0.00	1,140,771.62	0.00
Total Sale			(2,390,771.62)				2,390,771.62	0.00	2,390,771.62	0.00
TOTAL DISPOSITIONS			(3,320,771.62)				3,320,771.62	0.00	3,320,771.62	0.00
OTHER										
Cash Transfer	08/01/2024	CCYUSD	1,250,000.00	Cash		0.00%	1,250,000.00	0.00	1,250,000.00	0.00
Cash Transfer	08/30/2024	CCYUSD	0.05	Cash		0.00%	0.05	0.00	0.05	0.00
Total Cash Transfer			1,250,000.05				1,250,000.05	0.00	1,250,000.05	0.00
Coupon	08/01/2024	3137FETN0	0.00	FHMS K-073 A2 3.35 01/25/2028		4.24%	1,298.12	0.00	1,298.12	0.00
Coupon	08/01/2024	3137FHPJ6	0.00	FHMS K-080 A2 3.926 07/25/2028		4.43%	1,063.29	0.00	1,063.29	0.00
Coupon	08/01/2024	3137BVZ82	0.00	FHMS K-063 A2 3.43 01/25/2027		4.46%	914.67	0.00	914.67	0.00
Coupon	08/01/2024	3137BNGT5	0.00	FHMS K-054 A2 2.745 01/25/2026		4.54%	1,143.75	0.00	1,143.75	0.00
Coupon	08/01/2024	3137FJXV6	0.00	FHMS K-083 A2 4.05 09/25/2028		4.58%	1,002.38	0.00	1,002.38	0.00
Coupon	08/01/2024	3137FJEH8	0.00	FHMS K-081 A2 3.9 08/25/2028		4.83%	503.75	0.00	503.75	0.00

TRANSACTION LEDGER



City of Gardena Cons | Account #10647 | As of August 31, 2024

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Coupon	08/01/2024	3137FEBQ2	0.00	FHMS K-072 A2 3.444 12/25/2027		4.93%	1,435.00	0.00	1,435.00	0.00
Coupon	08/01/2024	459058KW2	0.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.625 08/01/2028		4.97%	5,782.50	0.00	5,782.50	0.00
Coupon	08/01/2024	3137H4BY5	0.00	FHMS K-746 A2 2.031 09/25/2028		5.22%	533.14	0.00	533.14	0.00
Coupon	08/01/2024	3137FJZ93	0.00	FHMS K-084 A2 3.78 10/25/2028		5.29%	756.00	0.00	756.00	0.00
Coupon	08/06/2024	857477BR3	0.00	STATE STREET CORP 1.746 02/06/2026		1.75%	785.70	0.00	785.70	0.00
Coupon	08/09/2024	69371RR40	0.00	PACCAR FINANCIAL CORP 0.5 08/09/2024		0.50%	200.00	0.00	200.00	0.00
Coupon	08/14/2024	3133ENPG9	0.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.75 02/14/2025		1.84%	3,631.25	0.00	3,631.25	0.00
Coupon	08/15/2024	91282CCT6	0.00	UNITED STATES TREASURY 0.375 08/15/2024		0.38%	750.00	0.00	750.00	0.00
Coupon	08/15/2024	47788UAC6	0.00	JDOT 2021 A3 0.36 09/15/2025		0.38%	1.19	0.00	1.19	0.00
Coupon	08/15/2024	47789QAC4	0.00	JDOT 2021-B A3 0.52 03/16/2026		0.53%	8.17	0.00	8.17	0.00
Coupon	08/15/2024	89238JAC9	0.00	TAOT 2021-D A3 0.71 04/15/2026		0.71%	14.42	0.00	14.42	0.00
Coupon	08/15/2024	43815BAC4	0.00	HAROT 2022-1 A3 1.88 05/15/2026		1.90%	146.48	0.00	146.48	0.00
Coupon	08/15/2024	47787JAC2	0.00	JDOT 2022 A3 0.36 09/15/2026		2.35%	129.26	0.00	129.26	0.00
Coupon	08/15/2024	89238FAD5	0.00	TAOT 2022-B A3 2.93 09/15/2026		2.95%	182.42	0.00	182.42	0.00
Coupon	08/15/2024	02582JJT8	0.00	AMXCA 2022-2 A 05/17/2027		3.42%	522.63	0.00	522.63	0.00
Coupon	08/15/2024	47800AAC4	0.00	JDOT 2022-B A3 3.74 02/16/2027		3.78%	353.13	0.00	353.13	0.00

TRANSACTION LEDGER



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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Coupon	08/15/2024	438516CJ3	0.00	HONEYWELL INTERNATIONAL INC 4.95 02/15/2028		4.44%	9,900.00	0.00	9,900.00	0.00
Coupon	08/15/2024	58770AAC7	0.00	MBART 2023-1 A3 4.51 11/15/2027		4.56%	394.62	0.00	394.62	0.00
Coupon	08/15/2024	448979AD6	0.00	HART 2023-A A3 4.58 04/15/2027		4.63%	591.58	0.00	591.58	0.00
Coupon	08/15/2024	44934QAD3	0.00	HART 2024-B A3 4.84 03/15/2029		4.90%	254.10	0.00	254.10	0.00
Coupon	08/15/2024	02582JJZ4	0.00	AMXCA 2023-1 A 4.87 05/15/2026		4.92%	507.29	0.00	507.29	0.00
Coupon	08/15/2024	47800BAC2	0.00	JDOT 2022-C A3 5.09 06/15/2027		5.15%	933.17	0.00	933.17	0.00
Coupon	08/15/2024	161571HT4	0.00	CHAIT 2023-1 A 5.16 09/15/2028		5.23%	1,462.00	0.00	1,462.00	0.00
Coupon	08/15/2024	02582JKD1	0.00	AMXCA 2023-3 A 5.23 09/15/2028		5.29%	1,481.83	0.00	1,481.83	0.00
Coupon	08/15/2024	47787CAC7	0.00	JDOT 2023-C A3 5.48 05/15/2028		5.55%	1,415.67	0.00	1,415.67	0.00
Coupon	08/16/2024	36265WAD5	0.00	GMCAR 2022-3 A3 3.64 04/16/2027		3.67%	247.06	0.00	247.06	0.00
Coupon	08/16/2024	362583AD8	0.00	GMCAR 2023-2 A3 4.47 02/16/2028		4.51%	428.38	0.00	428.38	0.00
Coupon	08/18/2024	43815PAC3	0.00	HAROT 2022-2 A3 3.73 07/20/2026		3.76%	270.29	0.00	270.29	0.00
Coupon	08/18/2024	06428CAA2	0.00	BANK OF AMERICA NA 5.526 08/18/2026		5.61%	8,289.00	0.00	8,289.00	0.00
Coupon	08/20/2024	379929AD4	0.00	GMALT 2023-3 A3 5.38 11/20/2026		5.45%	336.25	0.00	336.25	0.00
Coupon	08/21/2024	43815GAC3	0.00	HAROT 2021-4 A3 0.88 01/21/2026		0.90%	22.27	0.00	22.27	0.00
Coupon	08/21/2024	43815JAC7	0.00	HAROT 2023-1 A3 5.04 04/21/2027		5.11%	294.00	0.00	294.00	0.00
Coupon	08/23/2024	037833BY5	0.00	APPLE INC 3.25 02/23/2026		4.05%	6,500.00	0.00	6,500.00	0.00

TRANSACTION LEDGER



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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Coupon	08/25/2024	05593AAC3	0.00	BMWLT 2023-1 A3 5.16 11/25/2025		5.22%	135.19	0.00	135.19	0.00
Coupon	08/25/2024	05602RAD3	0.00	BMWOT 2022-A A3 3.21 08/25/2026		5.93%	458.26	0.00	458.26	0.00
Coupon	08/26/2024	17275RBQ4	0.00	CISCO SYSTEMS INC 4.8 02/26/2027		4.85%	4,080.00	0.00	4,080.00	0.00
Total Coupon			0.00				59,158.21	0.00	59,158.21	0.00
Dividend	07/31/2024	31846V203	0.00	FIRST AMER:GVT OBLG Y			1,653.72	0.00	1,653.72	0.00
Dividend	08/30/2024	90CAMP\$00	0.00	CAMP		0.00%	64,314.31	0.00	64,314.31	0.00
Dividend	08/30/2024	09CATR\$05	0.00	CalTrust MTF		0.00%	23,884.50	0.00	23,884.50	0.00
Total Dividend			0.00				89,852.53	0.00	89,852.53	0.00
Principal Paydown	08/15/2024	47788UAC6	1,886.44	JDOT 2021 A3 0.36 09/15/2025		0.38%	1,886.44	--	1,886.44	0.00
Principal Paydown	08/15/2024	47789QAC4	2,239.22	JDOT 2021-B A3 0.52 03/16/2026		0.53%	2,239.22	--	2,239.22	0.00
Principal Paydown	08/15/2024	89238JAC9	2,928.93	TAOT 2021-D A3 0.71 04/15/2026		0.71%	2,928.93	--	2,928.93	(0.00)
Principal Paydown	08/15/2024	43815BAC4	9,049.89	HAROT 2022-1 A3 1.88 05/15/2026		1.90%	9,049.89	--	9,049.89	(0.00)
Principal Paydown	08/15/2024	47787JAC2	6,485.02	JDOT 2022 A3 0.36 09/15/2026		2.35%	6,485.02	--	6,485.02	(0.00)
Principal Paydown	08/15/2024	89238FAD5	6,085.11	TAOT 2022-B A3 2.93 09/15/2026		2.95%	6,085.11	--	6,085.11	(0.00)
Principal Paydown	08/15/2024	47800AAC4	6,585.56	JDOT 2022-B A3 3.74 02/16/2027		3.78%	6,585.56	--	6,585.56	(0.00)
Principal Paydown	08/15/2024	47800BAC2	10,569.73	JDOT 2022-C A3 5.09 06/15/2027		5.15%	10,569.73	--	10,569.73	0.00
Principal Paydown	08/16/2024	36265WAD5	5,755.56	GMCAR 2022-3 A3 3.64 04/16/2027		3.67%	5,755.56	--	5,755.56	(0.00)
Principal Paydown	08/18/2024	43815PAC3	6,878.28	HAROT 2022-2 A3 3.73 07/20/2026		3.76%	6,878.28	--	6,878.28	(0.00)
Principal Paydown	08/21/2024	43815GAC3	3,724.22	HAROT 2021-4 A3 0.88 01/21/2026		0.90%	3,724.22	--	3,724.22	0.00

TRANSACTION LEDGER



City of Gardena Cons | Account #10647 | As of August 31, 2024

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Principal Paydown	08/25/2024	05593AAC3	4,025.79	BMWLT 2023-1 A3 5.16 11/25/2025		5.22%	4,025.79	--	4,025.79	0.00
Principal Paydown	08/25/2024	05602RAD3	15,677.01	BMWOT 2022-A A3 3.21 08/25/2026		5.94%	15,677.01	--	15,677.01	(0.00)
Total Principal Paydown			81,890.76				81,890.76	--	81,890.76	(0.00)
TOTAL OTHER TRANSACTIONS			1,331,890.81				1,480,901.55	0.00	1,480,901.55	(0.00)

INCOME EARNED



City of Gardena Cons | Account #10647 | As of August 31, 2024

Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
CASH & EQUIVALENTS						
31846V203	FIRST AMER:GVT OBLG Y	128,216.05	196,284.98 1,072,702.69 (1,140,771.62) 128,216.05	0.00 1,653.72 0.00 1,653.72	0.00 0.00 0.00 1,653.72	1,653.72
912797JU2	UNITED STATES TREASURY 08/01/2024	05/29/2024 05/30/2024 0.00	450,000.00 0.00 (450,000.00) 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00
CCYUSD	Receivable	56,591.20	22,894.92 0.00 0.00 56,591.20	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00
Total Cash & Equivalents			669,179.90 1,072,702.69 (1,590,771.62) 184,807.25	0.00 1,653.72 0.00 1,653.72	0.00 0.00 0.00 1,653.72	1,653.72
FIXED INCOME						
02582JIT8	AMXCA 2022-2 A 05/17/2027	05/17/2022 05/24/2022 185,000.00	184,984.92 0.00 0.00 184,986.55	278.73 522.63 278.73 522.63	1.63 0.00 1.63 524.26	524.26
02582JJZ4	AMXCA 2023-1 A 4.87 05/15/2026	06/07/2023 06/14/2023 125,000.00	124,991.46 0.00 0.00 124,991.66	270.56 507.29 270.56 507.29	0.19 0.00 0.19 507.48	507.48
02582JKD1	AMXCA 2023-3 A 5.23 09/15/2028	09/12/2023 09/19/2023 340,000.00	339,987.44 0.00 0.00 339,987.70	790.31 1,481.83 790.31 1,481.83	0.26 0.00 0.26 1,482.09	1,482.09
037833BY5	APPLE INC 3.25 02/23/2026	05/09/2023 05/11/2023 400,000.00	395,333.38 0.00 0.00 395,586.73	5,705.56 6,500.00 288.89 1,083.33	253.35 0.00 253.35 1,336.69	1,336.69

INCOME EARNED



City of Gardena Cons | Account #10647 | As of August 31, 2024

Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
05593AAC3	BMWLT 2023-1 A3 5.16 11/25/2025	02/07/2023	31,439.30	27.04	0.06	131.79
		02/15/2023	0.00	135.19	0.00	
		27,413.86	(4,025.79)	23.58	0.06	
			27,413.57	131.73	131.79	
05602RAD3	BMWOT 2022-A A3 3.21 08/25/2026	01/05/2023	168,804.61	91.65	323.26	773.13
		01/09/2023	0.00	458.26	0.00	
		155,636.15	(15,677.01)	83.27	323.26	
			153,450.86	449.87	773.13	
06368LGU4	BANK OF MONTREAL 5.2 12/12/2024	03/25/2024	399,668.52	2,831.11	77.26	1,810.59
		03/27/2024	0.00	0.00	0.00	
		400,000.00	0.00	4,564.44	77.26	
			399,745.78	1,733.33	1,810.59	
06428CAA2	BANK OF AMERICA NA 5.526 08/18/2026	09/19/2023	299,491.45	7,506.15	21.10	1,402.60
		09/21/2023	0.00	8,289.00	0.00	
		300,000.00	0.00	598.65	21.10	
			299,512.55	1,381.50	1,402.60	
14913UAL4	CATERPILLAR FINANCIAL SERVICES CORP 5.0 05/14/2027	05/21/2024	405,695.65	4,331.25	0.00	1,666.27
		05/23/2024	0.00	0.00	(21.23)	
		405,000.00	0.00	6,018.75	(21.23)	
			405,674.43	1,687.50	1,666.27	
161571HT4	CHAIT 2023-1 A 5.16 09/15/2028	09/07/2023	339,922.31	779.73	1.60	1,463.60
		09/15/2023	0.00	1,462.00	0.00	
		340,000.00	0.00	779.73	1.60	
			339,923.91	1,462.00	1,463.60	
17275RBQ4	CISCO SYSTEMS INC 4.8 02/26/2027	02/21/2024	169,810.66	3,513.33	6.25	686.25
		02/26/2024	0.00	4,080.00	0.00	
		170,000.00	0.00	113.33	6.25	
			169,816.91	680.00	686.25	
20030NCS8	COMCAST CORP 3.95 10/15/2025	03/11/2024	395,404.61	4,652.22	323.77	1,640.43
		03/13/2024	0.00	0.00	0.00	
		400,000.00	0.00	5,968.89	323.77	
			395,728.38	1,316.67	1,640.43	
24422EWB1	JOHN DEERE CAPITAL CORP 2.125 03/07/2025	03/02/2022	129,988.88	1,105.00	1.58	231.79
		03/07/2022	0.00	0.00	0.00	
		130,000.00	0.00	1,335.21	1.58	
			129,990.46	230.21	231.79	

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3130ATS57	FEDERAL HOME LOAN BANKS 4.5 03/10/2028	03/21/2023 03/22/2023 700,000.00	711,464.07 0.00 0.00 711,194.22	12,337.50 0.00 14,962.50 2,625.00	0.00 (269.85) (269.85) 2,355.15	2,355.15
3133ENKS8	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.125 01/06/2025	750,000.00	748,509.94 0.00 0.00 748,802.29	585.94 0.00 1,289.06 703.12	292.35 0.00 292.35 995.48	995.48
3133ENPG9	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.75 02/14/2025	02/10/2022 02/15/2022 415,000.00	414,800.65 0.00 0.00 414,832.02	3,368.99 3,631.25 342.95 605.21	31.37 0.00 31.37 636.58	636.58
3133EPN50	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.25 12/15/2028	12/28/2023 12/29/2023 650,000.00	659,315.54 0.00 0.00 659,134.71	3,529.86 0.00 5,831.94 2,302.08	0.00 (180.83) (180.83) 2,121.26	2,121.26
3133ERFJ5	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 05/20/2027	05/23/2024 05/24/2024 330,000.00	327,502.24 0.00 0.00 327,578.00	2,928.75 0.00 4,166.25 1,237.50	75.76 0.00 75.76 1,313.26	1,313.26
3133ERGL9	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 06/07/2028	06/25/2024 06/26/2024 450,000.00	450,959.92 0.00 0.00 450,938.76	3,037.50 0.00 4,725.00 1,687.50	0.00 (21.16) (21.16) 1,666.34	1,666.34
3135G06G3	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.5 11/07/2025	11/18/2020 11/19/2020 350,000.00	349,907.99 0.00 0.00 349,914.15	408.33 0.00 554.17 145.83	6.16 0.00 6.16 151.99	151.99
3137BNGT5	FHMS K-054 A2 2.745 01/25/2026	02/15/2023 02/21/2023 500,000.00	487,501.16 0.00 0.00 488,249.16	1,143.75 1,143.75 1,143.75 1,143.75	748.00 0.00 748.00 1,891.75	1,891.75
3137BVZ82	FHMS K-063 A2 3.43 01/25/2027	02/06/2024 02/09/2024 320,000.00	312,251.82 0.00 0.00 312,523.84	914.67 914.67 914.67 914.67	272.02 0.00 272.02 1,186.69	1,186.69

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3137FEBQ2	FHMS K-072 A2 3.444 12/25/2027	08/22/2023 08/25/2023 500,000.00	476,916.57 0.00 0.00 477,504.56	1,435.00 1,435.00 1,435.00 1,435.00	587.99 0.00 587.99 2,022.99	2,022.99
3137FETN0	FHMS K-073 A2 3.35 01/25/2028	05/24/2023 05/30/2023 465,000.00	451,536.63 0.00 0.00 451,871.05	1,298.13 1,298.12 1,298.13 1,298.12	334.43 0.00 334.43 1,632.55	1,632.55
3137FHPJ6	FHMS K-080 A2 3.926 07/25/2028	01/23/2024 01/26/2024 325,000.00	318,649.36 0.00 0.00 318,787.03	1,063.29 1,063.29 1,063.29 1,063.29	137.67 0.00 137.67 1,200.96	1,200.96
3137FJEH8	FHMS K-081 A2 3.9 08/25/2028	09/15/2023 09/20/2023 155,000.00	149,603.85 0.00 0.00 149,718.35	503.75 503.75 503.75 503.75	114.50 0.00 114.50 618.25	618.25
3137FJXV6	FHMS K-083 A2 4.05 09/25/2028	12/07/2023 12/12/2023 297,000.00	290,758.54 0.00 0.00 290,888.22	1,002.38 1,002.38 1,002.38 1,002.38	129.68 0.00 129.68 1,132.06	1,132.06
3137FJZ93	FHMS K-084 A2 3.78 10/25/2028	10/20/2023 10/25/2023 240,000.00	226,340.62 0.00 0.00 226,618.83	756.00 756.00 756.00 756.00	278.21 0.00 278.21 1,034.21	1,034.21
3137H4BY5	FHMS K-746 A2 2.031 09/25/2028	10/03/2023 10/06/2023 315,000.00	278,344.28 0.00 0.00 279,105.90	533.14 533.14 533.14 533.14	761.61 0.00 761.61 1,294.75	1,294.75
362583AD8	GMCAR 2023-2 A3 4.47 02/16/2028	04/04/2023 04/12/2023 115,000.00	114,997.69 0.00 0.00 114,997.75	214.19 428.38 214.19 428.38	0.06 0.00 0.06 428.44	428.44
36265WAD5	GMCAR 2022-3 A3 3.64 04/16/2027	07/06/2022 07/13/2022 75,691.76	81,447.06 0.00 (5,755.56) 75,691.53	123.53 247.06 114.80 238.33	0.03 0.00 0.03 238.36	238.36

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379929AD4	GMALT 2023-3 A3 5.38 11/20/2026	08/08/2023 08/16/2023 75,000.00	74,993.66 0.00 0.00 74,993.89	123.29 336.25 123.29 336.25	0.23 0.00 0.23 336.48	336.48
437076CR1	HOME DEPOT INC 4.0 09/15/2025	09/12/2022 09/19/2022 110,000.00	109,985.13 0.00 0.00 109,986.26	1,662.22 0.00 2,028.89 366.67	1.12 0.00 1.12 367.79	367.79
437076DC3	HOME DEPOT INC 4.75 06/25/2029	295,000.00	295,121.53 0.00 0.00 295,119.10	1,401.25 0.00 2,568.96 1,167.71	15.88 (18.30) (2.42) 1,165.29	1,165.29
43815BAC4	HAROT 2022-1 A3 1.88 05/15/2026	02/15/2022 02/23/2022 84,446.26	93,490.79 0.00 (9,049.89) 84,441.64	78.12 146.48 70.56 138.92	0.75 0.00 0.75 139.67	139.67
43815GAC3	HAROT 2021-4 A3 0.88 01/21/2026	11/16/2021 11/24/2021 26,643.76	30,365.99 0.00 (3,724.22) 26,642.11	7.42 22.27 6.51 21.36	0.34 0.00 0.34 21.70	21.70
43815JAC7	HAROT 2023-1 A3 5.04 04/21/2027	02/16/2023 02/24/2023 70,000.00	69,991.52 0.00 0.00 69,991.79	98.00 294.00 98.00 294.00	0.26 0.00 0.26 294.26	294.26
43815PAC3	HAROT 2022-2 A3 3.73 07/20/2026	08/15/2022 08/24/2022 80,077.43	86,953.54 0.00 (6,878.28) 80,075.52	117.12 270.29 107.86 261.03	0.26 0.00 0.26 261.28	261.28
438516CJ3	HONEYWELL INTERNATIONAL INC 4.95 02/15/2028	02/13/2023 02/15/2023 400,000.00	406,307.89 0.00 0.00 406,152.94	9,130.00 9,900.00 880.00 1,650.00	0.00 (154.95) (154.95) 1,495.05	1,495.05
448979AD6	HART 2023-A A3 4.58 04/15/2027	04/04/2023 04/12/2023 155,000.00	154,989.80 0.00 0.00 154,990.12	315.51 591.58 315.51 591.58	0.32 0.00 0.32 591.90	591.90

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44934QAD3	HART 2024-B A3 4.84 03/15/2029	07/16/2024 07/24/2024 90,000.00	89,986.48 0.00 0.00 89,986.73	84.70 254.10 193.60 363.00	0.25 0.00 0.25 363.25	363.25
4581X0DZ8	INTER-AMERICAN DEVELOPMENT BANK 0.5 09/23/2024	09/15/2021 09/23/2021 260,000.00	259,990.70 0.00 0.00 259,996.14	462.22 0.00 570.56 108.33	5.44 0.00 5.44 113.78	113.78
459058KT9	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.5 07/12/2028	11/28/2023 11/30/2023 250,000.00	240,916.83 0.00 0.00 241,112.23	461.81 0.00 1,190.97 729.17	195.40 0.00 195.40 924.57	924.57
459058KW2	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.625 08/01/2028	250,000.00	246,998.22 0.00 0.00 247,061.91	5,781.25 5,782.50 963.54 964.79	63.69 0.00 63.69 1,028.48	1,028.48
459058LK7	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.0 08/27/2026	08/20/2024 08/27/2024 170,000.00	0.00 169,802.80 0.00 169,804.15	0.00 0.00 75.56 75.56	1.35 0.00 1.35 76.91	76.91
45950KCR9	INTERNATIONAL FINANCE CORP 1.375 10/16/2024	07/12/2021 07/14/2021 160,000.00	160,274.88 0.00 0.00 160,162.76	641.67 0.00 825.00 183.33	0.00 (112.12) (112.12) 71.21	71.21
46625HMN7	JPMORGAN CHASE & CO 3.9 07/15/2025	05/29/2024 05/30/2024 400,000.00	393,859.62 0.00 0.00 394,406.61	693.33 0.00 1,993.33 1,300.00	546.99 0.00 546.99 1,846.99	1,846.99
47787CAC7	JDOT 2023-C A3 5.48 05/15/2028	09/12/2023 09/19/2023 310,000.00	309,982.67 0.00 0.00 309,983.06	755.02 1,415.67 755.02 1,415.67	0.39 0.00 0.39 1,416.06	1,416.06
47787JAC2	JDOT 2022 A3 0.36 09/15/2026	03/10/2022 03/16/2022 60,371.39	66,849.98 0.00 (6,485.02) 60,365.81	68.94 129.26 62.25 122.57	0.86 0.00 0.86 123.43	123.43

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47788UAC6	JDOT 2021 A3 0.36 09/15/2025	03/02/2021	3,975.55	0.64	0.04	0.93
		03/10/2021	0.00	1.19	0.00	
		2,089.20	(1,886.44)	0.33	0.04	
			2,089.16	0.89	0.93	
47789QAC4	JDOT 2021-B A3 0.52 03/16/2026	07/13/2021	18,851.57	4.36	0.05	7.71
		07/21/2021	0.00	8.17	0.00	
		16,612.68	(2,239.22)	3.84	0.05	
			16,612.41	7.65	7.71	
47800AAC4	JDOT 2022-B A3 3.74 02/16/2027	07/12/2022	113,297.81	188.33	0.45	342.63
		07/20/2022	0.00	353.13	0.00	
		106,717.23	(6,585.56)	177.39	0.45	
			106,712.70	342.18	342.63	
47800BAC2	JDOT 2022-C A3 5.09 06/15/2027	10/12/2022	219,990.52	497.69	0.72	909.98
		10/19/2022	0.00	933.17	0.00	
		209,430.27	(10,569.73)	473.78	0.72	
			209,421.52	909.26	909.98	
57636QAW4	MASTERCARD INC 4.875 03/09/2028	04/19/2023	296,477.83	5,576.46	0.00	1,022.09
		04/21/2023	0.00	0.00	(156.03)	
		290,000.00	0.00	6,754.58	(156.03)	
			296,321.80	1,178.13	1,022.09	
58770AAC7	MBART 2023-1 A3 4.51 11/15/2027	01/18/2023	104,991.62	210.47	0.22	394.84
		01/25/2023	0.00	394.62	0.00	
		105,000.00	0.00	210.47	0.22	
			104,991.83	394.62	394.84	
58933YBH7	MERCK & CO INC 4.05 05/17/2028	05/08/2023	89,944.74	749.25	1.24	304.99
		05/17/2023	0.00	0.00	0.00	
		90,000.00	0.00	1,053.00	1.24	
			89,945.97	303.75	304.99	
6174468C6	MORGAN STANLEY 4.0 07/23/2025	04/10/2024	388,266.31	350.22	499.28	1,812.62
		04/12/2024	0.00	0.00	0.00	
		394,000.00	0.00	1,663.56	499.28	
			388,765.59	1,313.33	1,812.62	
61747YET8	MORGAN STANLEY 4.679 07/17/2026	07/18/2022	175,000.00	318.43	0.00	682.35
		07/20/2022	0.00	0.00	0.00	
		175,000.00	0.00	1,000.79	0.00	
			175,000.00	682.35	682.35	

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63743HFE7	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 3.45 06/15/2025	04/27/2022 05/04/2022 95,000.00	94,992.83	418.79	0.70	273.82
			0.00	0.00	0.00	
			0.00	691.92	0.70	
			94,993.53	273.13	273.82	
63743HFK3	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 5.6 11/13/2026	11/14/2023 11/16/2023 390,000.00	392,771.94	4,732.00	0.00	1,712.99
			0.00	0.00	(107.01)	
			0.00	6,552.00	(107.01)	
			392,664.93	1,820.00	1,712.99	
665859AW4	NORTHERN TRUST CORP 4.0 05/10/2027	10/05/2022 10/07/2022 450,000.00	442,095.71	4,050.00	242.13	1,742.13
			0.00	0.00	0.00	
			0.00	5,550.00	242.13	
			442,337.84	1,500.00	1,742.13	
69371RR40	PACCAR FINANCIAL CORP 0.5 08/09/2024	08/03/2021 08/09/2021 0.00	79,999.68	191.11	0.32	9.20
			0.00	200.00	0.00	
			(80,000.00)	0.00	0.32	
			0.00	8.89	9.20	
69371RR57	PACCAR FINANCIAL CORP 0.9 11/08/2024	11/02/2021 11/08/2021 175,000.00	174,999.47	363.13	0.17	131.42
			0.00	0.00	0.00	
			0.00	494.38	0.17	
			174,999.63	131.25	131.42	
69371RS80	PACCAR FINANCIAL CORP 4.6 01/31/2029	01/24/2024 01/31/2024 410,000.00	409,398.64	52.39	11.34	1,583.01
			0.00	0.00	0.00	
			0.00	1,624.06	11.34	
			409,409.98	1,571.67	1,583.01	
713448FX1	PEPSICO INC 4.5 07/17/2029	07/15/2024 07/17/2024 295,000.00	294,546.51	516.25	7.76	1,114.01
			0.00	0.00	0.00	
			0.00	1,622.50	7.76	
			294,554.27	1,106.25	1,114.01	
74456QBU9	PUBLIC SERVICE ELECTRIC AND GAS CO 3.7 05/01/2028	09/06/2023 09/08/2023 300,000.00	286,125.26	2,775.00	314.18	1,239.18
			0.00	0.00	0.00	
			0.00	3,700.00	314.18	
			286,439.44	925.00	1,239.18	
78015K7C2	ROYAL BANK OF CANADA 2.25 11/01/2024	500,000.00	501,698.02	2,812.50	0.00	365.34
			0.00	0.00	(572.16)	
			0.00	3,750.00	(572.16)	
			501,125.86	937.50	365.34	

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78016HZT0	ROYAL BANK OF CANADA 4.875 01/19/2027	01/10/2024 01/19/2024 150,000.00	149,969.17 0.00 0.00 149,970.23	243.75 0.00 853.13 609.38	1.06 0.00 1.06 610.44	610.44
857477BR3	STATE STREET CORP 1.746 02/06/2026	02/02/2022 02/07/2022 90,000.00	90,000.00 0.00 0.00 90,000.00	763.88 785.70 109.13 130.95	0.00 0.00 0.00 130.95	130.95
857477CL5	STATE STREET CORP 4.993 03/18/2027	03/13/2024 03/18/2024 365,000.00	365,000.00 0.00 0.00 365,000.00	6,732.92 0.00 8,251.63 1,518.70	0.00 0.00 0.00 1,518.70	1,518.70
89115A2V3	TORONTO-DOMINION BANK 5.264 12/11/2026	12/04/2023 12/11/2023 160,000.00	160,000.00 0.00 0.00 160,000.00	1,169.78 0.00 1,871.64 701.87	0.00 0.00 0.00 701.87	701.87
89115A2W1	TORONTO-DOMINION BANK 4.98 04/05/2027	04/08/2024 04/10/2024 400,000.00	397,712.57 0.00 0.00 397,785.15	6,418.67 0.00 8,078.67 1,660.00	72.58 0.00 72.58 1,732.58	1,732.58
89236TMF9	TOYOTA MOTOR CREDIT CORP 5.05 05/16/2029	06/25/2024 06/26/2024 400,000.00	402,814.08 0.00 0.00 402,764.20	4,208.33 0.00 5,891.67 1,683.33	0.00 (49.88) (49.88) 1,633.46	1,633.46
89238FAD5	TAOT 2022-B A3 2.93 09/15/2026	04/07/2022 04/13/2022 68,628.01	74,712.51 0.00 (6,085.11) 68,627.47	97.29 182.42 89.37 174.50	0.07 0.00 0.07 174.57	174.57
89238JAC9	TAOT 2021-D A3 0.71 04/15/2026	11/09/2021 11/15/2021 21,436.66	24,365.47 0.00 (2,928.93) 21,436.56	7.69 14.42 6.76 13.50	0.02 0.00 0.02 13.52	13.52
912797KK2	UNITED STATES TREASURY 09/12/2024	04/18/2024 04/19/2024 450,000.00	447,279.71 0.00 0.00 449,287.54	0.00 0.00 0.00 0.00	2,007.83 0.00 2,007.83 2,007.83	2,007.83

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Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Dis Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
912797KT3	UNITED STATES TREASURY 10/10/2024	05/29/2024 05/30/2024 450,000.00	445,426.37 0.00 0.00 447,451.84	0.00 0.00 0.00 0.00	2,025.46 0.00 2,025.46 2,025.46	2,025.46
912797KU0	UNITED STATES TREASURY 10/17/2024	04/18/2024 04/19/2024 450,000.00	445,031.09 0.00 0.00 447,031.56	0.00 0.00 0.00 0.00	2,000.47 0.00 2,000.47 2,000.47	2,000.47
9128283F5	UNITED STATES TREASURY 2.25 11/15/2027	12/20/2022 12/21/2022 800,000.00	762,175.21 0.00 0.00 763,151.54	3,815.22 0.00 5,331.52 1,516.30	976.33 0.00 976.33 2,492.63	2,492.63
9128284Z0	UNITED STATES TREASURY 2.75 08/31/2025	750,000.00	764,040.37 0.00 0.00 762,938.47	8,631.11 0.00 56.98 (8,574.14)	0.00 (1,101.90) (1,101.90) (9,676.04)	(9,676.04)
9128286L9	UNITED STATES TREASURY 2.25 03/31/2026	02/25/2022 02/28/2022 750,000.00	754,100.15 0.00 0.00 753,890.75	5,671.11 0.00 7,100.41 1,429.30	0.00 (209.40) (209.40) 1,219.91	1,219.91
912828R36	UNITED STATES TREASURY 1.625 05/15/2026	10/14/2021 10/15/2021 250,000.00	252,785.88 0.00 0.00 252,653.43	861.07 0.00 1,203.29 342.22	0.00 (132.46) (132.46) 209.76	209.76
912828U24	UNITED STATES TREASURY 2.0 11/15/2026	03/29/2022 03/30/2022 625,000.00	617,540.82 0.00 0.00 617,817.42	2,649.46 0.00 3,702.45 1,052.99	276.60 0.00 276.60 1,329.59	1,329.59
912828X88	UNITED STATES TREASURY 2.375 05/15/2027	06/09/2022 06/10/2022 350,000.00	343,596.30 0.00 0.00 343,791.50	1,761.89 0.00 2,462.13 700.24	195.20 0.00 195.20 895.43	895.43
912828YG9	UNITED STATES TREASURY 1.625 09/30/2026	12/28/2021 12/29/2021 300,000.00	302,410.45 0.00 0.00 302,315.86	1,638.32 0.00 2,051.23 412.91	0.00 (94.59) (94.59) 318.32	318.32

INCOME EARNED

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Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Dis Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
912828Z52	UNITED STATES TREASURY 1.375 01/31/2025	02/17/2022 02/18/2022 750,000.00	748,781.52 0.00 0.00 748,987.93	28.02 0.00 896.74 868.72	206.41 0.00 206.41 1,075.13	1,075.13
912828ZF0	UNITED STATES TREASURY 0.5 03/31/2025	03/25/2021 03/29/2021 350,000.00	349,819.08 0.00 0.00 349,842.26	588.11 0.00 736.34 148.22	23.18 0.00 23.18 171.40	171.40
912828ZT0	UNITED STATES TREASURY 0.25 05/31/2025	02/25/2021 02/26/2021 365,000.00	363,958.17 0.00 0.00 364,064.76	154.58 0.00 231.86 77.29	106.59 0.00 106.59 183.88	183.88
91282CAZ4	UNITED STATES TREASURY 0.375 11/30/2025	750,000.00	745,069.82 0.00 0.00 745,384.30	476.43 0.00 714.65 238.22	314.48 0.00 314.48 552.69	552.69
91282CCT6	UNITED STATES TREASURY 0.375 08/15/2024	08/25/2021 08/26/2021 0.00	399,988.51 0.00 (400,000.00) 0.00	692.31 750.00 0.00 57.69	11.49 0.00 11.49 69.18	69.18
91282CDH1	UNITED STATES TREASURY 0.75 11/15/2024	11/18/2021 11/19/2021 750,000.00	749,817.99 0.00 0.00 749,871.22	1,192.26 0.00 1,666.10 473.85	53.23 0.00 53.23 527.07	527.07
91282CEF4	UNITED STATES TREASURY 2.5 03/31/2027	750,000.00	742,512.28 0.00 0.00 742,751.08	6,301.23 0.00 7,889.34 1,588.11	238.81 0.00 238.81 1,826.92	1,826.92
91282CEH0	UNITED STATES TREASURY 2.625 04/15/2025	04/18/2024 04/19/2024 450,000.00	442,191.22 0.00 0.00 443,133.14	3,485.66 0.00 4,486.17 1,000.51	941.91 0.00 941.91 1,942.43	1,942.43
91282CEU1	UNITED STATES TREASURY 2.875 06/15/2025	07/30/2024 07/31/2024 500,000.00	491,452.66 0.00 0.00 492,285.89	1,845.97 0.00 3,063.52 1,217.55	833.23 0.00 833.23 2,050.79	2,050.79

INCOME EARNED

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Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
91282CEY3	UNITED STATES TREASURY 3.0 07/15/2025	03/15/2024 03/18/2024 475,000.00	466,568.51 0.00 0.00 467,319.59	658.29 0.00 1,858.70 1,200.41	751.08 0.00 751.08 1,951.49	1,951.49
91282CFK2	UNITED STATES TREASURY 3.5 09/15/2025	03/15/2024 03/18/2024 475,000.00	467,894.17 0.00 0.00 468,431.44	6,279.55 0.00 7,680.03 1,400.48	537.27 0.00 537.27 1,937.75	1,937.75
91282CFM8	UNITED STATES TREASURY 4.125 09/30/2027	10/26/2022 10/27/2022 570,000.00	568,985.05 0.00 0.00 569,012.29	7,901.74 0.00 9,893.24 1,991.50	27.24 0.00 27.24 2,018.74	2,018.74
91282CFP1	UNITED STATES TREASURY 4.25 10/15/2025	06/23/2023 06/26/2023 550,000.00	547,900.55 0.00 0.00 548,048.47	6,897.54 0.00 8,877.39 1,979.85	147.92 0.00 147.92 2,127.77	2,127.77
91282CGC9	UNITED STATES TREASURY 3.875 12/31/2027	05/25/2023 05/26/2023 500,000.00	498,434.30 0.00 0.00 498,473.22	1,684.78 0.00 3,316.92 1,632.13	38.92 0.00 38.92 1,671.06	1,671.06
91282CHH7	UNITED STATES TREASURY 4.125 06/15/2026	08/26/2024 08/27/2024 475,000.00	0.00 476,502.93 0.00 476,491.49	0.00 (3,908.04) 4,175.72 267.68	0.00 (11.44) (11.44) 256.24	256.24
91282CJC6	UNITED STATES TREASURY 4.625 10/15/2026	08/26/2024 08/27/2024 475,000.00	0.00 482,514.65 0.00 482,466.42	0.00 (8,043.20) 8,343.32 300.12	0.00 (48.23) (48.23) 251.89	251.89
91282CJP7	UNITED STATES TREASURY 4.375 12/15/2026	12/27/2023 12/28/2023 300,000.00	302,323.93 0.00 0.00 302,240.74	1,685.45 0.00 2,797.13 1,111.68	0.00 (83.19) (83.19) 1,028.49	1,028.49
931142ERO	WALMART INC 1.05 09/17/2026	09/08/2021 09/17/2021 40,000.00	39,967.83 0.00 0.00 39,969.11	156.33 0.00 191.33 35.00	1.28 0.00 1.28 36.28	36.28

INCOME EARNED

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Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
931142EW9	WALMART INC 3.9 09/09/2025	09/06/2022	79,979.36	1,230.67	1.58	261.58
		09/09/2022	0.00	0.00	0.00	
		80,000.00	0.00	1,490.67	1.58	
			79,980.94	260.00	261.58	
			32,219,419.45	198,685.63	18,482.54	
			1,128,820.38	47,206.97	(3,344.72)	
			(561,890.76)	225,486.45	15,137.82	
Total Fixed Income		33,016,194.66	32,801,486.89	74,007.79	89,145.61	89,145.61
LAIF						
90LAIF\$00	Local Agency Investment Fund State Pool		5,569,009.17	0.00	0.00	0.00
			0.00	0.00	0.00	
		5,569,009.17	0.00	0.00	0.00	
			5,569,009.17	0.00	0.00	
			5,569,009.17	0.00	0.00	
			0.00	0.00	0.00	
			0.00	0.00	0.00	
			0.00	0.00	0.00	
Total LAIF		5,569,009.17	5,569,009.17	0.00	0.00	0.00
LOCAL GOV INVESTMENT POOL						
09CATR\$05	CalTrust MTF		7,044,724.11	0.00	0.00	23,884.50
			23,884.55	23,884.50	0.00	
			0.00	0.00	0.00	
		704,232.08	0.00	0.00	0.00	
			7,068,608.66	23,884.50	23,884.50	
90CAMP\$00	CAMP		13,982,804.86	0.00	0.00	64,314.31
			1,314,314.31	64,314.31	0.00	
			(1,250,000.00)	0.00	0.00	
		14,047,119.17	0.00	0.00	0.00	
			14,047,119.17	64,314.31	64,314.31	
90CAMP\$06	CAMP		35,000,000.00	0.00	0.00	0.00
			1,250,000.00	0.00	0.00	
			0.00	0.00	0.00	
		36,250,000.00	0.00	0.00	0.00	
			36,250,000.00	0.00	0.00	
			56,027,528.97	0.00	0.00	
			2,588,198.86	88,198.81	0.00	
			(1,250,000.00)	0.00	0.00	
Total Local Gov Investment Pool		51,001,351.25	57,365,727.83	88,198.81	88,198.81	88,198.81

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Cusip	Security Description	Trade Date Settle Date Units	Book Value: Begin Book Value: Acq Book Value: Disp Book Value: End	Prior Accrued Inc. Received Ending Accrued Total Interest	Accr. Of Discount Amort. Of Premium Net Accret/Amort Income Earned	Total Income
			94,485,137.49 4,789,721.93 (3,402,662.38)	198,685.63 137,059.50 225,486.45	18,482.54 (3,344.72) 15,137.82	
TOTAL PORTFOLIO		89,771,362.33	95,921,031.14	163,860.32	178,998.14	178,998.14

CASH FLOW REPORT



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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
SEPTEMBER 2024							
09/03/2024	Dividend	31846V203	0.00		3,359.56		3,359.56
09/03/2024	Dividend		0.00		21,677.94		21,677.94
09/03/2024	Coupon	9128284Z0	0.00	UNITED STATES TREASURY 2.75 08/31/2025		10,312.50	10,312.50
09/09/2024	Coupon	24422EWB1	130,000.00	JOHN DEERE CAPITAL CORP 2.125 03/07/2025		1,381.25	1,381.25
09/09/2024	Coupon	57636QAW4	290,000.00	MASTERCARD INC 4.875 03/09/2028		7,068.75	7,068.75
09/09/2024	Coupon	931142EW9	80,000.00	WALMART INC 3.9 09/09/2025		1,560.00	1,560.00
09/10/2024	Coupon	3130ATS57	700,000.00	FEDERAL HOME LOAN BANKS 4.5 03/10/2028		15,750.00	15,750.00
09/12/2024	Final Maturity	912797KK2	450,000.00	UNITED STATES TREASURY 09/12/2024	450,000.00		450,000.00
09/16/2024	Coupon	02582JJT8	185,000.00	AMXCA 2022-2 A 05/17/2027		522.63	522.63
09/16/2024	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2026		507.29	507.29
09/16/2024	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
09/16/2024	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
09/16/2024	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		428.38	428.38
09/16/2024	Coupon	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027		223.31	223.31
09/16/2024	Principal Paydown	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027	5,415.97		5,415.97
09/16/2024	Coupon	437076CR1	110,000.00	HOME DEPOT INC 4.0 09/15/2025		2,200.00	2,200.00
09/16/2024	Coupon	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026		132.65	132.65
09/16/2024	Principal Paydown	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026	8,603.68		8,603.68
09/16/2024	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		591.58	591.58
09/16/2024	Coupon	44934QAD3	90,000.00	HART 2024-B A3 4.84 03/15/2029		363.00	363.00
09/16/2024	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,415.67	1,415.67
09/16/2024	Coupon	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026		115.71	115.71
09/16/2024	Principal Paydown	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026	5,559.22		5,559.22
09/16/2024	Coupon	47788UAC6	2,089.20	JDOT 2021 A3 0.36 09/15/2025		0.63	0.63
09/16/2024	Principal Paydown	47788UAC6	2,089.20	JDOT 2021 A3 0.36 09/15/2025	1,715.72		1,715.72
09/16/2024	Coupon	47789QAC4	16,612.68	JDOT 2021-B A3 0.52 03/16/2026		7.20	7.20
09/16/2024	Principal Paydown	47789QAC4	16,612.68	JDOT 2021-B A3 0.52 03/16/2026	1,745.48		1,745.48
09/16/2024	Coupon	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027		332.60	332.60
09/16/2024	Principal Paydown	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027	5,721.19		5,721.19
09/16/2024	Coupon	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027		888.33	888.33
09/16/2024	Principal Paydown	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027	11,319.10		11,319.10

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
09/16/2024	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		394.63	394.63
09/16/2024	Principal Paydown	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027	739.69		739.69
09/16/2024	Coupon	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026		167.57	167.57
09/16/2024	Principal Paydown	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026	6,137.72		6,137.72
09/16/2024	Coupon	89238JAC9	21,436.66	TAOT 2021-D A3 0.71 04/15/2026		12.68	12.68
09/16/2024	Principal Paydown	89238JAC9	21,436.66	TAOT 2021-D A3 0.71 04/15/2026	2,853.36		2,853.36
09/16/2024	Coupon	91282CFK2	475,000.00	UNITED STATES TREASURY 3.5 09/15/2025		8,312.50	8,312.50
09/17/2024	Coupon	931142ER0	40,000.00	WALMART INC 1.05 09/17/2026		210.00	210.00
09/18/2024	Coupon	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026		248.09	248.09
09/18/2024	Principal Paydown	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026	6,527.12		6,527.12
09/18/2024	Coupon	857477CL5	365,000.00	STATE STREET CORP 4.993 03/18/2027		9,112.23	9,112.23
09/20/2024	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		336.25	336.25
09/23/2024	Coupon	43815GAC3	26,643.76	HAROT 2021-4 A3 0.88 01/21/2026		19.54	19.54
09/23/2024	Principal Paydown	43815GAC3	26,643.76	HAROT 2021-4 A3 0.88 01/21/2026	3,380.43		3,380.43
09/23/2024	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		294.00	294.00
09/23/2024	Coupon	4581X0DZ8	260,000.00	INTER-AMERICAN DEVELOPMENT BANK 0.5 09/23/2024		650.00	650.00
09/23/2024	Final Maturity	4581X0DZ8	260,000.00	INTER-AMERICAN DEVELOPMENT BANK 0.5 09/23/2024	260,000.00		260,000.00
09/25/2024	Coupon	05593AAC3	27,413.86	BMWLT 2023-1 A3 5.16 11/25/2025		111.77	111.77
09/25/2024	Principal Paydown	05593AAC3	27,413.86	BMWLT 2023-1 A3 5.16 11/25/2025	4,999.90		4,999.90
09/25/2024	Coupon	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026		414.90	414.90
09/25/2024	Principal Paydown	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026	14,959.94		14,959.94
09/25/2024	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,143.75	1,143.75
09/25/2024	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
09/25/2024	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
09/25/2024	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.13	1,298.13
09/25/2024	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
09/25/2024	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
09/25/2024	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
09/25/2024	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
09/25/2024	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
09/30/2024	Coupon	9128286L9	750,000.00	UNITED STATES TREASURY 2.25 03/31/2026		8,437.50	8,437.50
09/30/2024	Coupon	912828YG9	300,000.00	UNITED STATES TREASURY 1.625 09/30/2026		2,437.50	2,437.50
09/30/2024	Coupon	912828ZF0	350,000.00	UNITED STATES TREASURY 0.5 03/31/2025		875.00	875.00
09/30/2024	Coupon	91282CEF4	750,000.00	UNITED STATES TREASURY 2.5 03/31/2027		9,375.00	9,375.00
09/30/2024	Coupon	91282CFM8	570,000.00	UNITED STATES TREASURY 4.125 09/30/2027		11,756.25	11,756.25
September 2024 Total					814,716.04	108,560.80	923,276.84
OCTOBER 2024							
10/07/2024	Coupon	89115A2W1	400,000.00	TORONTO-DOMINION BANK 4.98 04/05/2027		9,960.00	9,960.00
10/10/2024	Final Maturity	912797KT3	450,000.00	UNITED STATES TREASURY 10/10/2024	450,000.00		450,000.00
10/15/2024	Coupon	02582JIT8	185,000.00	AMXCA 2022-2 A 05/17/2027		522.63	522.63
10/15/2024	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2026		507.29	507.29
10/15/2024	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
10/15/2024	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
10/15/2024	Coupon	20030NCS8	400,000.00	COMCAST CORP 3.95 10/15/2025		7,900.00	7,900.00
10/15/2024	Coupon	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026		119.17	119.17
10/15/2024	Principal Paydown	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026	8,258.38		8,258.38
10/15/2024	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		591.58	591.58
10/15/2024	Coupon	44934QAD3	90,000.00	HART 2024-B A3 4.84 03/15/2029		363.00	363.00
10/15/2024	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,415.67	1,415.67
10/15/2024	Coupon	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026		104.96	104.96
10/15/2024	Principal Paydown	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026	6,149.11		6,149.11
10/15/2024	Coupon	47788UAC6	2,089.20	JDOT 2021 A3 0.36 09/15/2025		0.11	0.11
10/15/2024	Effective Maturity	47788UAC6	2,089.20	JDOT 2021 A3 0.36 09/15/2025	373.48		373.48
10/15/2024	Coupon	47789QAC4	16,612.68	JDOT 2021-B A3 0.52 03/16/2026		6.44	6.44
10/15/2024	Principal Paydown	47789QAC4	16,612.68	JDOT 2021-B A3 0.52 03/16/2026	1,922.29		1,922.29
10/15/2024	Coupon	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027		314.77	314.77
10/15/2024	Principal Paydown	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027	6,517.32		6,517.32
10/15/2024	Coupon	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027		840.32	840.32
10/15/2024	Principal Paydown	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027	9,222.04		9,222.04
10/15/2024	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		391.85	391.85
10/15/2024	Principal Paydown	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027	5,730.79		5,730.79

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
10/15/2024	Coupon	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026		152.58	152.58
10/15/2024	Principal Paydown	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026	5,900.82		5,900.82
10/15/2024	Coupon	89238JAC9	21,436.66	TAOT 2021-D A3 0.71 04/15/2026		11.00	11.00
10/15/2024	Principal Paydown	89238JAC9	21,436.66	TAOT 2021-D A3 0.71 04/15/2026	2,737.20		2,737.20
10/15/2024	Dividend	90LAIF\$00	5,569,009.17	Local Agency Investment Fund State Pool	21,241.20		21,241.20
10/15/2024	Coupon	91282CEH0	450,000.00	UNITED STATES TREASURY 2.625 04/15/2025		5,906.25	5,906.25
10/15/2024	Coupon	91282CFP1	550,000.00	UNITED STATES TREASURY 4.25 10/15/2025		11,687.50	11,687.50
10/15/2024	Coupon	91282CJC6	475,000.00	UNITED STATES TREASURY 4.625 10/15/2026		10,984.38	10,984.38
10/16/2024	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		428.38	428.38
10/16/2024	Coupon	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027		206.88	206.88
10/16/2024	Principal Paydown	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027	5,171.35		5,171.35
10/16/2024	Coupon	45950KCR9	160,000.00	INTERNATIONAL FINANCE CORP 1.375 10/16/2024		1,100.00	1,100.00
10/16/2024	Final Maturity	45950KCR9	160,000.00	INTERNATIONAL FINANCE CORP 1.375 10/16/2024	160,000.00		160,000.00
10/17/2024	Final Maturity	912797KU0	450,000.00	UNITED STATES TREASURY 10/17/2024	450,000.00		450,000.00
10/18/2024	Coupon	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026		227.80	227.80
10/18/2024	Principal Paydown	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026	6,278.86		6,278.86
10/21/2024	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		336.25	336.25
10/21/2024	Coupon	43815GAC3	26,643.76	HAROT 2021-4 A3 0.88 01/21/2026		17.06	17.06
10/21/2024	Principal Paydown	43815GAC3	26,643.76	HAROT 2021-4 A3 0.88 01/21/2026	3,253.08		3,253.08
10/21/2024	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		294.00	294.00
10/25/2024	Coupon	05593AAC3	27,413.86	BMWLT 2023-1 A3 5.16 11/25/2025		90.27	90.27
10/25/2024	Principal Paydown	05593AAC3	27,413.86	BMWLT 2023-1 A3 5.16 11/25/2025	4,696.77		4,696.77
10/25/2024	Coupon	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026		374.88	374.88
10/25/2024	Principal Paydown	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026	14,272.99		14,272.99
10/25/2024	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,143.75	1,143.75
10/25/2024	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
10/25/2024	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
10/25/2024	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.13	1,298.13
10/25/2024	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
10/25/2024	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
10/25/2024	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
10/25/2024	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
10/25/2024	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
October 2024							
Total					1,161,725.67	66,448.93	1,228,174.61
NOVEMBER 2024							
11/01/2024	Coupon	74456QBU9	300,000.00	PUBLIC SERVICE ELECTRIC AND GAS CO 3.7 05/01/2028		5,550.00	5,550.00
11/01/2024	Coupon	78015K7C2	500,000.00	ROYAL BANK OF CANADA 2.25 11/01/2024		5,625.00	5,625.00
11/01/2024	Final Maturity	78015K7C2	500,000.00	ROYAL BANK OF CANADA 2.25 11/01/2024	500,000.00		500,000.00
11/07/2024	Coupon	3135G06G3	350,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.5 11/07/2025		875.00	875.00
11/08/2024	Coupon	69371RR57	175,000.00	PACCAR FINANCIAL CORP 0.9 11/08/2024		787.50	787.50
11/08/2024	Final Maturity	69371RR57	175,000.00	PACCAR FINANCIAL CORP 0.9 11/08/2024	175,000.00		175,000.00
11/12/2024	Coupon	665859AW4	450,000.00	NORTHERN TRUST CORP 4.0 05/10/2027		9,000.00	9,000.00
11/13/2024	Coupon	63743HFK3	390,000.00	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 5.6 11/13/2026		10,920.00	10,920.00
11/14/2024	Coupon	14913UAL4	405,000.00	CATERPILLAR FINANCIAL SERVICES CORP 5.0 05/14/2027		10,125.00	10,125.00
11/15/2024	Coupon	02582JIT8	185,000.00	AMXCA 2022-2 A 05/17/2027		522.63	522.63
11/15/2024	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2026		507.29	507.29
11/15/2024	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
11/15/2024	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
11/15/2024	Coupon	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026		106.23	106.23
11/15/2024	Principal Paydown	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026	7,588.62		7,588.62
11/15/2024	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		591.58	591.58
11/15/2024	Coupon	44934QAD3	90,000.00	HART 2024-B A3 4.84 03/15/2029		363.00	363.00
11/15/2024	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,415.67	1,415.67
11/15/2024	Coupon	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026		93.08	93.08
11/15/2024	Principal Paydown	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026	6,592.71		6,592.71
11/15/2024	Coupon	47789QAC4	16,612.68	JDOT 2021-B A3 0.52 03/16/2026		5.61	5.61
11/15/2024	Principal Paydown	47789QAC4	16,612.68	JDOT 2021-B A3 0.52 03/16/2026	2,277.67		2,277.67
11/15/2024	Coupon	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027		294.46	294.46

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11/15/2024	Principal Paydown	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027	6,828.43		6,828.43
11/15/2024	Coupon	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027		801.20	801.20
11/15/2024	Principal Paydown	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027	10,047.05		10,047.05
11/15/2024	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		370.31	370.31
11/15/2024	Principal Paydown	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027	5,576.74		5,576.74
11/15/2024	Coupon	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026		138.17	138.17
11/15/2024	Principal Paydown	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026	5,433.41		5,433.41
11/15/2024	Coupon	89238JAC9	21,436.66	TAOT 2021-D A3 0.71 04/15/2026		9.38	9.38
11/15/2024	Principal Paydown	89238JAC9	21,436.66	TAOT 2021-D A3 0.71 04/15/2026	2,658.87		2,658.87
11/15/2024	Coupon	9128283F5	800,000.00	UNITED STATES TREASURY 2.25 11/15/2027		9,000.00	9,000.00
11/15/2024	Coupon	912828R36	250,000.00	UNITED STATES TREASURY 1.625 05/15/2026		2,031.25	2,031.25
11/15/2024	Coupon	912828U24	625,000.00	UNITED STATES TREASURY 2.0 11/15/2026		6,250.00	6,250.00
11/15/2024	Coupon	912828X88	350,000.00	UNITED STATES TREASURY 2.375 05/15/2027		4,156.25	4,156.25
11/15/2024	Coupon	91282CDH1	750,000.00	UNITED STATES TREASURY 0.75 11/15/2024		2,812.50	2,812.50
11/15/2024	Final Maturity	91282CDH1	750,000.00	UNITED STATES TREASURY 0.75 11/15/2024	750,000.00		750,000.00
11/18/2024	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		428.38	428.38
11/18/2024	Coupon	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027		191.19	191.19
11/18/2024	Principal Paydown	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027	5,044.65		5,044.65
11/18/2024	Coupon	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026		208.28	208.28
11/18/2024	Principal Paydown	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026	6,124.85		6,124.85
11/18/2024	Coupon	58933YBH7	90,000.00	MERCK & CO INC 4.05 05/17/2028		1,822.50	1,822.50
11/18/2024	Coupon	89236TMF9	400,000.00	TOYOTA MOTOR CREDIT CORP 5.05 05/16/2029		10,100.00	10,100.00
11/20/2024	Coupon	3133ERFJ5	330,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 05/20/2027		7,425.00	7,425.00
11/20/2024	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		336.25	336.25
11/21/2024	Coupon	43815GAC3	26,643.76	HAROT 2021-4 A3 0.88 01/21/2026		14.67	14.67
11/21/2024	Principal Paydown	43815GAC3	26,643.76	HAROT 2021-4 A3 0.88 01/21/2026	3,163.03		3,163.03
11/21/2024	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		294.00	294.00
11/25/2024	Coupon	05593AAC3	27,413.86	BMWLT 2023-1 A3 5.16 11/25/2025		70.07	70.07
11/25/2024	Principal Paydown	05593AAC3	27,413.86	BMWLT 2023-1 A3 5.16 11/25/2025	4,966.50		4,966.50
11/25/2024	Coupon	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026		336.70	336.70
11/25/2024	Principal Paydown	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026	13,834.90		13,834.90

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
11/25/2024	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,143.75	1,143.75
11/25/2024	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
11/25/2024	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
11/25/2024	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.13	1,298.13
11/25/2024	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
11/25/2024	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
11/25/2024	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
11/25/2024	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
11/25/2024	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
November 2024							
Total					1,505,137.42	105,172.08	1,610,309.50
DECEMBER 2024							
12/02/2024	Coupon	91282ZT0	365,000.00	UNITED STATES TREASURY 0.25 05/31/2025		456.25	456.25
12/02/2024	Coupon	91282CAZ4	750,000.00	UNITED STATES TREASURY 0.375 11/30/2025		1,406.25	1,406.25
12/09/2024	Coupon	3133ERGL9	450,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 06/07/2028		10,125.00	10,125.00
12/11/2024	Coupon	89115A2V3	160,000.00	TORONTO-DOMINION BANK 5.264 12/11/2026		4,211.20	4,211.20
12/12/2024	Coupon	06368LGU4	400,000.00	BANK OF MONTREAL 5.2 12/12/2024		10,400.00	10,400.00
12/12/2024	Final Maturity	06368LGU4	400,000.00	BANK OF MONTREAL 5.2 12/12/2024	400,000.00		400,000.00
12/16/2024	Coupon	02582JJT8	185,000.00	AMXCA 2022-2 A 05/17/2027		522.63	522.63
12/16/2024	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2026		507.29	507.29
12/16/2024	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
12/16/2024	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
12/16/2024	Coupon	3133EPN50	650,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.25 12/15/2028		13,812.50	13,812.50
12/16/2024	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		428.38	428.38
12/16/2024	Coupon	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027		175.89	175.89
12/16/2024	Principal Paydown	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027	4,750.82		4,750.82
12/16/2024	Coupon	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026		94.34	94.34
12/16/2024	Principal Paydown	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026	7,212.98		7,212.98
12/16/2024	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		591.58	591.58
12/16/2024	Principal Paydown	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027	8,969.46		8,969.46

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
12/16/2024	Coupon	44934QAD3	90,000.00	HART 2024-B A3 4.84 03/15/2029		363.00	363.00
12/16/2024	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,415.67	1,415.67
12/16/2024	Coupon	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026		80.33	80.33
12/16/2024	Principal Paydown	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026	4,703.48		4,703.48
12/16/2024	Coupon	47789QAC4	16,612.68	JDOT 2021-B A3 0.52 03/16/2026		4.62	4.62
12/16/2024	Principal Paydown	47789QAC4	16,612.68	JDOT 2021-B A3 0.52 03/16/2026	1,621.05		1,621.05
12/16/2024	Coupon	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027		273.18	273.18
12/16/2024	Principal Paydown	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027	5,365.18		5,365.18
12/16/2024	Coupon	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027		758.59	758.59
12/16/2024	Principal Paydown	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027	8,233.82		8,233.82
12/16/2024	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		349.35	349.35
12/16/2024	Principal Paydown	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027	5,238.87		5,238.87
12/16/2024	Coupon	63743HFE7	95,000.00	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 3.45 06/15/2025		1,638.75	1,638.75
12/16/2024	Coupon	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026		124.91	124.91
12/16/2024	Principal Paydown	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026	5,171.66		5,171.66
12/16/2024	Coupon	89238JAC9	21,436.66	TAOT 2021-D A3 0.71 04/15/2026		7.80	7.80
12/16/2024	Principal Paydown	89238JAC9	21,436.66	TAOT 2021-D A3 0.71 04/15/2026	2,423.06		2,423.06
12/16/2024	Coupon	91282CEU1	500,000.00	UNITED STATES TREASURY 2.875 06/15/2025		7,187.50	7,187.50
12/16/2024	Coupon	91282CHH7	475,000.00	UNITED STATES TREASURY 4.125 06/15/2026		9,796.88	9,796.88
12/16/2024	Coupon	91282CJP7	300,000.00	UNITED STATES TREASURY 4.375 12/15/2026		6,562.50	6,562.50
12/18/2024	Coupon	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026		189.25	189.25
12/18/2024	Principal Paydown	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026	5,841.00		5,841.00
12/20/2024	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		336.25	336.25
12/23/2024	Coupon	43815GAC3	26,643.76	HAROT 2021-4 A3 0.88 01/21/2026		12.35	12.35
12/23/2024	Principal Paydown	43815GAC3	26,643.76	HAROT 2021-4 A3 0.88 01/21/2026	3,022.59		3,022.59
12/23/2024	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		294.00	294.00
12/23/2024	Principal Paydown	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027	3,234.82		3,234.82
12/25/2024	Coupon	05593AAC3	27,413.86	BMWLT 2023-1 A3 5.16 11/25/2025		48.72	48.72
12/25/2024	Principal Paydown	05593AAC3	27,413.86	BMWLT 2023-1 A3 5.16 11/25/2025	5,116.40		5,116.40
12/25/2024	Coupon	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026		299.69	299.69
12/25/2024	Principal Paydown	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026	13,090.32		13,090.32

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
12/25/2024	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,143.75	1,143.75
12/25/2024	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
12/25/2024	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
12/25/2024	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.13	1,298.13
12/25/2024	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
12/25/2024	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
12/25/2024	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
12/25/2024	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
12/25/2024	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
12/26/2024	Coupon	437076DC3	295,000.00	HOME DEPOT INC 4.75 06/25/2029		7,006.25	7,006.25
12/31/2024	Coupon	91282CGC9	500,000.00	UNITED STATES TREASURY 3.875 12/31/2027		9,687.50	9,687.50
December 2024 Total					483,995.50	100,762.31	584,757.81
JANUARY 2025							
01/06/2025	Coupon	3133ENKS8	750,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.125 01/06/2025		4,218.75	4,218.75
01/06/2025	Final Maturity	3133ENKS8	750,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.125 01/06/2025	750,000.00		750,000.00
01/13/2025	Coupon	459058KT9	250,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.5 07/12/2028		4,375.00	4,375.00
01/15/2025	Coupon	02582JJT8	185,000.00	AMXCA 2022-2 A 05/17/2027		522.63	522.63
01/15/2025	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2026		507.29	507.29
01/15/2025	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
01/15/2025	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
01/15/2025	Coupon	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026		83.04	83.04
01/15/2025	Principal Paydown	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026	7,027.44		7,027.44
01/15/2025	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		557.35	557.35
01/15/2025	Principal Paydown	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027	10,410.28		10,410.28
01/15/2025	Coupon	44934QAD3	90,000.00	HART 2024-B A3 4.84 03/15/2029		363.00	363.00
01/15/2025	Coupon	46625HMN7	400,000.00	JPMORGAN CHASE & CO 3.9 07/15/2025		7,800.00	7,800.00
01/15/2025	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,415.67	1,415.67
01/15/2025	Coupon	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026		71.24	71.24

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
01/15/2025	Principal Paydown	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026	5,517.49		5,517.49
01/15/2025	Coupon	47789QAC4	16,612.68	JDOT 2021-B A3 0.52 03/16/2026		3.92	3.92
01/15/2025	Principal Paydown	47789QAC4	16,612.68	JDOT 2021-B A3 0.52 03/16/2026	2,925.19		2,925.19
01/15/2025	Coupon	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027		256.46	256.46
01/15/2025	Principal Paydown	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027	8,327.51		8,327.51
01/15/2025	Coupon	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027		723.66	723.66
01/15/2025	Principal Paydown	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027	13,002.29		13,002.29
01/15/2025	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		329.66	329.66
01/15/2025	Principal Paydown	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027	5,117.10		5,117.10
01/15/2025	Coupon	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026		112.28	112.28
01/15/2025	Principal Paydown	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026	5,055.96		5,055.96
01/15/2025	Coupon	89238JAC9	21,436.66	TAOT 2021-D A3 0.71 04/15/2026		6.37	6.37
01/15/2025	Principal Paydown	89238JAC9	21,436.66	TAOT 2021-D A3 0.71 04/15/2026	2,357.50		2,357.50
01/15/2025	Coupon	91282CEY3	475,000.00	UNITED STATES TREASURY 3.0 07/15/2025		7,125.00	7,125.00
01/16/2025	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		428.38	428.38
01/16/2025	Coupon	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027		161.48	161.48
01/16/2025	Principal Paydown	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027	4,651.35		4,651.35
01/17/2025	Coupon	61747YET8	175,000.00	MORGAN STANLEY 4.679 07/17/2026		4,094.13	4,094.13
01/17/2025	Coupon	713448FX1	295,000.00	PEPSICO INC 4.5 07/17/2029		6,637.50	6,637.50
01/20/2025	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		336.25	336.25
01/20/2025	Coupon	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026		171.09	171.09
01/20/2025	Principal Paydown	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026	5,722.16		5,722.16
01/21/2025	Coupon	43815GAC3	26,643.76	HAROT 2021-4 A3 0.88 01/21/2026		10.14	10.14
01/21/2025	Principal Paydown	43815GAC3	26,643.76	HAROT 2021-4 A3 0.88 01/21/2026	2,944.49		2,944.49
01/21/2025	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		280.41	280.41
01/21/2025	Principal Paydown	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027	4,519.19		4,519.19
01/21/2025	Coupon	78016H2T0	150,000.00	ROYAL BANK OF CANADA 4.875 01/19/2027		3,656.25	3,656.25
01/23/2025	Coupon	6174468C6	394,000.00	MORGAN STANLEY 4.0 07/23/2025		7,880.00	7,880.00
01/27/2025	Coupon	05593AAC3	27,413.86	BMWLT 2023-1 A3 5.16 11/25/2025		26.72	26.72
01/27/2025	Principal Paydown	05593AAC3	27,413.86	BMWLT 2023-1 A3 5.16 11/25/2025	4,850.03		4,850.03
01/27/2025	Coupon	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026		264.67	264.67
01/27/2025	Principal Paydown	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026	12,731.51		12,731.51

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
01/27/2025	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,143.75	1,143.75
01/27/2025	Principal Paydown	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026	13,184.11		13,184.11
01/27/2025	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
01/27/2025	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
01/27/2025	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.13	1,298.13
01/27/2025	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
01/27/2025	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
01/27/2025	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
01/27/2025	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
01/27/2025	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
01/31/2025	Coupon	69371RS80	410,000.00	PACCAR FINANCIAL CORP 4.6 01/31/2029		9,430.00	9,430.00
01/31/2025	Coupon	912828Z52	750,000.00	UNITED STATES TREASURY 1.375 01/31/2025		5,156.25	5,156.25
01/31/2025	Final Maturity	912828Z52	750,000.00	UNITED STATES TREASURY 1.375 01/31/2025	750,000.00		750,000.00
January 2025 Total					1,608,343.60	78,598.50	1,686,942.09
FEBRUARY 2025							
02/03/2025	Coupon	459058KW2	250,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.625 08/01/2028		5,781.25	5,781.25
02/06/2025	Coupon	857477BR3	90,000.00	STATE STREET CORP 1.746 02/06/2026		785.70	785.70
02/06/2025	Effective Maturity	857477BR3	90,000.00	STATE STREET CORP 1.746 02/06/2026	90,000.00		90,000.00
02/14/2025	Coupon	3133ENPG9	415,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.75 02/14/2025		3,631.25	3,631.25
02/14/2025	Final Maturity	3133ENPG9	415,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 1.75 02/14/2025	415,000.00		415,000.00
02/17/2025	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
02/17/2025	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		428.38	428.38
02/17/2025	Principal Paydown	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028	6,202.02		6,202.02
02/17/2025	Coupon	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027		147.37	147.37
02/17/2025	Principal Paydown	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027	4,584.61		4,584.61
02/17/2025	Coupon	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026		72.03	72.03
02/17/2025	Principal Paydown	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026	6,877.82		6,877.82
02/17/2025	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		517.62	517.62
02/17/2025	Principal Paydown	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027	10,238.64		10,238.64

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
02/17/2025	Coupon	44934QAD3	90,000.00	HART 2024-B A3 4.84 03/15/2029		363.00	363.00
02/17/2025	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,415.67	1,415.67
02/17/2025	Coupon	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026		60.57	60.57
02/17/2025	Principal Paydown	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026	4,173.80		4,173.80
02/17/2025	Coupon	47789QAC4	16,612.68	JDOT 2021-B A3 0.52 03/16/2026		2.65	2.65
02/17/2025	Principal Paydown	47789QAC4	16,612.68	JDOT 2021-B A3 0.52 03/16/2026	2,593.18		2,593.18
02/17/2025	Coupon	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027		230.50	230.50
02/17/2025	Principal Paydown	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027	6,928.26		6,928.26
02/17/2025	Coupon	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027		668.51	668.51
02/17/2025	Principal Paydown	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027	11,386.48		11,386.48
02/17/2025	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		310.43	310.43
02/17/2025	Principal Paydown	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027	5,037.18		5,037.18
02/17/2025	Coupon	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026		99.93	99.93
02/17/2025	Principal Paydown	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026	4,761.69		4,761.69
02/17/2025	Coupon	89238JAC9	21,436.66	TAOT 2021-D A3 0.71 04/15/2026		4.97	4.97
02/17/2025	Principal Paydown	89238JAC9	21,436.66	TAOT 2021-D A3 0.71 04/15/2026	2,311.40		2,311.40
02/18/2025	Coupon	02582JJT8	185,000.00	AMXCA 2022-2 A 05/17/2027		522.63	522.63
02/18/2025	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2026		507.29	507.29
02/18/2025	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
02/18/2025	Coupon	06428CAA2	300,000.00	BANK OF AMERICA NA 5.526 08/18/2026		8,289.00	8,289.00
02/18/2025	Coupon	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026		153.30	153.30
02/18/2025	Principal Paydown	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026	5,625.50		5,625.50
02/18/2025	Coupon	438516CJ3	400,000.00	HONEYWELL INTERNATIONAL INC 4.95 02/15/2028		9,900.00	9,900.00
02/20/2025	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		336.25	336.25
02/20/2025	Principal Paydown	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026	3,903.94		3,903.94
02/21/2025	Coupon	43815GAC3	26,643.76	HAROT 2021-4 A3 0.88 01/21/2026		7.98	7.98
02/21/2025	Principal Paydown	43815GAC3	26,643.76	HAROT 2021-4 A3 0.88 01/21/2026	2,879.17		2,879.17
02/21/2025	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		261.43	261.43
02/21/2025	Principal Paydown	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027	4,452.40		4,452.40
02/24/2025	Coupon	037833BY5	400,000.00	APPLE INC 3.25 02/23/2026		6,500.00	6,500.00
02/25/2025	Coupon	05593AAC3	27,413.86	BMWLT 2023-1 A3 5.16 11/25/2025		5.86	5.86

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
02/25/2025	Effective Maturity	05593AAC3	27,413.86	BMWLT 2023-1 A3 5.16 11/25/2025	1,363.37		1,363.37
02/25/2025	Coupon	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026		230.62	230.62
02/25/2025	Principal Paydown	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026	11,655.84		11,655.84
02/25/2025	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,113.59	1,113.59
02/25/2025	Principal Paydown	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026	877.00		877.00
02/25/2025	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
02/25/2025	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
02/25/2025	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.13	1,298.13
02/25/2025	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
02/25/2025	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
02/25/2025	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
02/25/2025	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
02/25/2025	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
02/26/2025	Coupon	17275RBQ4	170,000.00	CISCO SYSTEMS INC 4.8 02/26/2027		4,080.00	4,080.00
02/27/2025	Coupon	459058LK7	170,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 4.0 08/27/2026		3,400.00	3,400.00
02/28/2025	Coupon	9128284Z0	750,000.00	UNITED STATES TREASURY 2.75 08/31/2025		10,312.50	10,312.50
February 2025 Total					600,852.30	70,590.46	671,442.76
MARCH 2025							
03/07/2025	Coupon	24422EWB1	130,000.00	JOHN DEERE CAPITAL CORP 2.125 03/07/2025		1,381.25	1,381.25
03/07/2025	Final Maturity	24422EWB1	130,000.00	JOHN DEERE CAPITAL CORP 2.125 03/07/2025	130,000.00		130,000.00
03/10/2025	Coupon	3130ATS57	700,000.00	FEDERAL HOME LOAN BANKS 4.5 03/10/2028		15,750.00	15,750.00
03/10/2025	Coupon	57636QAW4	290,000.00	MASTERCARD INC 4.875 03/09/2028		7,068.75	7,068.75
03/10/2025	Coupon	931142EW9	80,000.00	WALMART INC 3.9 09/09/2025		1,560.00	1,560.00
03/17/2025	Coupon	02582JJT8	185,000.00	AMXCA 2022-2 A 05/17/2027		522.63	522.63
03/17/2025	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2026		507.29	507.29
03/17/2025	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
03/17/2025	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
03/17/2025	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		405.27	405.27
03/17/2025	Principal Paydown	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028	4,757.99		4,757.99
03/17/2025	Coupon	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027		133.46	133.46

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
03/17/2025	Principal Paydown	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027	4,225.03		4,225.03
03/17/2025	Coupon	437076CR1	110,000.00	HOME DEPOT INC 4.0 09/15/2025		2,200.00	2,200.00
03/17/2025	Coupon	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026		61.26	61.26
03/17/2025	Principal Paydown	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026	6,655.11		6,655.11
03/17/2025	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		478.54	478.54
03/17/2025	Principal Paydown	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027	9,884.94		9,884.94
03/17/2025	Coupon	44934QAD3	90,000.00	HART 2024-B A3 4.84 03/15/2029		363.00	363.00
03/17/2025	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,415.67	1,415.67
03/17/2025	Coupon	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026		52.50	52.50
03/17/2025	Principal Paydown	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026	3,410.00		3,410.00
03/17/2025	Coupon	47789QAC4	16,612.68	JDOT 2021-B A3 0.52 03/16/2026		1.53	1.53
03/17/2025	Principal Paydown	47789QAC4	16,612.68	JDOT 2021-B A3 0.52 03/16/2026	2,182.67		2,182.67
03/17/2025	Coupon	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027		208.91	208.91
03/17/2025	Principal Paydown	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027	6,094.83		6,094.83
03/17/2025	Coupon	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027		620.21	620.21
03/17/2025	Principal Paydown	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027	10,407.89		10,407.89
03/17/2025	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		291.50	291.50
03/17/2025	Principal Paydown	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027	4,863.04		4,863.04
03/17/2025	Coupon	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026		88.31	88.31
03/17/2025	Principal Paydown	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026	4,510.01		4,510.01
03/17/2025	Coupon	89238JAC9	21,436.66	TAOT 2021-D A3 0.71 04/15/2026		3.61	3.61
03/17/2025	Principal Paydown	89238JAC9	21,436.66	TAOT 2021-D A3 0.71 04/15/2026	2,240.57		2,240.57
03/17/2025	Coupon	91282CFK2	475,000.00	UNITED STATES TREASURY 3.5 09/15/2025		8,312.50	8,312.50
03/17/2025	Coupon	931142ER0	40,000.00	WALMART INC 1.05 09/17/2026		210.00	210.00
03/18/2025	Coupon	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026		135.82	135.82
03/18/2025	Principal Paydown	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026	5,463.31		5,463.31
03/18/2025	Coupon	857477CL5	365,000.00	STATE STREET CORP 4.993 03/18/2027		9,112.23	9,112.23
03/20/2025	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		318.75	318.75
03/20/2025	Principal Paydown	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026	5,919.20		5,919.20
03/21/2025	Coupon	43815GAC3	26,643.76	HAROT 2021-4 A3 0.88 01/21/2026		5.87	5.87
03/21/2025	Principal Paydown	43815GAC3	26,643.76	HAROT 2021-4 A3 0.88 01/21/2026	2,789.28		2,789.28
03/21/2025	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		242.73	242.73

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
03/21/2025	Principal Paydown	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027	4,319.49		4,319.49
03/25/2025	Coupon	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026		199.44	199.44
03/25/2025	Principal Paydown	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026	10,877.39		10,877.39
03/25/2025	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,111.59	1,111.59
03/25/2025	Principal Paydown	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026	13,208.00		13,208.00
03/25/2025	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
03/25/2025	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
03/25/2025	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.13	1,298.13
03/25/2025	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
03/25/2025	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
03/25/2025	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
03/25/2025	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
03/25/2025	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
03/31/2025	Coupon	9128286L9	750,000.00	UNITED STATES TREASURY 2.25 03/31/2026		8,437.50	8,437.50
03/31/2025	Coupon	912828YG9	300,000.00	UNITED STATES TREASURY 1.625 09/30/2026		2,437.50	2,437.50
03/31/2025	Coupon	912828ZF0	350,000.00	UNITED STATES TREASURY 0.5 03/31/2025		875.00	875.00
03/31/2025	Final Maturity	912828ZF0	350,000.00	UNITED STATES TREASURY 0.5 03/31/2025	350,000.00		350,000.00
03/31/2025	Coupon	91282CEF4	750,000.00	UNITED STATES TREASURY 2.5 03/31/2027		9,375.00	9,375.00
03/31/2025	Coupon	91282CFM8	570,000.00	UNITED STATES TREASURY 4.125 09/30/2027		11,756.25	11,756.25
March 2025 Total					581,808.74	96,094.02	677,902.76
APRIL 2025							
04/07/2025	Coupon	89115A2W1	400,000.00	TORONTO-DOMINION BANK 4.98 04/05/2027		9,960.00	9,960.00
04/15/2025	Coupon	02582JJT8	185,000.00	AMXCA 2022-2 A 05/17/2027		522.63	522.63
04/15/2025	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2026		507.29	507.29
04/15/2025	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
04/15/2025	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
04/15/2025	Coupon	20030NCS8	400,000.00	COMCAST CORP 3.95 10/15/2025		7,900.00	7,900.00
04/15/2025	Coupon	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026		50.83	50.83
04/15/2025	Principal Paydown	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026	6,730.75		6,730.75
04/15/2025	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		440.81	440.81
04/15/2025	Principal Paydown	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027	10,281.74		10,281.74
04/15/2025	Coupon	44934QAD3	90,000.00	HART 2024-B A3 4.84 03/15/2029		363.00	363.00

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
04/15/2025	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,415.67	1,415.67
04/15/2025	Coupon	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026		45.91	45.91
04/15/2025	Principal Paydown	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026	4,336.22		4,336.22
04/15/2025	Coupon	47789QAC4	16,612.68	JDOT 2021-B A3 0.52 03/16/2026		0.58	0.58
04/15/2025	Effective Maturity	47789QAC4	16,612.68	JDOT 2021-B A3 0.52 03/16/2026	1,345.16		1,345.16
04/15/2025	Coupon	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027		189.91	189.91
04/15/2025	Principal Paydown	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027	8,152.45		8,152.45
04/15/2025	Coupon	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027		576.07	576.07
04/15/2025	Principal Paydown	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027	12,404.62		12,404.62
04/15/2025	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		273.22	273.22
04/15/2025	Principal Paydown	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027	5,075.59		5,075.59
04/15/2025	Coupon	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026		77.30	77.30
04/15/2025	Principal Paydown	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026	4,633.68		4,633.68
04/15/2025	Coupon	89238JAC9	21,436.66	TAOT 2021-D A3 0.71 04/15/2026		2.28	2.28
04/15/2025	Principal Paydown	89238JAC9	21,436.66	TAOT 2021-D A3 0.71 04/15/2026	2,270.25		2,270.25
04/15/2025	Coupon	91282CEH0	450,000.00	UNITED STATES TREASURY 2.625 04/15/2025		5,906.25	5,906.25
04/15/2025	Final Maturity	91282CEH0	450,000.00	UNITED STATES TREASURY 2.625 04/15/2025	450,000.00		450,000.00
04/15/2025	Coupon	91282CFP1	550,000.00	UNITED STATES TREASURY 4.25 10/15/2025		11,687.50	11,687.50
04/15/2025	Coupon	91282CJC6	475,000.00	UNITED STATES TREASURY 4.625 10/15/2026		10,984.38	10,984.38
04/16/2025	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		387.55	387.55
04/16/2025	Principal Paydown	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028	6,726.66		6,726.66
04/16/2025	Coupon	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027		120.65	120.65
04/16/2025	Principal Paydown	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027	4,354.04		4,354.04
04/18/2025	Coupon	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026		118.84	118.84
04/18/2025	Principal Paydown	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026	5,548.94		5,548.94
04/21/2025	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		292.21	292.21
04/21/2025	Principal Paydown	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026	10,026.96		10,026.96
04/21/2025	Coupon	43815GAC3	26,643.76	HAROT 2021-4 A3 0.88 01/21/2026		3.82	3.82
04/21/2025	Principal Paydown	43815GAC3	26,643.76	HAROT 2021-4 A3 0.88 01/21/2026	2,799.03		2,799.03
04/21/2025	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		224.59	224.59
04/21/2025	Principal Paydown	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027	4,440.72		4,440.72
04/25/2025	Coupon	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026		170.34	170.34

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
04/25/2025	Principal Paydown	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026	10,895.66		10,895.66
04/25/2025	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,081.37	1,081.37
04/25/2025	Principal Paydown	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026	882.66		882.66
04/25/2025	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
04/25/2025	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
04/25/2025	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.13	1,298.13
04/25/2025	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
04/25/2025	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
04/25/2025	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
04/25/2025	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
04/25/2025	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
April 2025 Total					550,905.12	63,753.16	614,658.28
MAY 2025							
05/01/2025	Coupon	74456QBU9	300,000.00	PUBLIC SERVICE ELECTRIC AND GAS CO 3.7 05/01/2028		5,550.00	5,550.00
05/07/2025	Coupon	3135G06G3	350,000.00	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.5 11/07/2025		875.00	875.00
05/12/2025	Coupon	665859AW4	450,000.00	NORTHERN TRUST CORP 4.0 05/10/2027		9,000.00	9,000.00
05/13/2025	Coupon	63743HFK3	390,000.00	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 5.6 11/13/2026		10,920.00	10,920.00
05/14/2025	Coupon	14913UAL4	405,000.00	CATERPILLAR FINANCIAL SERVICES CORP 5.0 05/14/2027		10,125.00	10,125.00
05/15/2025	Coupon	02582JJT8	185,000.00	AMXCA 2022-2 A 05/17/2027		522.63	522.63
05/15/2025	Final Maturity	02582JJT8	185,000.00	AMXCA 2022-2 A 05/17/2027	185,000.00		185,000.00
05/15/2025	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2026		507.29	507.29
05/15/2025	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
05/15/2025	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
05/15/2025	Coupon	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026		40.29	40.29
05/15/2025	Principal Paydown	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026	6,471.70		6,471.70
05/15/2025	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		401.57	401.57
05/15/2025	Principal Paydown	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027	9,845.49		9,845.49
05/15/2025	Coupon	44934QAD3	90,000.00	HART 2024-B A3 4.84 03/15/2029		363.00	363.00

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
05/15/2025	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,415.67	1,415.67
05/15/2025	Coupon	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026		37.52	37.52
05/15/2025	Principal Paydown	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026	3,979.98		3,979.98
05/15/2025	Coupon	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027		164.50	164.50
05/15/2025	Principal Paydown	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027	7,195.95		7,195.95
05/15/2025	Coupon	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027		523.45	523.45
05/15/2025	Principal Paydown	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027	10,870.72		10,870.72
05/15/2025	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		254.14	254.14
05/15/2025	Principal Paydown	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027	4,858.51		4,858.51
05/15/2025	Coupon	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026		65.98	65.98
05/15/2025	Principal Paydown	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026	4,475.83		4,475.83
05/15/2025	Coupon	89238JAC9	21,436.66	TAOT 2021-D A3 0.71 04/15/2026		0.94	0.94
05/15/2025	Effective Maturity	89238JAC9	21,436.66	TAOT 2021-D A3 0.71 04/15/2026	1,584.43		1,584.43
05/15/2025	Coupon	9128283F5	800,000.00	UNITED STATES TREASURY 2.25 11/15/2027		9,000.00	9,000.00
05/15/2025	Coupon	912828R36	250,000.00	UNITED STATES TREASURY 1.625 05/15/2026		2,031.25	2,031.25
05/15/2025	Coupon	912828U24	625,000.00	UNITED STATES TREASURY 2.0 11/15/2026		6,250.00	6,250.00
05/15/2025	Coupon	912828X88	350,000.00	UNITED STATES TREASURY 2.375 05/15/2027		4,156.25	4,156.25
05/16/2025	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		362.49	362.49
05/16/2025	Principal Paydown	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028	6,421.64		6,421.64
05/16/2025	Coupon	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027		107.44	107.44
05/16/2025	Principal Paydown	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027	4,168.64		4,168.64
05/16/2025	Coupon	89236TMF9	400,000.00	TOYOTA MOTOR CREDIT CORP 5.05 05/16/2029		10,100.00	10,100.00
05/19/2025	Coupon	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026		101.59	101.59
05/19/2025	Principal Paydown	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026	5,352.05		5,352.05
05/19/2025	Coupon	58933YBH7	90,000.00	MERCK & CO INC 4.05 05/17/2028		1,822.50	1,822.50
05/20/2025	Coupon	3133ERFJ5	330,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 05/20/2027		7,425.00	7,425.00
05/20/2025	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		247.26	247.26
05/20/2025	Principal Paydown	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026	9,462.82		9,462.82
05/21/2025	Coupon	43815GAC3	26,643.76	HAROT 2021-4 A3 0.88 01/21/2026		1.77	1.77
05/21/2025	Effective Maturity	43815GAC3	26,643.76	HAROT 2021-4 A3 0.88 01/21/2026	2,412.66		2,412.66
05/21/2025	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		205.94	205.94

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
05/21/2025	Principal Paydown	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027	4,273.61		4,273.61
05/26/2025	Coupon	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026		141.19	141.19
05/26/2025	Principal Paydown	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026	10,459.15		10,459.15
05/26/2025	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,079.35	1,079.35
05/26/2025	Principal Paydown	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026	943.30		943.30
05/26/2025	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
05/26/2025	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
05/26/2025	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.13	1,298.13
05/26/2025	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
05/26/2025	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
05/26/2025	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
05/26/2025	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
05/26/2025	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
May 2025 Total					277,776.48	94,249.19	372,025.67
JUNE 2025							
06/02/2025	Coupon	912828ZT0	365,000.00	UNITED STATES TREASURY 0.25 05/31/2025		456.25	456.25
06/02/2025	Final Maturity	912828ZT0	365,000.00	UNITED STATES TREASURY 0.25 05/31/2025	365,000.00		365,000.00
06/02/2025	Coupon	91282CAZ4	750,000.00	UNITED STATES TREASURY 0.375 11/30/2025		1,406.25	1,406.25
06/09/2025	Coupon	3133ERGL9	450,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.5 06/07/2028		10,125.00	10,125.00
06/11/2025	Coupon	89115A2V3	160,000.00	TORONTO-DOMINION BANK 5.264 12/11/2026		4,211.20	4,211.20
06/16/2025	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2026		507.29	507.29
06/16/2025	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
06/16/2025	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
06/16/2025	Coupon	3133EPN50	650,000.00	FEDERAL FARM CREDIT BANKS FUNDING CORP 4.25 12/15/2028		13,812.50	13,812.50
06/16/2025	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		338.57	338.57
06/16/2025	Principal Paydown	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028	6,304.74		6,304.74
06/16/2025	Coupon	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027		94.80	94.80
06/16/2025	Principal Paydown	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027	4,093.00		4,093.00
06/16/2025	Coupon	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026		30.15	30.15
06/16/2025	Principal Paydown	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026	6,310.77		6,310.77

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
06/16/2025	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		363.99	363.99
06/16/2025	Principal Paydown	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027	9,653.74		9,653.74
06/16/2025	Coupon	44934QAD3	90,000.00	HART 2024-B A3 4.84 03/15/2029		363.00	363.00
06/16/2025	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,415.67	1,415.67
06/16/2025	Principal Paydown	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028	14,397.50		14,397.50
06/16/2025	Coupon	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026		29.83	29.83
06/16/2025	Principal Paydown	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026	3,220.47		3,220.47
06/16/2025	Coupon	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027		142.08	142.08
06/16/2025	Principal Paydown	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027	4,556.90		4,556.90
06/16/2025	Coupon	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027		477.34	477.34
06/16/2025	Principal Paydown	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027	9,392.50		9,392.50
06/16/2025	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		235.88	235.88
06/16/2025	Principal Paydown	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027	4,767.09		4,767.09
06/16/2025	Coupon	63743HFE7	95,000.00	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 3.45 06/15/2025		1,638.75	1,638.75
06/16/2025	Final Maturity	63743HFE7	95,000.00	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 3.45 06/15/2025	95,000.00		95,000.00
06/16/2025	Coupon	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026		55.05	55.05
06/16/2025	Principal Paydown	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026	4,395.64		4,395.64
06/16/2025	Coupon	91282CEU1	500,000.00	UNITED STATES TREASURY 2.875 06/15/2025		7,187.50	7,187.50
06/16/2025	Final Maturity	91282CEU1	500,000.00	UNITED STATES TREASURY 2.875 06/15/2025	500,000.00		500,000.00
06/16/2025	Coupon	91282CHH7	475,000.00	UNITED STATES TREASURY 4.125 06/15/2026		9,796.88	9,796.88
06/16/2025	Coupon	91282CJP7	300,000.00	UNITED STATES TREASURY 4.375 12/15/2026		6,562.50	6,562.50
06/18/2025	Coupon	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026		84.95	84.95
06/18/2025	Principal Paydown	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026	4,792.34		4,792.34
06/20/2025	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		204.83	204.83
06/20/2025	Principal Paydown	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026	8,590.67		8,590.67
06/23/2025	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		187.99	187.99
06/23/2025	Principal Paydown	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027	4,190.66		4,190.66
06/25/2025	Coupon	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026		113.22	113.22
06/25/2025	Principal Paydown	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026	10,211.52		10,211.52
06/25/2025	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,077.20	1,077.20

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
06/25/2025	Principal Paydown	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026	17,814.69		17,814.69
06/25/2025	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
06/25/2025	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
06/25/2025	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.13	1,298.13
06/25/2025	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
06/25/2025	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75
06/25/2025	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
06/25/2025	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
06/25/2025	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
06/25/2025	Coupon	437076DC3	295,000.00	HOME DEPOT INC 4.75 06/25/2029		7,006.25	7,006.25
06/30/2025	Coupon	91282CGC9	500,000.00	UNITED STATES TREASURY 3.875 12/31/2027		9,687.50	9,687.50
June 2025 Total					1,072,692.23	88,062.59	1,160,754.82
JULY 2025							
07/14/2025	Coupon	459058KT9	250,000.00	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 3.5 07/12/2028		4,375.00	4,375.00
07/15/2025	Coupon	02582JJZ4	125,000.00	AMXCA 2023-1 A 4.87 05/15/2026		507.29	507.29
07/15/2025	Coupon	02582JKD1	340,000.00	AMXCA 2023-3 A 5.23 09/15/2028		1,481.83	1,481.83
07/15/2025	Coupon	161571HT4	340,000.00	CHAIT 2023-1 A 5.16 09/15/2028		1,462.00	1,462.00
07/15/2025	Coupon	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026		20.26	20.26
07/15/2025	Principal Paydown	43815BAC4	84,446.26	HAROT 2022-1 A3 1.88 05/15/2026	6,147.82		6,147.82
07/15/2025	Coupon	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027		327.15	327.15
07/15/2025	Principal Paydown	448979AD6	155,000.00	HART 2023-A A3 4.58 04/15/2027	9,455.72		9,455.72
07/15/2025	Coupon	44934QAD3	90,000.00	HART 2024-B A3 4.84 03/15/2029		363.00	363.00
07/15/2025	Coupon	46625HMN7	400,000.00	JPMORGAN CHASE & CO 3.9 07/15/2025		7,800.00	7,800.00
07/15/2025	Final Maturity	46625HMN7	400,000.00	JPMORGAN CHASE & CO 3.9 07/15/2025	400,000.00		400,000.00
07/15/2025	Coupon	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028		1,349.92	1,349.92
07/15/2025	Principal Paydown	47787CAC7	310,000.00	JDOT 2023-C A3 5.48 05/15/2028	21,433.55		21,433.55
07/15/2025	Coupon	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026		23.60	23.60
07/15/2025	Principal Paydown	47787JAC2	60,371.39	JDOT 2022 A3 0.36 09/15/2026	3,814.77		3,814.77
07/15/2025	Coupon	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027		127.87	127.87
07/15/2025	Principal Paydown	47800AAC4	106,717.23	JDOT 2022-B A3 3.74 02/16/2027	3,859.58		3,859.58
07/15/2025	Coupon	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027		437.50	437.50

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Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
07/15/2025	Principal Paydown	47800BAC2	209,430.27	JDOT 2022-C A3 5.09 06/15/2027	10,251.76		10,251.76
07/15/2025	Coupon	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027		217.97	217.97
07/15/2025	Principal Paydown	58770AAC7	105,000.00	MBART 2023-1 A3 4.51 11/15/2027	4,672.06		4,672.06
07/15/2025	Coupon	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026		44.32	44.32
07/15/2025	Principal Paydown	89238FAD5	68,628.01	TAOT 2022-B A3 2.93 09/15/2026	4,310.82		4,310.82
07/15/2025	Coupon	91282CEY3	475,000.00	UNITED STATES TREASURY 3.0 07/15/2025		7,125.00	7,125.00
07/15/2025	Final Maturity	91282CEY3	475,000.00	UNITED STATES TREASURY 3.0 07/15/2025	475,000.00		475,000.00
07/16/2025	Coupon	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028		315.09	315.09
07/16/2025	Principal Paydown	362583AD8	115,000.00	GMCAR 2023-2 A3 4.47 02/16/2028	6,182.05		6,182.05
07/16/2025	Coupon	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027		82.38	82.38
07/16/2025	Principal Paydown	36265WAD5	75,691.76	GMCAR 2022-3 A3 3.64 04/16/2027	4,015.56		4,015.56
07/17/2025	Coupon	61747YET8	175,000.00	MORGAN STANLEY 4.679 07/17/2026		4,094.13	4,094.13
07/17/2025	Effective Maturity	61747YET8	175,000.00	MORGAN STANLEY 4.679 07/17/2026	175,000.00		175,000.00
07/17/2025	Coupon	713448FX1	295,000.00	PEPSICO INC 4.5 07/17/2029		6,637.50	6,637.50
07/18/2025	Coupon	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026		70.06	70.06
07/18/2025	Principal Paydown	43815PAC3	80,077.43	HAROT 2022-2 A3 3.73 07/20/2026	4,688.67		4,688.67
07/21/2025	Coupon	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026		166.32	166.32
07/21/2025	Principal Paydown	379929AD4	75,000.00	GMALT 2023-3 A3 5.38 11/20/2026	8,216.86		8,216.86
07/21/2025	Coupon	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027		170.39	170.39
07/21/2025	Principal Paydown	43815JAC7	70,000.00	HAROT 2023-1 A3 5.04 04/21/2027	4,105.78		4,105.78
07/21/2025	Coupon	78016HZT0	150,000.00	ROYAL BANK OF CANADA 4.875 01/19/2027		3,656.25	3,656.25
07/23/2025	Coupon	6174468C6	394,000.00	MORGAN STANLEY 4.0 07/23/2025		7,880.00	7,880.00
07/23/2025	Final Maturity	6174468C6	394,000.00	MORGAN STANLEY 4.0 07/23/2025	394,000.00		394,000.00
07/25/2025	Coupon	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026		85.90	85.90
07/25/2025	Principal Paydown	05602RAD3	155,636.15	BMWOT 2022-A A3 3.21 08/25/2026	9,950.78		9,950.78
07/25/2025	Coupon	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026		1,036.44	1,036.44
07/25/2025	Principal Paydown	3137BNGT5	500,000.00	FHMS K-054 A2 2.745 01/25/2026	10,070.94		10,070.94
07/25/2025	Coupon	3137BVZ82	320,000.00	FHMS K-063 A2 3.43 01/25/2027		914.67	914.67
07/25/2025	Coupon	3137FEBQ2	500,000.00	FHMS K-072 A2 3.444 12/25/2027		1,435.00	1,435.00
07/25/2025	Coupon	3137FETN0	465,000.00	FHMS K-073 A2 3.35 01/25/2028		1,298.13	1,298.13
07/25/2025	Coupon	3137FHPJ6	325,000.00	FHMS K-080 A2 3.926 07/25/2028		1,063.29	1,063.29
07/25/2025	Coupon	3137FJEH8	155,000.00	FHMS K-081 A2 3.9 08/25/2028		503.75	503.75

CASH FLOW REPORT



City of Gardena Cons | Account #10647 | As of August 31, 2024

Payment Date	Transaction Type	CUSIP	Quantity	Security Description	Principal Amount	Income	Total Amount
07/25/2025	Coupon	3137FJXV6	297,000.00	FHMS K-083 A2 4.05 09/25/2028		1,002.38	1,002.38
07/25/2025	Coupon	3137FJZ93	240,000.00	FHMS K-084 A2 3.78 10/25/2028		756.00	756.00
07/25/2025	Coupon	3137H4BY5	315,000.00	FHMS K-746 A2 2.031 09/25/2028		533.14	533.14
07/31/2025	Coupon	69371RS80	410,000.00	PACCAR FINANCIAL CORP 4.6 01/31/2029		9,430.00	9,430.00
July 2025 Total					1,555,176.73	66,793.51	1,621,970.24
Grand Total			142,518,549.70		10,213,129.84	939,085.54	11,152,215.37

IMPORTANT DISCLOSURES



City of Gardena Cons | Account #10647 | As of August 31, 2024

Chandler Asset Management, Inc. ("Chandler") is an SEC registered investment adviser. For additional information about our firm, please see our current disclosures (Form ADV). To obtain a copy of our current disclosures, you may contact your client service representative by calling the number on the front of this statement or you may visit our website at www.chandlerasset.com.

Information contained in this monthly statement is confidential and is provided for informational purposes only and should not be construed as specific investment or legal advice. The information contained herein was obtained from sources believed to be reliable as of the date of this statement, but may become outdated or superseded at any time without notice.

Custody: Your qualified custodian bank maintains control of all assets reflected in this statement and we urge you to compare this statement to the one you receive from your qualified custodian. Chandler does not have any authority to withdraw or deposit funds from/to the custodian account.

Valuation: Prices are provided by IDC, an independent pricing source. In the event IDC does not provide a price or if the price provided is not reflective of fair market value, Chandler will obtain pricing from an alternative approved third party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed in Item 5 of our Form ADV Part 2A.

Performance: Performance results are presented gross-of-advisory fees and represent the client's Total Return. The deduction of advisory fees lowers performance results. These results include the reinvestment of dividends and other earnings. Past performance may not be indicative of future results. Therefore, clients should not assume that future performance of any specific investment or investment strategy will be profitable or equal to past performance levels. All investment strategies have the potential for profit or loss. Economic factors, market conditions or changes in investment strategies, contributions or withdrawals may materially alter the performance and results of your portfolio.

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Index returns assume reinvestment of all distributions. Historical performance results for investment indexes generally do not reflect the deduction of transaction and/or custodial charges or the deduction of an investment management fee, the incurrence of which would have the effect of decreasing historical performance results. It is not possible to invest directly in an index.

Ratings: Ratings information have been provided by Moody's, S&P and Fitch through data feeds we believe to be reliable as of the date of this statement, however we cannot guarantee its accuracy.

Security level ratings for U.S. Agency issued mortgage-backed securities ("MBS") reflect the issuer rating because the securities themselves are not rated. The issuing U.S. Agency guarantees the full and timely payment of both principal and interest and carries a AA+/Aaa/AAA by S&P, Moody's and Fitch respectively.



CITY of GARDENA

TO: THE HONORABLE MAYOR AND CITY COUNCIL
SUBJECT: PERSONNEL REPORT

1. Report the appointment of the following individuals:
 - a. **ELIANA MONTELONGO**, to the position of Police Trainee, Schedule 200, (\$6,927/month) with the Police Department, effective September 1, 2024.
 - b. **AMOS GILBERTSON**, to the position of Police Trainee, Schedule 200, (\$6,927/month) with the Police Department, effective September 2, 2024.
 - c. **JOSHUA RODRIGUEZ JUAREZ**, to the position of Police Trainee, Schedule 200, (\$6,927/month) with the Police Department, effective September 3, 2024.
 - d. **CONSTANTINO LIMA JR**, to the position of Equipment Utility Worker I, Schedule 33 (\$3,925 - \$5,009/month) with the Transportation Department, effective September 9, 2024.
 - e. **ANGIE LIMA**, to the position of Account Clerk, Schedule 29 (\$3,556 - \$4,539/month) with the Administrative Services Department, effective September 9, 2024.
 - f. **CHANHAVY WISE**, Account Clerk, Schedule 29 (\$3,556 - \$4,539/month) with the Administrative Services Department, effective September 15, 2024.
 - g. **KENNY MARTINEZ**, Account Clerk, Schedule 29 (\$3,556 - \$4,539/month) with the Administrative Services Department, effective September 16, 2024.
 - h. **JASMIN RODRIGUEZ ORTIZ**, Police Records Technician I, Schedule 38 (\$4,441 - \$5,668/month) with the Police Department, effective September 22, 2024.
 - i. **RYAN INANA**, Police Service Officer, Schedule 42 (\$4,902 - \$6,256/month) with the Police Department, effective September 23, 2024.
2. Report the lateral appointment of **AMBER SUIT**, to the position of Administrative Analyst I, Schedule 49 (\$5,827 - \$7,436/month) with the Recreation and Human Services Department, effective September 16, 2024.
3. Report the Service Retirement of the following individuals:
 - a. **ERMA HENRY**, Paratransit Dispatcher, with the Transportation Department, effective August 8, 2024. Ms. Henry provided 13.9 years of Full Time service to the City.
 - b. **ERIC HYDE**, Police Lieutenant, with the Police Department, effective September 14, 2024. Lt. Hyde provided 17.6 years of service to the City.
4. Report the separation of **FLAVIO VARGAS**, with the Transportation Department, effective September 5, 2024. Mr. Vargas provided 5.8 years of service to the City.
5. Report the Recruitment for the Open/Competitive position of Deputy City Treasurer (Administrative Services Department). This recruitment is open until filled.
6. Report the Recruitment for the Open/Competitive position of Human Resources Coordinator (Administrative Services Department). This recruitment is open until filled.

7. Report the Recruitment for the Open/Competitive position of Police Officer/Lateral (Police Department). This is a continuous recruitment.
8. Report the Recruitment for the Open/Competitive position of Police Trainee (Police Department). This is a continuous recruitment.
9. Report the Recruitment for the Open/Competitive position of Park Maintenance Worker I (Public Works Department). This recruitment is scheduled to close October 4, 2024.
10. Report the Recruitment for the Open/Competitive position of Custodian II (Recreation and Human Services Department). This recruitment is scheduled to close October 4, 2024.
11. Report the Recruitment for the Open/Competitive position of Recreation Leader I/II (Recreation and Human Services Department). This is a continuous recruitment.
12. Report the Recruitment for the Open/Competitive position of Administrative Coordinator (Transportation Department). This recruitment is scheduled to close October 7, 2024.
13. Report the Recruitment for the Open/Competitive position of Transit Training and Safety Manager (Transportation Department). This recruitment is open until filled.
14. Report the Recruitment for the Open/Competitive position of Transit Mechanic (Transportation Department). This recruitment is open until filled.
15. Report the Recruitment for the Open/Competitive position of Transportation Operations Supervisor (Transportation Department). This recruitment is open until filled.



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 8.H
Section: CONSENT CALENDAR
Meeting Date: October 8, 2024

TO: THE HONORABLE MAYOR AND MEMBERS OF THE GARDENA CITY COUNCIL

AGENDA TITLE: Bingo License Renewal for Gardena Elks Lodge No. 1919, located at 1735 W. 162nd Street

CONTACT: COMMUNITY DEVELOPMENT

COUNCIL ACTION REQUIRED:

RECOMMENDATION AND STAFF SUMMARY:

On August 27, 2024, Elks Lodge No. 1919 submitted their annual application to renew their bingo license for their location at 1735 W. 162nd Street in the City. According to Gardena Municipal Code Section 5.16.040, a bingo license remains valid for one year, after which a renewal application must be submitted to the City for review. The City Council serves as the issuing authority for these licenses.

Elks Lodge has hosted bingo games at this location for 70 years. As part of their renewal request there is no change in their gaming hours which is Mondays from 6:00 p.m. to 12:00 a.m. Applicable departments and divisions have reviewed the applicant's request, conducted investigations, and provided analyses, which are attached for the Council's consideration. Staff respectfully recommends that the City Council approve the Elks Lodge's request for their annual bingo license renewal, including the conditions proposed by staff.

FINANCIAL IMPACT/COST:

ATTACHMENTS:

[Elks Lodge Bingo License Renewal Application.pdf](#)
[Police Department Comment Letter.pdf](#)
[Planning Division Comment Letter and Conditions.pdf](#)

APPROVED:

Clint Osorio, City Manager



DEPARTMENT of COMMUNITY DEVELOPMENT

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9530

Bingo License Application

Pursuant to the Gardena Municipal Code (GMC) Section 5.16.020, the game of bingo shall not be allowed, played, or conducted except pursuant to a license obtained from the City in the manner provided in this Chapter.

Name of Applicant/Organization (attach statement that applicant is an eligible organization under Section 5.16.030) <i>GARDENA ELK 1919</i>	
Address Where Bingo Games are to be Held <i>1735 W. 162nd Gardena CA 90247</i>	
Occupancy Capacity <i>299</i>	Length of Time Applicant has Occupied Premises <i>70 years</i>
Days and Hours Bingo is to be Conducted <i>MONDAYS 6pm - 12: AM</i>	
Length of Time Applicant has Conducted Operations in the City <i>70 years</i>	
Name and Address of Legal Property Owner <i>Gardena ELK #1919 1735 W. 162nd Gardena CA 90247</i>	

If granted a license, the applicant agrees to conduct bingo games in strict accordance with the provisions of Section 326.5 of the Penal Code of the State and this chapter, as they may be amended from time to time, and agrees that the license to conduct bingo games may be revoked by the City Manager upon the violation of any such provisions.

Where applicable, the applicant shall also submit with its application the appropriate documentation from the exemption division of the Franchise Tax Board of the State showing exemption.

We hereby declare under penalty of perjury that the foregoing is true and correct and that the applicant(s) agrees to comply with all conditions imposed with the issuance of this license.

Signature of Officer <i>Shirley M. Smith</i>	Date: <i>8/13/24</i>
Address <i>1735 W. 162nd ST Gardena CA 90247</i>	
Signature of Officer <i>[Signature]</i>	Date: <i>8/13/24</i>
Address <i>1735 W. 162nd Gardena CA 90247</i>	



STATE OF CALIFORNIA
FRANCHISE TAX BOARD
PO BOX 942857
SACRAMENTO CA 94257-0540

Entity Status Letter

Date: 8/22/2024

ESL ID: 6576348386

Why You Received This Letter

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID: 0319073

Entity Name: THE GARDENA LODGE NO. 1919 BENEVOLENT AND PROTECTIVE ORDER OF ELKS OF

- ☒ 1. The entity is in good standing with the Franchise Tax Board.
- ☐ 2. The entity is **not** in good standing with the Franchise Tax Board.
- ☒ 3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701 b.
- ☐ 4. We do not have current information about the entity.
- ☐ 5. The entity was administratively dissolved/cancelled on _____ through the Franchise Tax Board Administrative Dissolution process.

Important Information

- This information does not necessarily reflect the entity's current legal or administrative status with any other agency of the state of California or other governmental agency or body.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or if the entity did business in California at a time when it was not qualified or not registered to do business in California, this information does not reflect the status or voidability of contracts made by the entity in California during the period the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
- The entity certificate of revivor may have a time limitation or may limit the functions the revived entity can perform, or both (R&TC Section 23305b).

Connect With Us

Web: ftb.ca.gov
Phone: 800-852-5711 from 7 a.m. to 5 p.m. weekdays, except state holidays
916-845-6500 from outside the United States

California

Relay Service: 711 or 800-735-2929 (For persons with hearing or speech impairments)



GARDENA LODGE NO. 1919
BENEVOLENT AND PROTECTIVE ORDER OF ELKS
1735 West 162nd Street - Gardena, Calif. 90247-4496
(310) 327-1919 Fax (310) 327-7549

Tish McCauley

August 8, 2024

City of Gardena
Department of Community Development
1700 W 162nd St
Gardena, CA 90247

Dear Sir/Madam,

I am writing to inform you that Bob Mullikin has been appointed as the Bingo Chairman for the Gardena Elks Lodge #1919.

As the Bingo Chairman, Mr. Mullikin will be responsible for overseeing the Bingo operations and ensuring that all activities are conducted in accordance with relevant regulations and guidelines. His appointment is effective immediately.

If you require any additional information or have any questions regarding this appointment, please feel free to contact me at (310) 327-1919 or GardenaElks1919@gmail.com

Thank you for your attention to this matter.

Sincerely,

Tish McCauley

Lodge Secretary
Gardena Elks Lodge #1919

Bob Mullikin PH# 310-413-6953



MEMORANDUM

DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Police Department

DATE: August 28, 2024

FROM: Greg Tsujiuchi, Director

REF: Bingo License Renewal for 2024

SUBJ: Department Inspection & Investigation
Request

CC:

Type of Application: BINGO LICENSE (RENEWAL)
Business: Gardena Elks Lodge No.1919
Owner: Tish McCauley/Lodge Secretary
Location: 1735 W. 162nd Street
Gardena, CA 90247
Request Approval to: Renew Bingo License

Background:

Attached is a Bingo license application from Gardena Elks Lodge 1919. The organization is seeking approval to renew its bingo license. The bingo games are held every Monday. 6:00pm - 12:00am. It has been operating in the City of Gardena since 1954.

Please conduct the necessary inspections and investigation and reply by **September 10, 2024. This is set to go to the city council for approval.**

Your prompt attention to this request is greatly appreciated so we can dispose of this matter immediately.

Department Response

Name of Department: **Police Department**

Complaints have been received in the past regarding this location (if yes, see attached information): ☐ Yes ☐ No

☒ Recommend Approval

☐ Recommend Approval with
Additional Conditions (see List of
Conditions)

☐ Recommend Denial – See
comments below/attached Memo.

☐ Comments (Please list conditions/comments here or attach a separate memo)

Department Head Signature

Date

9/12/24

P. Fox for CHIEF SAFFEL



MEMORANDUM

GARDENA POLICE DEPARTMENT

To: Michael Saffell
Chief of Police

DATE: September 2nd, 2024

FROM: Chris Mendez
SIU Detective

REF:

SUBJ: Elks Lodge #1919 Bingo Permit Renewal CC: Chain of Command

Per Gardena Municipal Code Chapter 5.32.070 the Gardena Police Department recommends that the City Council approves the Bingo Renewal Permit Application for **Gardena Elks Lodge No. 1919** based on the following results:

- On August 13th, 2024, a completed Bingo Permit Renewal application was submitted to the City of Gardena Community Development Department by **Tish McCauley**, the lodge secretary of the Gardena Elks Lodge at 1735 W 162nd St in Gardena.
- The Elks Lodge secretary's (Tish McCauley) background was checked using DMV, WANTS, Tiburon, and Mark43 databases and those results were negative.
- There have been 2 Mark 43 police reports taken by Gardena PD at the location since 2019, but none of the reports were associated directly with the business or any activities that took place there. The reports were related to an intoxicated female walking in front of the address and a 72hr detention of a subject for mental health issues.
- A calls-for-service check was completed on September 2nd, 2024. There was 1 recent call for service since 2020 associated with the address of the business. The call for service was related to a female who was causing a disturbance outside of the business. The female was not directly associated with the business.
- A business check of Gardena Elks Lodge #1919 was conducted on the CA Secretary of State website. Gardena Elks Lodge #1919 is in "Good" standing in all areas and listed Tish McCauley as the current Agent. Elks Lodge #1919 was listed as a 503© non-profit organization.
- The Elks Lodge #1919 has been operating at the location for 70 years and has been issued a permit for Bingo by Gardena CDD in the past.
- The Gardena Elks Lodge #1919 will be providing parking for attendees of the event inside their private parking lot.



MEMORANDUM
DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Police Department

DATE: August 28, 2024

FROM: Greg Tsujiuchi, Director

REF: Bingo License Renewal for 2024

SUBJ: Department Inspection & Investigation
Request

CC:

Type of Application: BINGO LICENSE (RENEWAL)
Business: Gardena Elks Lodge No.1919
Owner: Tish McCauley/Lodge Secretary
Location: 1735 W. 162nd Street
Gardena, CA 90247
Request Approval to: Renew Bingo License

Background:

Attached is a Bingo license application from Gardena Elks Lodge 1919. The organization is seeking approval to renew its bingo license. The bingo games are held every Monday. 6:00pm - 12:00am. It has been operating in the City of Gardena since 1954.

Please conduct the necessary inspections and investigation and reply by **September 10, 2024**. This is set to go to the city council for approval.

Your prompt attention to this request is greatly appreciated so we can dispose of this matter immediately.

Department Response

Name of Department: Planning

Complaints have been received in the past regarding this location (if yes, see attached information): ☐ Yes ☐ No

☐ Recommend Approval

☒ Recommend Approval with
Additional Conditions (see List of
Conditions)

☐ Recommend Denial – See
comments below/attached Memo.

☒ Comments (Please list conditions/comments here or attach a separate memo)

Department Head Signature

Amanda Adams

Date

9/23/24



MEMORANDUM

DEPARTMENT of COMMUNITY DEVELOPMENT

TO: Amanda Acuna, Community Development Manager DATE: September 23, 2024
FROM: Kevin La, Planning Assistant REF: Bingo License Renewal for 2024
SUBJ: Re: Department Inspection & Investigation Request CC:

The Planning Division is recommending approval of a Bingo License Renewal for Gardena Elks Lodge No. 1919, at 1735 West 162nd Street, to hold bingo games every Monday from 6:00 PM to 12:00 AM.

The subject property is currently in the General Commercial (C-3) zone with a Housing Overlay 5 (HO-5). Pursuant to Gardena Municipal Code Section 18.32.030(T), lodges and meeting halls are subject to a Conditional Use Permit. As the property has been operating in such a manner since 1954 without a Conditional Use Permit, the use is considered legal nonconforming. Therefore, the property and uses shall comply with all regulations of Section 18.54.040 of the Gardena Municipal Code.

This recommendation of approval, for the Bingo License, is subject to comply with all provisions of the Gardena Municipal Code (GMC) and the conditions listed below.

1. The Applicant shall comply with all provisions of Chapter 5.16 of the GMC.
2. Bingo can only be conducted on Mondays from 6:00 PM to 12:00 PM. If the business wishes to change these hours, it must be brought forth to the City Council for review through a new bingo license application.
3. All business and bingo uses shall be conducted within the enclosed building located at 1735 West 162nd Street.
4. The Applicant shall comply with all provisions set forth in Chapter 8.36 of the Gardena Municipal Code, on any use of sound amplification equipment, and restrictions on the amount of noise generated.
5. The Applicant shall keep the subject property in a neat, clean, and orderly manner at all times.
6. The bingo license is subject to an annual bingo license renewal application and shall be accompanied by the renewal fee established by resolution of the City Council.



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 8.I
Section: CONSENT CALENDAR
Meeting Date: October 8, 2024

TO: THE HONORABLE MAYOR AND MEMBERS OF THE GARDENA CITY COUNCIL

AGENDA TITLE: Acceptance and Notice of Completion for the Storm Drain Debris Screen FY 2020/2021 and 2021/2022 Project, JN 998/999

CONTACT: PUBLIC WORKS

COUNCIL ACTION REQUIRED:

RECOMMENDATION AND STAFF SUMMARY:

Staff respectfully recommends that the City Council accept the work performed by United Storm Water, Inc. and order the recordation of the Notice of Completion for the Storm Drain Debris Screen FY 20/21 and 21/22 Project at various locations, JN 998/999.

This project installed 150 Connector Pipe Screens (CPS) units in catch basins throughout the City. CPS units are designed to prevent trash from getting into the ocean by capturing them at each catch basin. These catch basins were identified based on the priority land use characterizations (density level) as required by the Statewide Trash Provisions.

Sufficient funds to complete this project were adopted in the fiscal year 2020-2021 and 2021-2022 budget by the City Council.

FINANCIAL IMPACT/COST:

Amount of Expense: Design and Construction Support \$88,089, Construction \$177,169.

Source of Funds: Measure W Funds

ATTACHMENTS:

[NOC JN 998 and 999.pdf](#)

APPROVED:

Clint Osorio, City Manager

RECORDING REQUESTED BY:
WHEN RECORDED MAIL TO:

Mina Semenza, City Clerk

1700 W. 162nd Street

Gardena, CA 90247

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that:

1. The undersigned is the duly authorized representative of the City of Gardena, a Municipal Corporation of the State of California located within the County of Los Angeles in said State at 1700 West 162 Street, Gardena, California 90247.
2. That on the 12th day of Dec., 2023, the City Council of said City entered into contract with United Storm Water, Inc. whose address is 14000 E. Valley Blvd., Industry, Ca. 91746 for the improvement titled Storm Drain Debris Screen FY 20/21 and 21/22 Project, JN 998 and 999 in accordance with City of Gardena Plans and Specifications.
3. That all of the work and improvement was located at Various Locations in said City. The owner of the location is the City of Gardena.
4. That all of the work and improvement contemplated in and under said contract was substantially completed on June 28, 2024.
5. That the City Council formally accepted this work and improvement on Oct. 8, 2024.
6. That the Surety on the Performance Bond and the Labor and Material Bond of said Contractor under said contract was, and is, the Arch Insurance Company whose address is 550 South Hope Street, Suite 2600 Los Angeles, Ca. 90017

The undersigned, being first duly sworn, states: That he is the duly authorized representative of the City of Gardena, the political subdivision of the State of California which conducted the proceedings for the improvement titled Storm Drain Debris Screen FY 20/21 and 21/22 Project, JN 998 and 999 in said City, that he has read the foregoing "Notice of Completion" and knows the facts recited therein are true.

IN WITNESS THEREOF, I have hereunto subscribed my name as the duly authorized representative of said City this ____ day of _____ 2024.

City of Gardena

JESUS DE CASTRO



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 8.J
Section: CONSENT CALENDAR
Meeting Date: October 8, 2024

TO: THE HONORABLE MAYOR AND MEMBERS OF THE GARDENA CITY COUNCIL

AGENDA TITLE: Acceptance and Notice of Completion for the Rosecrans Community Center Project, Chase Building Demolition Phase, JN 972

CONTACT: PUBLIC WORKS

COUNCIL ACTION REQUIRED:

RECOMMENDATION AND STAFF SUMMARY:

Staff respectfully recommends that City Council accept the work performed by Integrated Demolition and Remediation, Inc., and order the recordation of the Notice of Completion for the Rosecrans Community Center Project, Chase Building Demolition Phase, JN 505.

The demolition phase of the Rosecrans Community Center Project has been completed. This phase includes demolition, removal and disposal of the existing building, soil grading, removal of hazardous materials, and all other site hardscapes as specified in the plans and specifications.

Sufficient funds to complete this project were appropriated by City Council in the FY 2024/25 Capital Improvement Budget using CDBG Funds.

FINANCIAL IMPACT/COST:

Amount of Expense: \$427,965 (Construction Phase)

Funding Source: CDBG

ATTACHMENTS:

[JN 505 NOC_RCC Chase Bldg Demo.pdf](#)

APPROVED:

Clint Osorio, City Manager

RECORDING REQUEST BY AND MAIL TO:

Mina Semenza, City Clerk
City of Gardena
1700 W. 162nd Street
Gardena, CA 90247

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that:

1. The undersigned is the duly authorized representative of the City of Gardena, a Municipal Corporation of the State of California located within the County of Los Angeles in said State at 1700 West 162 Street, Gardena, California 90247.
2. That on the 28th day of May 2024, the City Council of said City entered into contract with Integrated Demolition and Remediation, Inc. whose address is 4938 E. La Palma Ave, Anaheim, CA 92807 for the improvement titled Rosecrans Community Center Project – Chase Building Demolition Phase, JN 505 in accordance with City of Gardena Plans and Specifications.
3. That all of the work and improvement was located at 2501 Rosecrans Avenue, Gardena in said City. The owner of the location is the City of Gardena.
4. That all of the work and improvement contemplated in and under said contract was substantially completed on September 6, 2024.
5. That the City Council formally accepted this work and improvement on October 8, 2024.

The undersigned, being first duly sworn, states: That he is the duly authorized representative of the City of Gardena, the political subdivision of the State of California which conducted the proceedings for the improvement titled Rosecrans Community Center Project, Chase Building Demolition Phase, JN 505 in said City, that he has read the foregoing "Notice of Completion" and knows the facts recited therein are true.

IN WITNESS THEREOF, I have hereunto subscribed my name as the duly authorized representative of said City this ____ day of _____ 2024.

City of Gardena

Kevin Kwak



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 8.K
Section: CONSENT CALENDAR
Meeting Date: October 8, 2024

TO: THE HONORABLE MAYOR AND MEMBERS OF THE GARDENA CITY COUNCIL

AGENDA TITLE: Approval of Final Parcel Map No. 82410

CONTACT: PUBLIC WORKS

COUNCIL ACTION REQUIRED:

RECOMMENDATION AND STAFF SUMMARY:

Staff respectfully recommends that the City Council :

1. Find the final map compiles with the Subdivision Map Act and the Subdivision Ordinance of the City.
2. Find the final map in compliance and consistent with the previously approved tentative map and the Mitigating measures of the environmental review.
3. Approve the final parcel map.

On April 16, 2019, the Planning and Environmental Quality Commission approved tentative Parcel Map 82410. The approved tentative parcel map incorporated all requirements of the City of Gardena, including the Planning and Environmental quality Commission. The final map has been checked by the City Surveyor for compliance with the State Subdivision Map Act, the City of Gardena Public Works for compliance with local requirements, and Community Development Department for compliance with Land Use General plan Requirements, and the City Treasurer for outstanding assessments.

All departments have reviewed the map and did not find any violations. The map is acceptable and ready for recordation. This map can be found on file in Engineering.

FINANCIAL IMPACT/COST:

N/A

ATTACHMENTS:

[Parcel Map No. 82410.pdf](#)

APPROVED:

A handwritten signature in blue ink, appearing to read "Clint Osorio", is centered within a light gray rectangular box.

Clint Osorio, City Manager

PARCEL MAP NO. 82410

IN THE CITY OF GARDENA
COUNTY OF LOS ANGELES,
STATE OF CALIFORNIA

BEING A SUBDIVISION OF A PORTION OF LOT 77 OF THE MCDONALD TRACT IN
THE CITY OF GARDENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA AS PER
MAP RECORDED IN BOOK 15, PAGES 21 AND 22 OF MISCELLANEOUS RECORDS,
IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

CHRISTOPHER W. VASSALLO P.L.S. 8418 DCA CIVIL ENGINEERING GROUP

RECORD OWNER

THE SIGNATURES OF THE PARTIES NAMED HEREINAFTER WILL BE REQUIRED AS
OWNERS OF THE HEREIN NAMED INTEREST OF LAND, PURSUANT TO THE
PROVISIONS OF SECTION 66436 OF THE SUBDIVISION MAP ACT.

NATURE OF INTEREST: FEE

By: John Kazuo Hurt, Owner
JOHN KAZUO HURT, OWNER

CANADY FAMILY TRUST DATED SEPTEMBER 26, 2018 (OWNER)

By: Benny R. Canady, Trustee By: Nancy M. Canady-Hurt, Trustee
BENNY R. CANADY, TRUSTEE NANCY M. CANADY-HURT, TRUSTEE

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE
VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE
DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE
TRUTHFULNESS, ACCURACY OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA

COUNTY OF Los Angeles

ON August 27, 2024 BEFORE ME, Mary Margaret Prete, Notary Public
(INSERT NAME AND TITLE OF THE OFFICER)

PERSONALLY APPEARED John Kazuo Hurt,

Benny R. Canady and Nancy M. Canady-Hurt
WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE
THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN
INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED
THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY
HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR
THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED
THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE
OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.

SIGNATURE Mary Margaret Prete, Notary Public

NAME Mary Margaret Prete

MY PRINCIPAL PLACE OF BUSINESS Ventura COUNTY

MY COMMISSION NUMBER 2475704

MY COMMISSION EXPIRES December 9, 2027

LOS ANGELES COUNTY TAX CERTIFICATES

I HEREBY CERTIFY THAT ALL CERTIFICATES HAVE BEEN FILED AND
DEPOSITS HAVE BEEN MADE THAT ARE REQUIRED UNDER THE PROVISIONS
OF SECTIONS 66492 AND 66493 OF THE SUBDIVISION MAP ACT.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE COUNTY OF LOS
ANGELES, STATE OF CALIFORNIA.

BY _____ DEPUTY _____ DATE _____

I HEREBY CERTIFY THAT SECURITY IN THE AMOUNT OF \$ _____
HAS BEEN FILED WITH THE EXECUTIVE OFFICER, BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES AS SECURITY FOR THE PAYMENT OF
TAXES AND SPECIAL ASSESSMENTS COLLECTED AS TAXES ON THE
LAND SHOWN ON MAP OF PARCEL MAP NO. 82410 AS REQUIRED BY
LAW.

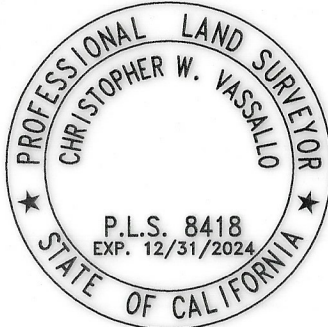
EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF
THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY _____ DEPUTY _____ DATE _____

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND WAS
COMPILED FROM RECORD DATA IN CONFORMANCE WITH THE
REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT
THE REQUEST OF NANCY CANADY ON JANUARY 5, 2023. I HEREBY
STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE
APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY.

Christopher W. Vassallo 8/28/24
CHRISTOPHER W. VASSALLO, P.L.S. 8418 DATE



CITY ENGINEER'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP; THAT THE
SUBDIVISION AS SHOWN IS SUBSTANTIALLY THE SAME AS IT APPEARED ON
THE TENTATIVE MAP, IF REQUIRED, AND ANY APPROVED ALTERATIONS
THEREOF; THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND OF
ANY LOCAL SUBDIVISION ORDINANCES OF THE CITY OF GARDENA
APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE
BEEN COMPLIED WITH.

H. Allan Rigg 9/26/24
H. ALLAN RIGG DATE
DIRECTOR OF PUBLIC WORKS/CITY ENGINEER
CITY OF GARDENA
R.C.E. 049632

CITY SURVEYORS STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND THAT I AM
SATISFIED THAT THIS MAP IS TECHNICALLY CORRECT

David G. Gilbertson 9/9/24
DAVID G. GILBERTSON DATE
L.S. NO. 6941
ACTING CITY SURVEYOR



CITY CLERK CERTIFICATE

I HEREBY CERTIFY THAT THE CITY COUNCIL OF THE CITY OF GARDENA ON
_____, 2024 APPROVED THIS MAP.

CITY CLERK, CITY OF GARDENA DATE

SPECIAL ASSESSMENT STATEMENT

I HEREBY STATE THAT ALL SPECIAL ASSESSMENTS LEVIED UNDER THE
JURISDICTION OF THE CITY OF GARDENA TO WHICH THE LAND INCLUDED
IN THE WITHIN SUBDIVISION OR ANY PART THEREOF IS SUBJECT, AND
WHICH MAY BE PAID IN FULL, HAVE BEEN PAID IN FULL.

[Signature] 09/25/2024
CITY TREASURER DATE
CITY OF GARDENA

SCALE: 1" = 30'



PARCEL MAP NO. 82410

SHEET 2 OF 2 SHEETS

IN THE CITY OF GARDENA
COUNTY OF LOS ANGELES,
STATE OF CALIFORNIA

BEING A SUBDIVISION OF A PORTION OF LOT 77 OF THE MCDONALD TRACT IN
THE CITY OF GARDENA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA AS PER
MAP RECORDED IN BOOK 15, PAGES 21 AND 22 OF MISCELLANEOUS RECORDS,
IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

LEGEND

INDICATES THE BOUNDARY OF THE
LAND BEING SUBDIVIDED BY THIS MAP

RECORD DATA NOTE

RECORD DATA IS FROM PARCEL MAP
NO. 518-75, PER MAP RECORDED IN
BOOK 66, PAGE 96, OF PARCEL MAPS,
RECORDS OF LOS ANGELES COUNTY.

EASEMENT NOTES:

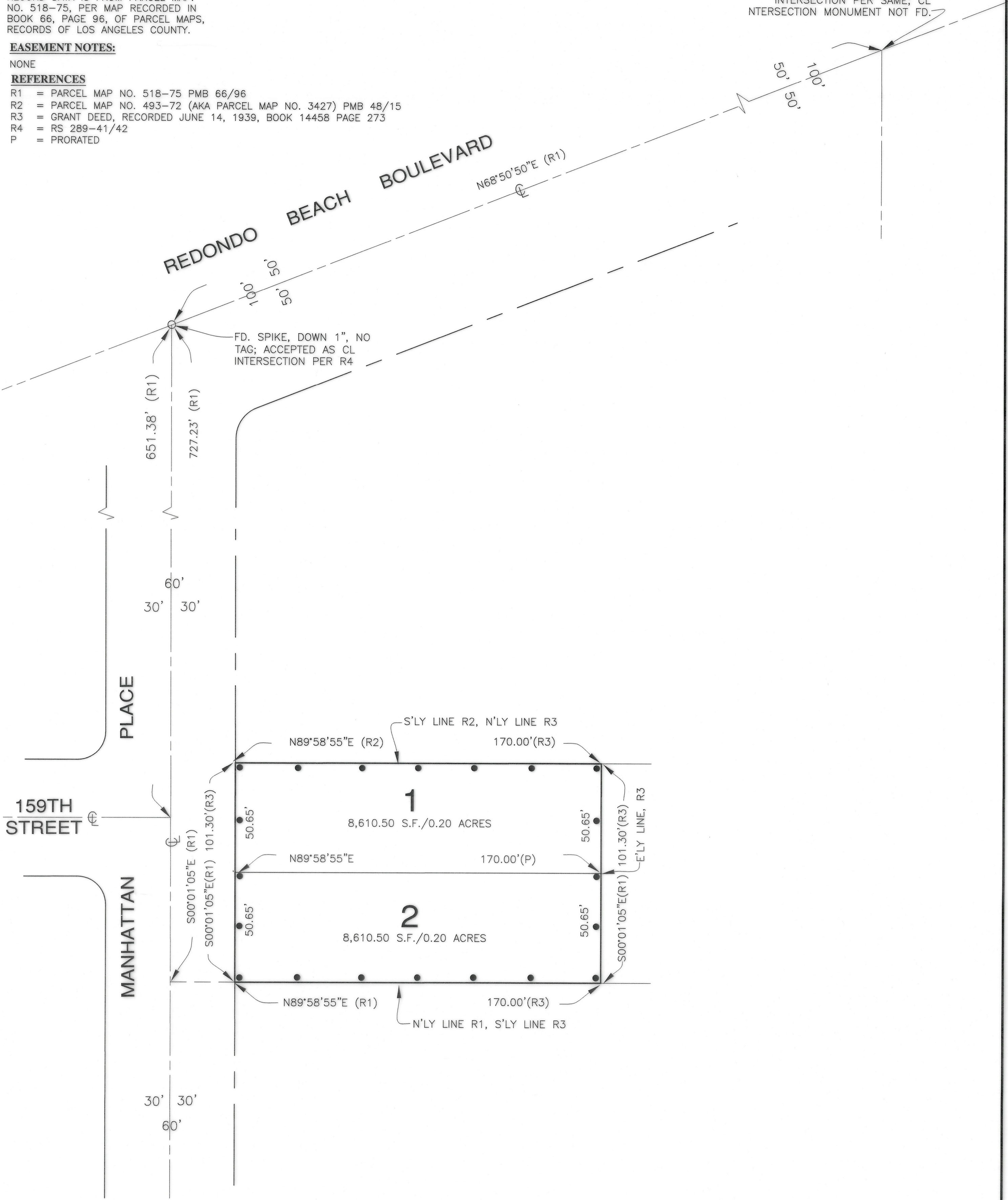
NONE

REFERENCES

- R1 = PARCEL MAP NO. 518-75 PMB 66/96
- R2 = PARCEL MAP NO. 493-72 (AKA PARCEL MAP NO. 3427) PMB 48/15
- R3 = GRANT DEED, RECORDED JUNE 14, 1939, BOOK 14458 PAGE 273
- R4 = RS 289-41/42
- P = PRORATED

CHRISTOPHER W. VASSALLO P.L.S. 8418 DCA CIVIL ENGINEERING GROUP

FD. 4 THROW OVER TIES, L&TAG
RCE 28918, PER PWFB
0719-2464, ACCEPTED AS CL
INTERSECTION PER SAME; CL
INTERSECTION MONUMENT NOT FD.





City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 8.L
Section: CONSENT CALENDAR
Meeting Date: October 8, 2024

TO: THE HONORABLE MAYOR AND MEMBERS OF THE GARDENA CITY COUNCIL

AGENDA TITLE: RESOLUTION NO. 6682, Adopting the City of Gardena 2024 Local Hazard Mitigation Plan

CONTACT: PUBLIC WORKS

COUNCIL ACTION REQUIRED:

RECOMMENDATION AND STAFF SUMMARY:

The Federal Disaster Management Act of 2000 requires every local, county and state government to have an approved Local Hazard Mitigation Plan (LHMP) in order to be eligible for pre-disaster and post-disaster grants and funding. Agencies are expected to update the plan every five (5) years. The City's previous LHMP was approved by the California Governor's Office of Emergency Services (Cal OES) and Federal Emergency Management Agency (FEMA) in 2012.

In September 2023, the City Council reviewed and approved the submission of the draft of the updated LHMP. Following this, additional updates were made for the LHMP based on revision requests that other municipalities were receiving from Cal OES and FEMA. In February 2024, the plan was submitted to Cal OES and FEMA for review, and it has since been approved by both agencies.

Once the LHMP is adopted, the City is eligible to receive pre-disaster grants and funding.

Staff respectfully recommends that the City Council adopt the Resolution for the City of Gardena's 2024 Local Hazard Mitigation Plan. The LHMP addresses potential impacts from both natural and human-made hazards and provides guidance for implementing mitigation strategies.

FINANCIAL IMPACT/COST:

Once the LHMP is approved, the City is eligible to apply for grants (Hazard Mitigation Grant Program, Building Resilient Infrastructure & Communities and the National Flood Insurance Program)

ATTACHMENTS:

[2024 Local Hazard Mitigation Plan.pdf](#)
[LHMP FEMA Approval.pdf](#)

APPROVED:

A handwritten signature in blue ink, appearing to read "Clint Osorio", is written over a light gray rectangular background.

Clint Osorio, City Manager



City of Gardena

Draft Hazard Mitigation Plan

June 2023

Prepared By:
Risk Management Professionals
8717 Research Drive, Suite 150, Irvine, California 92618
949/282-0123 www.RMPCorp.com



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ES.1 Plan Requirements and Objectives

The City of Gardena Hazard Mitigation Plan is a living document that reflects ongoing hazard mitigation activities. Hazard mitigation involves strategies to reduce short- and long-term vulnerability to identified hazards. This document serves as the framework for the ongoing identification and implementation of hazard mitigation strategies developed in the City.

Background Information

In 2000, the United States Congress determined that disasters and, more importantly, lack of preparedness for disasters, were significant causes of loss of life, human suffering, loss of income, and property loss and damage. Furthermore, because disasters often disrupt the normal functioning of governments and communities and adversely affect individuals and families with great severity, special measures designed to assist the efforts of the affected States in expediting the rendering of aid, assistance, and emergency services, and the reconstruction and rehabilitation of devastated areas, were necessary. As a result, Congress passed the Disaster Mitigation Act of 2000 (DMA 2000), or Public Law 106-390, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act. This provides an opportunity for States, Tribal governments, and local jurisdictions to apply for assistance from the Federal government in carrying out their responsibilities to alleviate the suffering and damage which results from such disasters by:

- a. revising and broadening the scope of existing disaster relief programs;
- b. encouraging the development of comprehensive disaster preparedness and assistance plans, programs, capabilities, and organizations by the States and by local governments;
- c. achieving greater coordination and responsiveness of disaster preparedness and relief programs;
- d. encouraging individuals, States, and local governments to protect themselves by obtaining insurance coverage to supplement or replace governmental assistance;
- e. encouraging hazard mitigation measures to reduce losses from disasters, including development of land use and construction regulations; and
- f. providing Federal assistance programs for both public and private losses sustained in disasters.

DMA 2000 allows State, Tribal, and local jurisdictions to obtain Federal assistance through pre-disaster hazard mitigation planning. As part of the requirements for receiving Federal grants for improving a locality's resistance to disasters, each locality must determine their existing vulnerabilities and develop a plan to reduce or eliminate these vulnerabilities and must have this plan approved by the appropriate State officials. Upon approval of this plan, each locality is eligible to receive various types of disaster-related assistance through FEMA's Hazard Mitigation Assistance (HMA) Program. This includes the Pre-Disaster Mitigation (PDM) program and Hazard Mitigation Grant Program (HMGP) which releases grant funds before and after a hazard event as well as the Flood Mitigation Assistance Grant (FMA) Program which appropriates funds for projects and planning that will reduce long-term risk of flood damage to structures insured under the National Flood Insurance Program (NFIP).

The PDM program provides funds for hazard mitigation planning and the implementation of mitigation actions prior to a disaster event. These grants are funded and approved through the Federal Emergency Management Agency (FEMA) on a competitive basis. The HMGP provides grants to implement long-term hazard mitigation measures after a major disaster declaration. These grants are funded by FEMA but are distributed by the State. In California, that agency is the Governor's Office of Emergency Services (Cal OES).

FEMA has developed guidance to assist communities in developing both the vulnerability assessments and plans to reduce or eliminate their vulnerabilities to disasters. These tools, coupled with techniques from the safety and security industries were used to develop the City's Hazard Mitigation Plan. Additional information regarding the HMGP and PDM programs can be found in FEMA's "Hazard Mitigation Assistance Unified Guidance" document, located in FEMA's Hazard Mitigation Assistance portal (<http://www.fema.gov/hazard-mitigation-assistance>). Additional information including guidance and regulations can be found at the Cal OES's Local Hazard Mitigation Planning Program portal (http://hazardmitigation.calema.ca.gov/plan/local_hazard_mitigation_plan_lhmp).

In order to be eligible for certain Federal disaster assistance and mitigation funding, the City of Gardena is required to have a Cal OES- and FEMA-approved Hazard Mitigation Plan in place. As a result, the City obtained grant funding to update this document to fulfill Cal OES and FEMA requirements and provide direction and guidance on implementing hazard mitigation actions on a hazard-level, probability, and cost-priority basis. The overall goal of the Hazard Mitigation Plan is to reduce the potential for damage to critical assets from natural and man-made hazards. In addition, the plan describes past and current

hazard mitigation activities and philosophies and outlines future mitigation goals and strategies.

FEMA Requirements

FEMA requires that the Hazard Mitigation Plan meet certain requirements. First, the planning process must be open and public, and must allow the public to have an opportunity to comment during the drafting stage and prior to plan approval. Second, the process must allow other local jurisdictions to be involved in the planning process. Third, the Plan must incorporate, if appropriate, existing plans, studies, reports, and technical information.

FEMA expects that each Hazard Mitigation Plan have the following information:

1. Documentation of the ***planning process*** used to develop the plan
2. A ***risk assessment*** that provides a factual basis for upgrades and recommendations
3. A ***description of the natural hazards*** that can affect the jurisdiction
4. A ***description of the jurisdiction's vulnerability*** to these hazards
5. A ***description of land usage***, and an ***estimate of losses*** should a disaster occur
6. A ***mitigation strategy***
7. A plan ***maintenance process***
8. ***Documentation*** that the plan has been adopted by the jurisdiction's governing body
9. ***Review*** by the State Hazard Mitigation Officer

ES.2 Mitigation Definition

Mitigation is the ongoing effort to prevent or lessen future emergency or disaster incidents, and the impacts they might have on people, property, and the environment. Examples of mitigation activities include the following:

- Legislation, laws, and regulations;
- Variances;
- Zoning and land use management;
- Engineering and building codes;
- Hazard mitigation plans & teams;
- Technical guidance & assistance;
- Financial assistance;
- Hazard Identification;
- Risk Analysis;
- Evaluation;
- Research; and
- Education.

Mitigation decreases the demand for emergency response resources, reduces the principal causes of injuries and deaths, enables a quicker lifesaving response and economic recovery because the community infrastructure remains intact, and reduces the societal impacts of the emergency because it results in less disruption to the social environment. In essence, mitigation is the foundation of sustainable community development.

ES.3 Planning Process Summary

Hazard mitigation planning is a dynamic process built on realistic assessments of past and present information that enables the City to anticipate future hazards and provide mitigation strategies to address possible impacts and identified needs. The overall approach to the Hazard Mitigation Plan included developing a baseline understanding of natural and man-made hazards, determining ways to reduce those risks, and prioritizing mitigation recommendations for implementation.

To complete these objectives, the City of Gardena compiled a qualified team with various expertise, including risk management, public safety and health, engineering and public works, water infrastructure, and emergency response agencies to participate on a Steering Committee to guide the development of the City's comprehensive Hazard Mitigation Plan. In addition, the Steering Committee solicited public involvement throughout the planning process, including the release of a public survey through the City's website and social media outlets, allowing the public to comment during the drafting stage, and making the draft Plan available to allow the public to comment on its content. Chapter 1: Planning Process contains descriptions of the Planning process, including information on the Steering Committee and public involvement.

ES.4 Hazard Analysis

The City of Gardena is vulnerable to a wide range of natural and man-made hazards that threaten life and property. In order to identify the hazards that the City and neighboring communities perceive as the largest threat, each member of the Steering Committee participated in the Hazard Identification Workshop during the first Steering Committee Meeting. The Steering Committee brainstormed potential hazards based on past incidents that have impacted the City and information incorporated from other studies. (Incorporated Plans and studies are described in Section 1.3 “Review and Incorporation of Existing Plans”). Each identified hazard was then qualitatively ranked based upon hazard probability/frequency, consequence/severity, and the City’s overall vulnerability using an interactive model. Section 3.2 Hazard Identification contains detailed information regarding the hazard ranking. Table ES.1 provides a summary of the hazard ranking.

Table ES.1: City of Gardena Hazard Ranking Summary

Hazard Rank
High
Moderately High
Earthquake
Hazardous Material Release
Moderate
Pipeline Failure
Windstorm
Moderately Low
Disease Outbreak
Urban Fire
Adversarial Events
Flood
Low
Drought

Asset Inventory and Loss Estimates

In addition to the hazard profiles, the Risk Assessment contains a detailed asset inventory that lists the City's assets, such as buildings, parks, public facilities, and critical non-City assets, such as hospitals and schools. This asset inventory was used in the vulnerability assessment to estimate potential losses for each hazard. The Steering Committee reviewed each hazard and assigned a potential percentage of damage expected. This also included loss of function values for lifeline and emergency service interruptions. Section 3.17 Loss Estimates, includes a detailed breakdown of the vulnerability assessment calculations.

Table ES.2: Loss Estimate Summary

Hazard	Estimated Losses
Earthquake	\$19,218,000
Hazardous Material Release	\$3,057,000
Pipeline Failure	\$3,502,000
Windstorm	\$1,560,000
Disease Outbreak	\$77,000
Urban Fire	\$3,898,000
Adversarial Events	\$293,000
Flood	\$340,000
Drought	\$8,422,000

Note: A total value is not included since it is not expected for all hazards to occur simultaneously. Loss estimate values were determined through an in-person exercise. Supporting data can be found in Section 3.13 "Loss Estimates"

ES.5 Mitigation Strategies and Implementation Plan

Plan Goals and Objectives

As part of the development process, Plan goals and objectives were revalidated to provide a framework for mitigating hazards and proposing potential mitigation actions. The goals are consistent with the California State Hazard Mitigation Plan and the Los Angeles County Hazard Mitigation Plan and were developed by the Steering Committee. The City's overall Plan goals are to:

1. Protect Life, Property, and Commerce
2. Promote Public Awareness
3. Protect the Environment
4. Develop and Expand Partnerships and Implementation
5. Enhance Emergency Services Capabilities

In addition to the overall Plan goals, individual objectives were developed that more specifically address mitigation strategies. Section 4.1 Mitigation Goals and Objectives contains the full list of the Plan goals and objectives.

Mitigation Strategies

Mitigation strategies are administrative and/or engineering project recommendations to reduce the vulnerability to the identified hazards. The Steering Committee identified specific mitigation actions to reduce the impact or likelihood of the hazards. The specific objectives served as a starting point for developing the mitigation actions, and additional actions were taken from the Safety Element of the City's General Plan.

Implementation Plan

Following the identification of mitigation actions, a simplified Benefit-Cost Review was applied in order to prioritize the mitigation actions for implementation. The priority for implementing mitigation actions depended upon the overall cost effectiveness of the action, when taking into account monetary and non-monetary costs and benefits associated with each action. Additionally, the following questions were considered when developing the Benefit-Cost Review:

- How many people will benefit from the action?
- How large of an area is impacted?
- How critical are the facilities that benefit from the action?

- Environmentally, does it make sense to do this project for the overall community?

The Benefit-Cost Review yielded a relative priority ranking (High, Medium, or Low) for each mitigation action. Each ranking was defined as follows.

- High: Benefits are perceived to exceed costs without further study or evaluations; or the action is critical.
- Medium: Benefits are perceived to exceed costs but may require further study or evaluation prior to implementation.
- Low: Benefits and costs require evaluation prior to implementation.

Mitigation actions identified as high priority are typically implemented before lower ranked actions. Results from the Benefit-Cost Review are located in Chapter 4.4 Prioritization of Mitigation Recommendations. The Steering Committee considered responsible departments, funding resources, and estimated implementation timeframe when developing the implementation plan.

Chapter 4 Mitigation Strategies contains additional information regarding the mitigation strategies and implementation plan. Table ES.3 on the following pages provides a summary of each mitigation action, including the hazard(s) mitigated, responsible agency/department, and relative priority rank taken from the Benefit-Cost Review.

Table ES.3: Mitigation Action Summary

Action ID	Mitigation Action	Hazards Mitigated	Responsible Agency/Dept.	Priority
2022.HMP.01	Consider purchasing mobile generators to generate backup power in the event of an emergency.	All	Public Works	High
2022.HMP.02	Consider posting the hazard mitigation plan on the City website to provide awareness for natural hazards.	All	Public Works	High
2022.HMP.03	Consider developing and distributing public education materials for natural hazards.	All	Public Works	Medium
2022.HMP.04	Consider outfitting the Nakaoka Center for use as a dedicated alternate EOC location.	Multi-Hazard	Police Department	Medium
2022.HMP.05	Continue to ensure that new buildings comply with CBC seismic requirements.	Earthquake	Community Development	High
2022.HMP.06	Consider reviewing existing City facilities for potential seismic vulnerabilities and implement mitigation projects accordingly.	Earthquake	Community Development /Public Works	Medium
2022.HMP.07	Provide updated information to the public on the impacts of a release from the Torrance Refinery including first response actions (Shelter-in-Place, PPE, etc.) and community resources for relief.	Hazardous Material Release	Police, Fire, and Public Works	Medium
2022.HMP.08	Continue to coordinate with pipeline owners throughout the City including So Cal Gas, Chevron, Golden State Water, So Cal Edison, ATT, and MCI to minimize potential damage to facilities during construction activities.	Pipeline Failure	Public Works Inspector	Medium

Action ID	Mitigation Action	Hazards Mitigated	Responsible Agency/Dept.	Priority
2022.HMP.09	Expand the ongoing implementation of tree trimming throughout the City.	Windstorm	Public Works	High
2022.HMP.10	Consider emergency backup power for critical City facilities. (Battery back-up system)	Windstorm	Public Works	High
2022.HMP.11	Expand community outreach with regard to protective measures and resources to deal with disease outbreak situations. Provide the information in Spanish and English to ensure all members of the community have access to information.	Disease Outbreak	Human Services	Medium
2022.HMP.12	Work with Golden State Water to improve water lines throughout the City to increase flow rates and water pressures to support fire suppression capabilities	Urban Fire	Public Works	Medium
2022.HMP.13	Expand active-shooter classes to be made available for the community.	Adversarial Events	Police Department	High
2022.HMP.14	Update plan check review policies to include language to consider the structure defensibility for permitting.	Adversarial Events	Community Development/ Fire Department/ Police Department	Medium
2022.HMP.15	Ensure flood mitigation remains a priority.	Flood	Public Works	Low
2022.HMP.16	Determine ways to utilize reclaimed water for landscaping throughout the City and implement capital projects accordingly.	Drought	Public Works	Medium
2022.HMP.17	Assist Golden State Water to implement State-mandated water restrictions throughout the City.	Drought	Community Development (Code Enforcement)/ Public Works	High

Action ID	Mitigation Action	Hazards Mitigated	Responsible Agency/Dept.	Priority
2022.HMP.18	Supplement Golden State Water outreach by providing additional information to the community on water-wise landscaping	Drought	Community Development	Low
2022.HMP.19	Continue to coordinate with agencies to implement water use restrictions and projects during periods of drought and water emergencies.	Drought	Public Works	Low

ES.6 Monitoring, Evaluating, and Updating the Plan

The Hazard Mitigation Plan is a living document that reflects ongoing hazard mitigation activities and requires monitoring, evaluating, and updating to ensure the mitigation actions are implemented. To facilitate the Hazard Mitigation Planning process and adhere to regulatory requirements, the Plan will be reviewed annually, and any major revisions will be incorporated into the five-year update. In addition, public involvement will be requested when applicable. Chapter 5: Plan Maintenance outlines the update requirements and planning mechanisms the City has in place for ongoing hazard mitigation.

1 PLANNING PROCESS

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1.1 Narrative Description of the Planning Process

§201.6(b): In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process **shall** include:

- (1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval;
- (2) An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia, and other private and non-profit interests to be involved in the planning process; and
- (3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.

§201.6(c)(1): [The plan **shall** document] the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.

Hazard mitigation planning is a dynamic process built on realistic assessments of past and present information that engages the City of Gardena (City) to anticipate future hazards and provide meaningful strategies to address possible impacts and identified needs. The hazard mitigation planning process involves the following tasks.



- Organizing resources
- Assessing risks
- Developing mitigation strategies, goals, and priorities
- Adopting a plan
- Implementing the plan
- Monitoring progress
- Revising the plan as necessary

The overall approach to updating the Hazard Mitigation Plan included building off the baseline understanding of the natural hazards as defined in the 2013 Multi-Jurisdictional Hazard Mitigation Plan, determining ways to focus solely on those risks which impact the City, continue reducing those risks, and prioritizing those recommendations for

implementation. The following task descriptions provide a detailed narrative of the overall project progression.

Organize Resources

Identify Stakeholders and Compile Steering Committee

Hong Lee, Public Works Program Coordinator for the City, invited and coordinated participation for a Steering Committee from the appropriate law enforcement, emergency response, academic, health organizations, local businesses, City personnel, and local government representatives. The Steering Committee was responsible for providing essential insight into the past hazard events, current hazard vulnerability (including specific locations), critical assets, and possible mitigation projects. The following groups were invited via email to participate in the plan development:

- City Key Personnel (Police Department, Community Development, Community Services, Public Works)
- City of Hawthorne Director of Planning
- Los Angeles County Fire Department
- County of Los Angeles Office of Emergency Management
- City Residents (Community Emergency Response Team (CERT), Emergency Manager for CICALAC)
- Los Angeles Unified School District
- Gardena Valley Baptist Church
- Garden Memorial Hospital

Public Process

The Disaster Mitigation Act of 2000 requires an “Open and Public Process” for developing the Hazard Mitigation Plan. This process requires, at a minimum, that the public be allowed to comment on the Hazard Mitigation Plan during the drafting phase and prior to adoption. To meet this requirement, the City published a public survey to allow for the public comment during the drafting stage of the Hazard Mitigation Plan prior to submittal of the Hazard Mitigation Plan for FEMA review. The public survey was advertised on social media and on the City’s website. Documentation of public outreach is provided in Appendix D.

Identify Hazards

This task was designed to identify all the natural and man-made hazards that *might* affect the City and then narrow the list to the hazards that are most likely to occur. The hazards included natural, technical, and human-caused events, with an emphasis on the effect of disasters on the City's critical facilities. In order to compile the list, the Project Team built upon the list of hazards identified in the 2013 Multi- Jurisdictional Hazard Mitigation Plan, determined which hazards were specific to the City, and then continued to research newspapers, historical records, and websites to determine any additional hazards. In addition, the Steering Committee reviewed a list of hazards that have affected the City in the past with specific information regarding frequency, magnitude, and associated consequences. A Hazard Identification exercise was conducted during the first Steering Committee Meeting to identify and evaluate each selected hazard. The following hazards were included in the Hazard Mitigation Plan:

- Earthquake,
- Urban Fire,
- Disease Outbreak,
- Windstorm,
- Transportation Accident/Incident,
- Adversarial Events,
- Flood/ Dam Failure,
- Pipeline Failure/ Hazardous Materials Release, and
- Drought

This list is not all-inclusive of the hazards discussed during the Hazard Identification exercise. Hazards not thought to pose significant risk to the City were not included. In addition, some items were captured as sub-items of the hazards listed above. For example, climate change is discussed with hazards where the impact of changes in weather patterns could act as a catalyst for those scenarios.

Profile Hazard Events

The hazard profiles consist of either a map indicating the area impacted by each hazard or an important piece of data regarding the characteristics of hazard events within the City and surrounding area. To update the detailed hazard profiles, the Project Team researched and reviewed relevant open-source natural hazard studies and mapping projects. In addition, the City supplied any hazard studies that have been developed specifically for the City. This task determined the hazard magnitude, frequency, and location characteristics (e.g., predicted ground acceleration values, fault locations, flood plains, etc.) that were used as the design-basis for the loss estimates and hazard ranking.

Asset Inventory

The purpose of this task was to determine the quantity of City facilities and assets that lie in the different hazard areas and what proportion of the City this represents. The asset inventory was compiled with data provided by the City. The completed asset inventory enables the Planning Team to estimate losses resulting from hazard events and to determine where resources should be allocated to address mitigation issues.

Loss Estimates

The Project Team developed loss assessment tables for each specific hazard that identify potential damages within the City, critical infrastructure, and buildings. This task was critical in determining which assets are subject to the greatest potential damages and which hazard event is likely to produce the greatest potential losses. The conclusion of this task precipitated a comprehensive loss estimate (vulnerability assessment) for each identified hazard for each specific asset in terms of damages, economic loss, and the associated consequences.

Mitigation Strategy Development

Development of Mitigation Goals and Objectives

The Project Team, based upon information provided by the Steering Committee, discussed the mitigation features and resources that the City currently has in place. These mitigation features provided a framework to determine where practical improvements could be made and where sufficient improvements would be prohibitive due to cost, schedule, or impracticality of implementation.

For each of the hazard events, mitigation goals and objectives were developed with the intention of reducing or eliminating the potential hazard impacts. The mitigation goals and

objectives were developed at a Steering Committee Meeting to provide the basis for determining the associated mitigation projects.

Identify and Prioritize Mitigation Actions

Mitigation strategies are administrative and/or engineering project recommendations to reduce the vulnerability to the identified hazards. It was imperative to have City Planners and community developers involved in this phase of the Plan in order to develop strategies and projects that will mitigate the hazards cost-effectively, as well as ensure consistency with the City's long-term mitigation goals and capital improvements. At a Steering Committee Meeting, a team-based approach was used to brainstorm mitigation projects based on the identified hazards and associated loss estimates. The evaluation and prioritization of the mitigation actions produced a list of recommended mitigation actions to incorporate into the Hazard Mitigation Plan. A separate Steering Committee meeting was held to conduct a Benefit-Cost Review for each proposed mitigation action to determine the relative priority level of the recommendation.

Implementation & Monitoring

Preparation of Implementation Strategy

The Project Team developed an action plan to detail how the mitigation recommendations will be prioritized, implemented, and administered by the City. During the Hazard Mitigation Plan creation process, the Project Team coordinated with the Steering Committee to determine the mitigation project implementation strategy (including identifying responsible departments, funding resources, and estimated implementation timeframe).

1.2 Steering Committee & Public Involvement

While the City and Risk Management Professionals, a consultant hired by the city to assist with the planning effort, had lead responsibility for the update of the City's Hazard Mitigation Plan, neighboring communities, agencies, businesses, and other interested parties were invited to participate on the Steering Committee to review the Hazard Mitigation Plan during each phase of the document development. In order to compile a list of Steering Committee participants, the Project

Team assessed community support through active community leaders, built a planning Team, and engaged the public participants during the Project Initiation and Hazard Identification meeting. Each member of the Steering Committee had the opportunity to participate in all aspects of the planning process.



§201.6(b): In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process **shall** include:

- (1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval;
- (2) An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia, and other private and non-profit interests to be involved in the planning process; and

§201.6(c)(1): [The plan **shall** document] the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.

1.2.1 Steering Committee Participant Solicitation

The City solicited participation in the Hazard Mitigation Plan Steering Committee by contacting both internal and external stakeholders. Internal stakeholders included members of the various City departments. External stakeholders were comprised of representatives from local agencies and neighboring communities, including the Los

Angeles County Fire and County of Los Angeles Office of Emergency Management and the public.

1.2.2 Steering Committee Participants

The City brought together personnel from Public Works, Community Development, and the Police Department to ensure the Steering Committee included a variety of departments and provided a mechanism for receiving input from each participant. Additionally, the City compiled historical hazard data, provided relevant planning documents for incorporation into the Hazard Mitigation Plan, and coordinated participation with the public. Each draft chapter was reviewed by the Steering Committee and specific comments and input were incorporated into the plan. The multidisciplinary Steering Committee enabled the City to work together and incorporate each individual's expertise to provide a comprehensive Hazard Mitigation Plan.

The Hazard Mitigation Plan was developed with assistance and advice from participants from the City and several neighboring agencies. Table 1.1 provides a list of the Steering Committee participants.

Table 1.1: Steering Committee Participants

Name	Affiliation	Title
Vicente Osorio	City of Gardena Police Department	Captain of Operations
Tim Tran	City of Gardena Police Department	Emergency Operations Center Coordinator
Amanda Acuna	City of Gardena Community Development	Planning Assistant
Allan Rigg	City of Gardena Public Works	Director of Public Works
Hong Lee	City of Gardena Public Works	Program Coordinator
Kevin Kwak	City of Gardena Public Works	Principal Civil Engineer
Kevin Thomas	City of Gardena Public Works	Superintendent
Gregg McCain	City of Hawthorne	Director of Planning
William Gamble	Los Angeles County Fire Department	Chief

Name	Affiliation	Title
Brian Bennett	Los Angeles County Fire Department	Chief
Bryan La Sota	County of LA Office of Emergency Management	Emergency Services Specialist
Margie Hoyt	Resident/CERT/ Torrance Refinery Action Alliance (TRAA)	Resident
Brenda Rodriguez	Resident/ Community Clinic Association of Los Angeles (CCALAC)	Emergency Manager
James Chang	Gardena Valley Babtist Church	Pastor
Timothy Vizthum	Los Angeles Unified School District	Teacher
Ryan Bray	Risk Management Professionals	Senior Technical Consultant

The Steering Committee met five times during the course of the project to discuss project progress and obtain valuable input and information for documenting the Hazard Mitigation Plan. The meetings are detailed over the subsequent pages. Appendix D – Public Participation contains copies of the presentations used at each meeting and specific meeting handout.

1.2.3 Steering Committee Meeting Descriptions

Steering Committee Meeting #1 – Project Initiation, Hazard Identification, and Information Collection

Date: February 8, 2022

During the Project Initiation, Hazard Identification, and Information Collection Meeting, Risk Management Professionals presented an overview presentation that detailed the objectives and scope of the project. After a review of the project schedule and key tasks, the Steering Committee participants' areas of expertise, resultant member responsibilities, and the community meeting process was discussed.

The Steering Committee Meeting also served as a mechanism to determine the hazards to profile in detail. To effectively characterize the City's risk and vulnerability, Risk Management Professionals facilitated a discussion of the historical hazards with the Steering Committee members during this meeting. This meeting also served as a forum to discuss information for the background information and asset inventory.

HAZARD IDENTIFICATION AND RISK RANKING		
Earthquake	Hazard Rank Factors	Hazard Factor Description
	Probability/Frequency	Rank
	Consequence/Severity	0
	Vulnerability	0
	Risk Rank	0
Comments		Probability/Frequency Infeasible event - not applicable due to geographic location characteristics Rare event - occurs less than once every 50 years Infrequent event - occurs between once every 10 years and once every 50 years (inclusive) Regular event - occurs between once a year and once every 7 years Frequent event - occurs more than once a year
Wildfire	Hazard Rank Factors	Hazard Factor Description
	Probability	0
	Vulnerability	0
	Consequence	0
	Risk Rank	0
Comments		Not a Hazard
Flood	Hazard Rank Factors	Hazard Factor Description
	Probability	0
	Vulnerability	0
	Consequence	0
	Risk Rank	0
Comments		Not a Hazard

The Steering Committee determined the initial hazard profile ranking through a facilitated exercise using an automated interactive spreadsheet that asked specific questions on potential hazards and then assigned a relative value to each potential hazard, accordingly, including numerical rankings (1-5) of the following criteria:

- **Consequence/Severity** – How widespread is the impact area?
- **Secondary Effects** – Could the event trigger another event and separate response?
- **Probability/Frequency** – Historical view of how often this type of event occurs locally and projected recurrence intervals.
- **Warning/Onset** – Advance warning of the event, or none.
- **Duration** – Length of elapsed time where response resources are active.
- **Recovery** – Length of time until lives and property return to normal.

Chapter 3: Risk Assessment outlines the methodology used for hazard rankings. Additionally, all Steering Committee participants were requested to provide existing plans

and technical studies, GIS data, and identify existing mitigation features as part of a detailed information request.

Steering Committee Meeting #2 – Hazard Risk Rank Review, Mitigation Goals and Objectives

Date: March 14, 2022

The hazard risk ranking from Steering Committee Meeting #1 was reviewed, updated, and validated with the Steering Committee with a review of the hazard profiles. Additionally, the Plan's mitigation goals and objectives were updated with the intention of reducing or eliminating the potential hazard impacts, which also provided the basis for determining the associated mitigation projects. The Steering Committee reviewed the goals and objects from the City's 2013 Multi-Jurisdictional Hazard Mitigation Plan, the 2018 California State Multi-Hazard Mitigation Plan, and the 2019 Los Angeles County Hazard Mitigation Plan as a baseline for determining the City's current mitigation goals and objectives.

Steering Committee Meeting #3 – Asset Inventory and Vulnerability Assessment

Date: April 12, 2022

The asset inventory was developed to determine the quantity of buildings, facilities, and other assets in the City that lie in the different hazard areas and what proportion of the City this represents. The asset inventory included locations and specifications for general buildings: city well sites, civic buildings, parks, hospitals, schools, and other facilities. The asset inventory was reviewed with the Steering Committee for completeness and assignments were given to those who could retrieve missing information.

City of Gardena Vulnerability Assessment Calculations				Earthquake		Urban Fire	
Type	Name	Address	TOTAL	% Damage	Loss Estimate	% Damage	Loss Estimate
Police Station	Gardena Police Department	1718 West 162nd St Gardena, CA 90247	\$4,763,500.00	50%	\$2,381,750.00	10%	\$476,350.00
Fire Station	Fire Station #158- Headquarters	1650 W 162nd St Gardena, CA 90249	\$2,110,600.00	30%	\$633,180.00	1%	\$21,106.00
Fire Station	Fire Station #159	2030 W 135th St Gardena, CA 90249	\$5,110,600.00	30%	\$1,533,180.00	1%	\$51,106.00
Library	Gardena Mayme Dear Library	1731 W. Gardena Blvd Gardena, CA 90247	\$311,820.00	30%	\$93,546.00	25%	\$77,955.00
Public Buildings	City Hall	1700 West 162nd St Gardena, CA 90247	\$1,444,800.00	30%	\$433,440.00	1%	\$14,448.00
Public Buildings	Public Works Department	1717 West 162nd St Gardena, CA 90247	\$1,444,800.00	10%	\$144,480.00	20%	\$288,960.00
Public Buildings	Human Services Division	1651 West 162nd St Gardena, CA 90247	\$1,083,600.00	50%	\$541,800.00	1%	\$10,836.00
Public Buildings	Nakaka Community Center	1670 West 162nd St Gardena, CA 90247	\$1,444,800.00	25%	\$361,200.00	1%	\$14,448.00
Public Buildings	Transportation Department	13999 South Western Ave Gardena, CA 90249	\$5,647,000.00	10%	\$564,700.00	20%	\$1,129,400.00
Public Buildings	Parking Structure	1045 Redondo Beach Blvd	\$730,380.00	40%	\$292,152.00	1%	\$7,303.80
Public Buildings	Bell Park	14708 South Halldale Ave Gardena, CA 90247	\$180,600.00	10%	\$18,060.00	1%	\$1,806.00
Public Buildings	Freeman Park	2100 West 154th Pl Gardena, CA 90249	\$180,600.00	10%	\$18,060.00	1%	\$1,806.00
Public Buildings	Mes Fukai Park	15800 South Brighton Ave Gardena, CA 90247	\$180,600.00	10%	\$18,060.00	1%	\$1,806.00
Public Buildings	Thornburg Park	2320 West 149th St Gardena, CA 90249	\$180,600.00	10%	\$18,060.00	1%	\$1,806.00
Public Buildings*	TBD - Community Center	2501 W Rosecrans Ave Gardena, CA 90249	\$6,822,000.00	30%	\$2,046,600.00	1%	\$68,220.00
Public Buildings	Rowley Park & Gymnasium	13220 South Van Ness Ave Gardena, CA 90249	\$794,640.00	10%	\$79,464.00	1%	\$7,946.40
Public Buildings	Arthur Lee Johns on Memorial Park	1200 West 170th St Gardena, CA 90247	\$361,200.00	10%	\$36,120.00	1%	\$3,612.00
Public Buildings	Army National Guard Property	Adjacent to Old Transit Station	\$903,000.00	30%	\$270,900.00	20%	\$180,600.00
Wastewater	Sewer Lift Station	178th St and Western Ave	\$300,000.00	10%	\$30,000.00	1%	\$3,000.00
Fire Service			\$781,730.00	10%	\$78,173.00	100%	\$781,730.00
Police Service			\$332,270.00	10%	\$33,227.00	100%	\$332,270.00

The asset inventory was then used to develop loss estimates for all hazard scenarios. The hazard probabilities and recurrence intervals were applied to the City assets to determine which assets were subject to the greatest potential damages and which hazard events were likely to produce the greatest potential losses.

Additionally, each Steering Committee participant was given a Mitigation Activity Identification worksheet to document potential projects to be discussed during Steering Committee Meeting #4.

Steering Committee Meeting #4 – Mitigation Action Identification

Date: May 10, 2022

The purpose of this meeting was to identify potential mitigation actions and projects that will reduce the impact of identified hazards. First, the mitigation goals and objectives from Steering Committee Meeting #2 were reviewed and validated. Then, during the meeting, the Steering Committee participants brainstormed possible projects and actions to mitigate the effects of the identified hazards.

As the mitigation projects were identified, the Steering Committee discussed the mitigation action implementation plan according to the following characteristics:

- Mitigation Action Category – Prevention, Property Protection, Public Education and Awareness, Natural Resource Protection, Emergency Services, and Structural Projects
- Corresponding Goals and Objectives
- Responsible Department – Building and Safety, Engineering, Administration, Community Development, Public Works, etc.
- Resources – General Fund, Grant Programs, Staff Time, Capital Improvements, etc.
- Implementation Timeframe – Ongoing, Short-Term (within two years), Medium-term (between three and ten years), and Long-Term (greater than ten years)
- Whether or not the project protects new or future buildings

Steering Committee Meeting #5 – Mitigation Action Benefit-Cost Review

Date: June 21, 2022

During the fifth Steering Committee Meeting, the identified mitigation actions from Steering Committee Meeting #4 were reviewed and validated with the Steering Committee. The Steering Committee then performed a high-level Benefit-Cost Review on each of the identified mitigation actions. The review consisted of identifying all benefits and costs associated with implementing each mitigation action. Typical benefits include:

- Avoided physical damages (e.g., to buildings, infrastructure, and equipment)
- Avoided loss of function costs (e.g., loss of utilities and lifelines)
- Avoided casualties
- Avoided emergency management costs (e.g., emergency operations center costs, evacuation/rescue costs, and other management costs)

Actions	Benefits (Pros)	Costs (Cons)	Priority
Floodproof 10 businesses in the downtown area	<ul style="list-style-type: none"> - Avoidance of 1 loss of life every 20 years (casualties reduced by half) - Saving of \$90,000 in private damages and \$5,000 in public cost - Loss of use of 10 downtown businesses completely eliminated - Community's problem of business interruption solved - Federal grants like FMA and FDM can be applied for to implement the proposed floodproofing - Will help improve CRS rating in the long term (so entire community's flood insurance premium will be reduced) - More than half the members of the City Council are opposed to buy-outs; it might be easier to get their support for an alternative to buy-outs 	<ul style="list-style-type: none"> - Floodproofing cost = $\\$10,000 \times 10 = \\$100,000$ - Need at least 3 people to administer (after obtaining technical assistance from the State) - Need a year to implement 	High (Priority no. 1)
Build safe rooms for a neighborhood of 50 homes without basements	<ul style="list-style-type: none"> - Avoidance of 5 lives lost every 20 years (casualties reduced by half) - Public and political support for mitigating this hazard exists (due to regular recurrence of tornadoes) 	<ul style="list-style-type: none"> - City will share 50% of the cost per existing home = $\\$2,000 \times 50 = \\$100,000$ - Administrative cost per home = $\\$1,000 \times 50 = \\$50,000$ - Need 3 years to complete - Tornadoes are unpredictable; they may never strike this exact area again 	Medium (Priority no. 2)
Broadcast educational video on local channel on hazard mitigation	<ul style="list-style-type: none"> - Local channel might be willing to broadcast free of cost - Publicity would spread awareness about mitigation methods as well as what to do in an emergency 	<ul style="list-style-type: none"> - Cost of preparing video = \$5,000 - Only 5% of population might notice the broadcast - Only 5% of that 5% might actually consider acting on individual mitigation methods 	Low (Priority no. 3)

Once the benefits and costs were estimated, a relative priority was assigned for each action based upon the evaluation. More detailed information can be found in Section 4.4 "Prioritization of Mitigation Recommendations."

1.2.4 Public Meetings & Outreach

The City actively solicited public involvement through the City website inviting the public to participate in a survey on the City's website. The survey assessed the community's level of concern with various hazards and the steps each respondent had taken to prepare for a disaster. Members of the public were also able to provide direct input for Hazard Mitigation Plan development and attend a City Council Meeting in order to review the Hazard Mitigation Plan during the drafting stage and provide comments. The Draft Hazard Mitigation Plan was provided on the City website two weeks prior to the City Council meeting to allow the public to review the document before providing comments. Additional documentation regarding public involvement is provided in Appendix D.

The public was given the opportunity to provide feedback on the Draft Plan at a City Council Meeting on May 9, 2023. Copies of the Draft Hazard Mitigation Plan were provided to interested members of the public and a presentation was prepared to provide an overview of the planning process and the results of the analyses. Additional information on the City Council Meeting, including the attendance log and presentation, can be found in Appendix D.

In an attempt to further expand the City's understanding of impacts of hazards on vulnerable populations and meet new requirements provided from FEMA, the City held a special steering committee meeting on December 13, 2023, to look at impacts of hazard scenarios on vulnerable populations. As outlined in Section 2.4 Demographics, the City identified several groups that are likely to be impacted by hazard events more dynamically than other groups. Those categories included, the elderly, the young, people with cognitive/physical disabilities, the economically disadvantaged, and those that struggle with English proficiency. The City reached out to several groups that represented the identified vulnerable populations including local hospitals (minors/elderly/disabled), churches (minors/elderly/LEP), community program leaders (elderly), and school districts (minors/LEP). The City was able to garner participation from a local religious organization who actively works with all of the vulnerable groups through their charity work and a representative from the local school district with experience with minors and many with limited English proficiency. The meeting included a productive discussion regarding the capacity of the City to provide resources and information in order to better serve these areas of the community. The product of this meeting was a meaningful look at the mitigation actions mentioned in Chapter 4 of this plan and the hazard understanding captured in Chapter 3 of this plan. Additionally, as the City obtained a better understanding of FEMA's expectations for mitigation planning, Chapter 5 was updated to reflect the City's commitment to better understanding the needs of its vulnerable populations for ongoing mitigation efforts.

1.3 Review and Incorporation of Existing Plans

§201.6(b): In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process **shall** include:

- (3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.

While developing the City's Hazard Mitigation Plan, the Project Team reviewed existing plans (detailed below) and incorporated relevant information into the planning efforts.

2013 Multi-Jurisdictional Hazard Mitigation Plan

The 2013 Multi-Jurisdictional Hazard Mitigation Plan, which included the cities of Gardena and Hawthorne, was crucial in comparing the previous mitigation ideas and attitudes to the City's current needs and concerns. The project team referred to this plan constantly throughout the updating process. The Hazard Mitigation Plan provides insight into hazard ranking, hazard history, previously proposed mitigation projects, etc.

City of Gardena General Plan

The City of Gardena General Plan 2006, including the 2022 updates to the Housing Element and Environmental Justice Element, contains guidelines and policies that serve as the City's vision for future planning and development. Mitigation projects defined in the Hazard Mitigation Plan will be required to align with the objectives outlined in the Safety Element of the General Plan. Proposed mitigation actions are found in Chapter 4 of this document.

Gardena Climate Vulnerability Assessment (2021)

The City's Climate Vulnerability Assessment provides guidance to promote effective and integrated action to prepare for climate change. The information from the Assessment was used to develop those hazard profiles which may be the result of climate change.

California State Hazard Mitigation Plan (2018)

The State Hazard Mitigation Plan was reviewed to ensure consistency between the State and City Plan, with respect to identified hazards and vulnerability, goals and objectives, and mitigation actions. The State goals served as the basis for developing the goals at the City level. City goals and objectives are outlined in Chapter 4.

County of Los Angeles 2019 All-Hazard Mitigation Plan

Los Angeles County's All-Hazard Mitigation Plan was reviewed to ensure consistency between the County and City Plan. The County Plan, updated in 2019, outlines the County's approach to hazard mitigation, focusing on natural hazards, human-caused events, and technological emergencies.

California Fire Plan

The State Board of Forestry and the California Department of Forestry and Fire Protection have developed the Fire Plan for wildland fire protection in California. The plan defines a level of service measurement, considers assets at risk, incorporates the cooperative interdependent relationships of wildland fire protection providers, provides for public stakeholder involvement, and creates a fiscal framework for policy analysis. This information was used when developing the Urban Fire hazard profile.

California Water Plan

The state updated the California Water Plan in 2018 in order to address drought hazard mitigation over the long term. This Plan outlines the state's approach to integrated water management and sustainability. This information was used when developing the drought hazard profile.

California Adaptation Planning Guide 2020

FEMA, CalOES, and the California Natural Resources Agency developed the California Adaptation Planning Guide to assist municipalities in recognizing local climate change and to provide guidance addressing potential vulnerabilities. The information was used to develop potential hazards and to provide background information that allowed the Steering Committee to make educated decisions regarding mitigation actions designed to alleviate the effects of climate change.

FEMA's Flood Insurance Rate Map (FIRM)

The FIRM, or FEMA's official map of the community delineating Special Flood Hazard Areas (SFHAs), Base Flood Elevations (BFEs) and flood risk zones was reviewed to determine flood hazard areas with the City boundary. Portions of the map are included in the Flood Hazard Profile in Chapter 3 which was used to support the City's understanding of flood-related risks within the City.

2 **PLANNING AREA PROFILE**

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2.1 Region Description

The City of Gardena (City) is a municipality characterized by a combination of residential, industrial, and commercial developments. According to the City website, the City was incorporated in 1930 as a General Law City. The City is located in the southwestern part of Los Angeles County, California, about 15 miles southwest of the City of Los Angeles. The City is bordered by Athens on the north, Harbor Gateway on the east and south, Torrance on the southwest, Alondra Park on the west, and Hawthorne on the northwest. Gardena is centrally located to many of the major Los Angeles County freeways, including Interstates 105, 405, and 110, as well as California State Route 91.

The area that is now Gardena was settled by ranchers and became a local agricultural center. The name “Gardena” is reported to come from its reputation as being green year-round from the waters of the Dominguez Slough. The City’s climate is consistent with coastal southern California and is generally characterized by warm summers and cool winters. Average temperatures range from the 70’s in the summer to the 50’s in the winter. Precipitation occurs mainly in the winter months with an average annual rainfall of 14.1 inches. February is the wettest month on average with 3.5 inches of rainfall.

The City is a primarily residential city, with a mix of supporting commercial, industrial, and public development. Additionally, the City is in close proximity to Los Angeles International Airport, Long Beach Municipal Airport, the ports of Los Angeles and Long Beach, and is 6 miles east of the Pacific Ocean. The City has a total area of 5.89 square miles. The map on the following page provides an overview of the City.

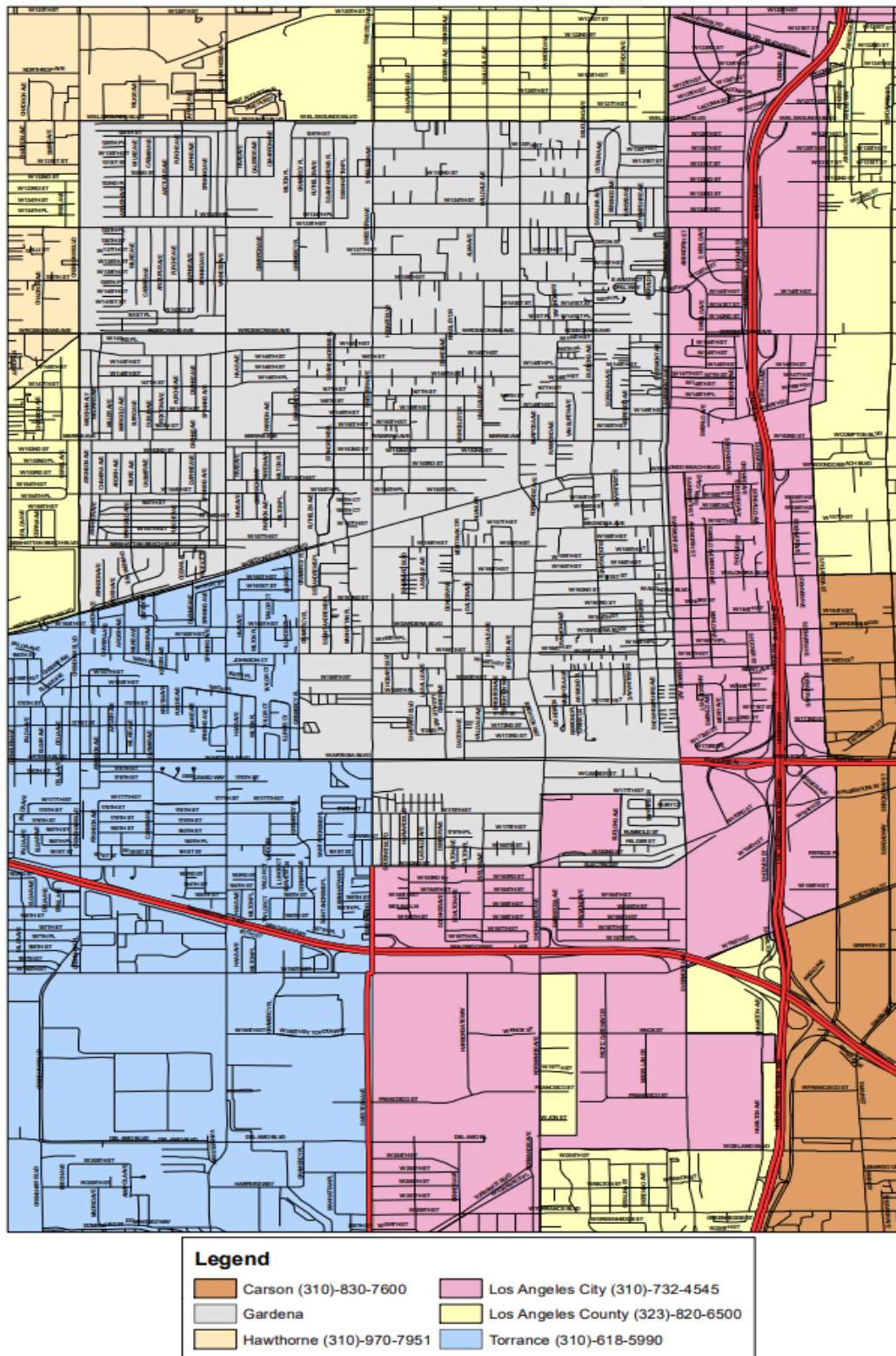


Figure 2.1 : City of Gardena Overview Map

2.2 Land Use

§201.6(c)(2)(ii)(C): [The plan **should** describe vulnerability in terms of] providing a general description of land uses and development trends within the community so that mitigation options can be considered in future land use decisions.

The City of Gardena is 5.89 square miles. The following describes land use designations for Gardena. These descriptions are derived from the City of Gardena General Plan 2006 in an attempt to designate the proposed general distribution and intensity of uses of the land for housing, business, industry, open space, public facilities, and other categories of public and private uses. It should be noted, since the last Plan update, there have been no significant developments within the City and, at the time of this report, there are no proposed developments that would impact the City's vulnerability to the hazards identified in Chapter 3. Although the impacts of Climate Change are expected to increase the likelihood of some hazards overtime, the City vulnerability to identified hazards is identified as remaining constant through the current planning period.

Residential Land Uses

Low Density Residential

- Designation provides for the development of conventional single-family detached houses. This designation represents the largest land use in the City which is 26.5% of all land and has a maximum density of 9 units per acre.

Medium Density Residential

- Designation provides for the development of lower density multi-unit residences and higher density single-family residences such as those in specific plan areas. This designation represents 13.3% of all land and has a maximum density of 17 units per acre.

High Density Residential

- Designation provides for the development of high quality, compact, multiple-family living environment and consists of two to three story multi-unit buildings. This designation represents 5.9% of all land in the City.

Mixed-Use

- Designation provides for the co-existence of residential and commercial, office, or industrial uses in the same building or on the same lot. This area allows for a maximum density of 34 units per acre and can be found in the southern region of Gardena between 178th Street and 182nd Street.

Mixed-Use Overlay

- Designation provides for greater flexibility of development alternatives, especially attractive higher density residential development in appropriate areas that are experiencing both physical and economic blight. Residential development is only permitted with a Conditional Use Permit on selected areas designated for Commercial and Industrial Land Uses and is only allowed on project sites with a minimum of 1.5 acres.

Commercial Land Uses

Neighborhood Commercial

- Designation is intended to serve the surrounding residential neighborhood or cluster surrounding residential neighborhoods with uses such as smaller scale food markets, drug stores, restaurants, childcare centers, health clubs, and other neighborhood-oriented retail and professional uses.

General Commercial

- Designation provides for a wide range of larger scale commercial uses to serve both the needs of the City and the region. It is intended for commercial uses such as retail businesses, personal service uses, food and beverage establishments, automobile dealerships, financial institutions, professional offices, and other commercial uses oriented to the traveling public.

Industrial Land Uses

Industrial

- Designation provides for a wide variety of clean and environmentally friendly industries, technology-related uses and supporting facilities, and business parks.

Public/Institutional

- Designation provides for a wide range of public and quasi-public uses, including government offices, transportation facilities, parks, schools, public utilities, public libraries, and other public uses.

Specific Plan Areas

- Designation provides more focused guidance and regulation for particular areas. Specific plans are a useful tool to implement planning and development goals within selected areas by adopting unique standards and requirements. As of April 2021, the City of Gardena has adopted twelve (12) Specific Plan Areas, all used for residential development:
 - Emerald Square
 - Redondo Village
 - Gardena Village
 - Cottage Place
 - Normandie Estates/Normandie Courtyard
 - Carnelian
 - Artesia Corridor
 - Normandie Place
 - Ascot Village
 - Platinum Row
 - Western Avenue
 - Gardena Transit Oriented Development

The following table provides a summary of the land use designations and applicable zoning districts for Gardena from the 2006 General Plan with an update from March 2013.

Table 2.1 : City of Gardena Land Use Categories

City Of Gardena Land Use Categories					
Land Use Designations	Description	Zoning District	Density/Intensity	Acres	Percent
Residential	Low Density	R-1	9 DUA	992.9	26.5%
	Medium Density	R-2, R-3	17 DUA	498.8	13.3%
	High Density	R-4	27 DUA	101.5	2.7%
	Mixed-Use	C-R, H-B	20 DUA	37.3	1.0%
Commercial	Neighborhood	C-2, P	0.3 FAR	34.8	0.9%
	General	C-P, C-3, C-4	0.3 FAR	419.5	11.2%
Industrial	Industrial	M-1, M-2	0.45 FAR	550.0	14.7%
Specific	Specific Plan	NA	NA	92.4	2.5%
Public	Public/Institutional	O	NA	211.7	5.6%
	Streets and Right of Ways	NA	NA	809.9	21.6%
Overlay	Mixed-Use Overlay	MUO	25 DUA 0.3 FAR	NA	NA
Total City				3,749.4	100.0%

*Note: * A Mixed Use Overlay Designation lies over 169.9 acres as follows: Low Density Residential – 3.8 of the 992.9 acres; Medium Density Residential 15 of the 505.5 acres; Neighborhood Commercial - 13.0 of the 34.8 acres; General Commercial - 115.4 of the 419.5 acres; and Industrial – 22.7 of the 550 acres.*

The maps on the following pages illustrate Gardena's land use and zoning designations, respectfully, and were extracted from the 2006 revision of the Gardena General Plan with the 2021 General Plan Land Use map used along with the 2020 Zoning map referenced below.

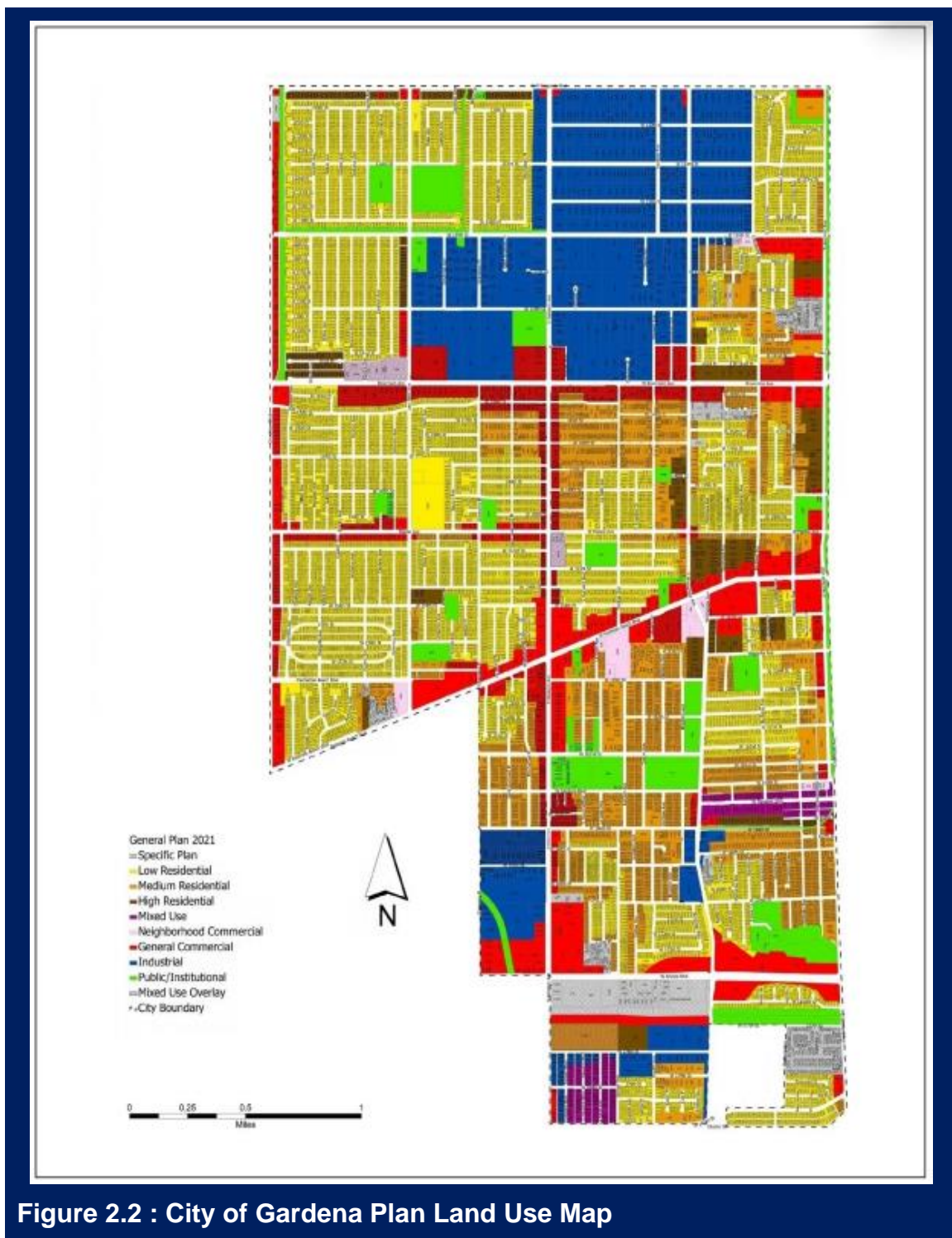


Figure 2.2 : City of Gardena Plan Land Use Map

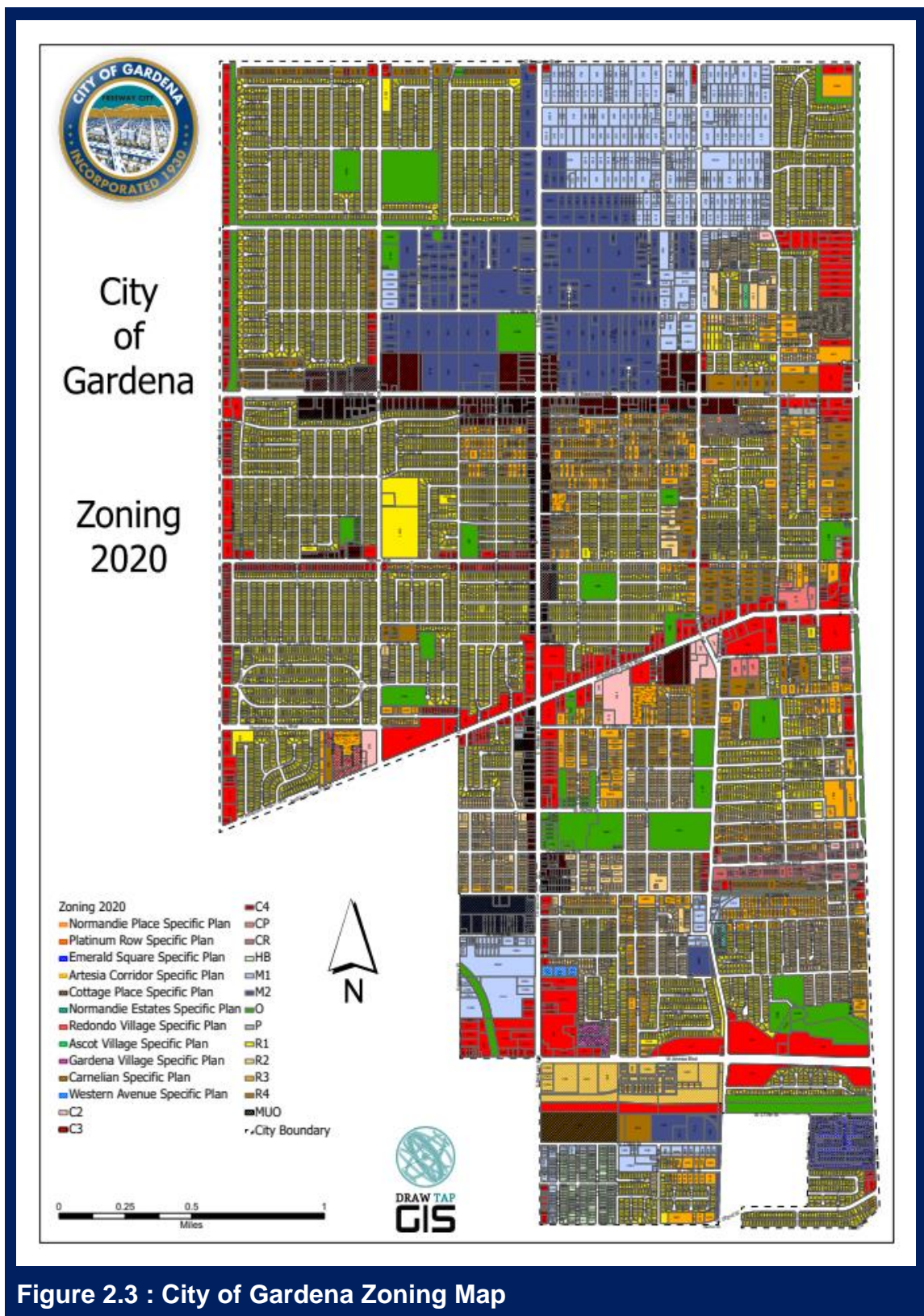


Figure 2.3 : City of Gardena Zoning Map

As of January 2013, the City of Gardena is virtually built out, with 99.2 percent of the total area developed. There are approximately 31.7 acres of vacant land available for

development. As a result, future development will either occur through limited infill development or through recycling of existing developed land. Meeting the demand and expectation for new housing and related development as Gardena's population continues to grow will be one of the major development issues in the near future. In order to accommodate population growth, new dwelling units have been planned. The following table provides an estimate of the residential capacity of Gardena and is taken from the 2006 version of the Gardena General Plan using the amended version updated in February 2013.

Table 2.2 : City of Gardena Residential Capacity

City Of Gardena Residential Capacity					
Residential Categories	Average Density	Acres	Dwelling Units	Average Persons/DU	Population
Low Density	9 DUA	992.8	8,935	2.75	24,572
Medium Density	17 DUA	498.8	8,480	2.75	23,319
(<0.5 acres)	25 DUA	49.8	1,245	2.75	3,424
(0.5-1.0 acres)	27 DUA	23.3	629	2.75	1,730
(>1.0 acres)	30 DUA	28.4	852	2.75	2,343
Mixed-Use					
(C-R) (a)	34 DUA	11.1	377	2.75	1,038
(HB)	9 DUA	18.8	169	2.75	465
Public/Institutional (b)	NA	211.7	259	1.0	259
Specific Plan (c)	NA	92.4	763	2.75	2,098
Non-Commercial Mixed-Use Overlay (d)					
(<0.5 acres)	20 DUA	30.7	614	2.75	1,689
(0.5-1.0 acres)	25 DUA	10.7	267	2.75	734
(>1.0 acres)	30 DUA	34.2	1,026	2.75	2,822
City Total			23,617		64,492

(a) 11.1 acres is 60% of the total 18.5 acres in the C-R zone.

- (b) Assumes development of 37-unit project proposed for 2010/1942 El Segundo Boulevard.
- (c) Assumes the Mixed-Use Overlay Zone not activated for any residentially zoned property.
- (d) Assumes 50% of land in non-residential. Mixed-Use Overlay Zone is developed for residential; acres listed for non-commercial Mixed-Use Overlay represent 50% of actual acreage.

The need for new employment and market opportunities for a growing population will also necessitate the growth and development of commercial and industrial land uses, as well as schools and other community facilities to provide needed services. The following table provides an estimate of the potential future development of commercial, industrial, and public uses within the City and is taken from the 2006 version of the Gardena General Plan using the amended version updated in 2013.

Table 2.3 : City of Gardena Commercial, Industrial, and Public Use Capacity

City Of Gardena Commercial, Industrial, And Public Use Capacity			
Land Use Designation	Realistic Intensity (FAR)	Acres	Square Footage Capacity
Mixed-Use-CR (a)	0.3	7.4	96,703
Mixed-Use HB	0.3	9.4	122,839
Neighborhood Commercial	0.3	21.8	284,882
General Commercial	0.3	304.1	3,973,979
Industrial	0.45	527.9	10,347,896
Public/Institutional	NA	211.7	1,065,000
Mixed-Use Overlay	0.3	75.6	987,941
City Total			16,879,240

- (a) 7.4 acres is 40% of the total 18.5 acres in the C-R zone.

2.3 Population

A healthy rate of growth and development is necessary for the economic well-being of the City of Gardena and their residents, even if it is difficult to determine exactly what a "healthy" rate of growth may be in many circumstances. The economic benefits of growth include employment opportunities, expanded markets, and increased property values and tax base. Adverse impacts of growth include increased traffic, greater demands on existing community services and schools, and pressure for development in previously undeveloped areas which may possess high recreational values. The City's population has had a healthy rate of growth since its incorporation in 1930. According to the California Department of Finance's [Historical Population Estimates for Cities, Counties, and the State](#), the population increased by 9.17% from 1971 to 1980 and showed a continual large rate of growth throughout the late 20th century with an increase in population of 8.63% from 1981 to 1990 and an even larger increase in population of 13.68% from 1991 to 2000. Once the 21st century began, the rate of growth of population in the City began to decrease to just a 1.8% rate of increase from 2001-2010 and a 3.13% rate of increase from 2011-2020. Although the population has been decreasing slightly in recent years, the overall population trend has shown a healthy rate of growth with an estimated population of 59,947 as of January 1st 2022.

2.4 Demographics

When considering the impacts of hazard scenarios on the community, the City is cognizant that some portions of the community will be impacted to a greater extent than others. A better understanding of how disasters impact the community, even disproportionately, can help guide resiliency efforts to better serve the entire community. Although other factors may be present, this section will focus on how low economic status and age can exacerbate the impacts of a hazard scenario. At the time of this report, economic status and age are the clearest indicators of increased/reduced suffering during a disaster situation based on the information available. In accordance with current FEAM guidance, these groups served as the vulnerable populations for mitigation planning. The following sections provide a baseline understanding for how these groups are impacted by hazard events.

Economic Status

The July 2017 issue of the [Supplemental Research Bulletin](#) published by the Substance Abuse and Mental Health Services Administration (SAMSA) states that disasters are

experienced differently by people in poverty, even at the preparedness stage. The Supplemental Research Bulletin also notes, according to a 2004 report by Fothergill and Peek, impoverished people are likely to have less access to education regarding vulnerabilities to disasters and are therefore, typically not able to be as prepared. It is also speculated that preparedness actions may be costly, and possibly too expensive, for people with low incomes to be able to implement. Furthermore, the poor generally are assumed to have to live in homes with lower quality construction which are more susceptible to the impacts of disasters. The bulletin also cites a 1983 report (Rossi, Wright, Weber-Burdin, & Pereira) which found higher rates of injury during natural disasters for lower income households. This also may be tied to the high cost of preparedness measures leaving the poor at a higher rate of vulnerability. World Bank and GFDRR report authors note that people in poverty around the world are more likely than others to live in areas at high risk of disaster impacts. They explain that this may be the case because these more dangerous areas are less expensive, or simply more available, in parts of the world with limited space for housing (Hallegatte et al., 2017).

Age

According to a statement from the [Red Cross](#), “new research has found that older adults are more vulnerable and experience more casualties after natural disasters compared to other age groups”. While not universal, older adults are more likely to have a greater prevalence for chronic conditions, multi-morbidity, cognitive impairment, and medical concerns than other age groups. Generally, older adults are more likely to be dependent on assistive devices and caregivers, more likely to be isolated, more likely to have gaps in preparedness, and potentially be at higher risk for psychological distress. All of these factors increase the potential for injury during a disaster event.

Youth can also be a factor in determining the impacts of disasters on the community; especially long-term. According to the [Center for Disease Control and Prevention \(CDC\)](#), children may experience anxiety, fear, sadness, sleep disruption, irritability, difficulty concentrating, and anger outburst following a disaster. Furthermore, the CDC states children under 8 years of age are at particular risk for long-term mental health issues after experiencing a disaster.

Limited English Proficient Communities

Effective emergency preparedness should ensure that the Limited English Proficient (LEP) community is informed of and has access to relevant information in a language and format

that is appropriate and comprehensible. Individuals and communities with LEP are those who do not speak English as their primary language or have limited speaking, reading, or writing ability. LEP populations are at increased vulnerability because they are less likely to understand directives and warnings, therefore increasing their susceptibility to the effects of disaster. Based on feedback from the Steering Committee, Spanish was identified as the most-commonly spoken language within the City of those that struggled with English proficiency.

City Vulnerability

To estimate the impacts of low income and population age on the City, Table 2.1 summarizes some of the applicable estimates provided by the 2021 United States Census regarding the economic status of the community.

Table 2.4 : City of Gardena Demographic Estimates

Estimate Category	Census Estimates
Population (2021)	59,702
Persons under 5 years	5.7%
Persons under 18 years	19.9%
Persons 65 years and over	16.9%
Households (2016-2020)	20,391
Persons per household (2016-2020)	2.88
Households with a computer (2016-2020)	91.1%
Households with a broadband internet subscription, percent (2016-2020)	84.9%
High School graduate or higher, percent of persons aged 25 years+ (2016-2020)	83.0%
Bachelor's degree or higher percent of persons aged 25 years+ (2016-2020)	26.6%
Median Household income (in 2020 dollars, 2016-2020)	\$64,015
Per capita income in past 12 months (in 2020 dollars, 2016-2020)	\$28,471
Persons in poverty, percent	13.1%

Source: [United State Census Bureau](#)

Although many inferences could be made based on the table above, it is clear 13.1% of the community is recorded being at or below poverty level. Additionally, 16.9% of the community is over the age of 65 while 5.7% are under the age of 5. While each of these groups represent a small portion of the City, it can be assumed this percentage of the public will be impacted by disasters at a higher degree than the rest of the community. As the City moves forward, considerations for these small sectors of the population should be made to provide effective resilience measures.

3 RISK ASSESSMENT

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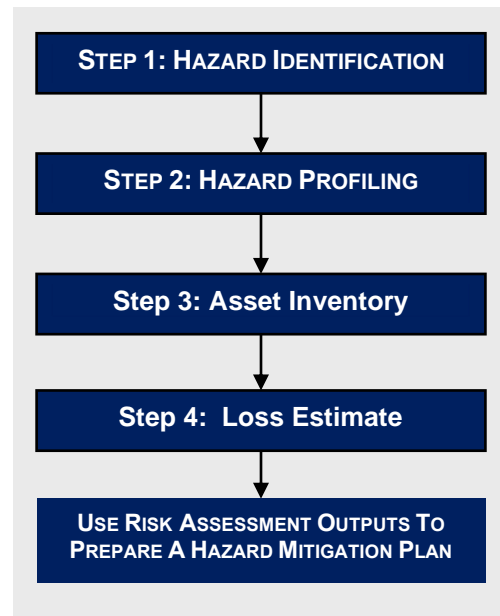
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3.1 Risk Assessment

The Risk Assessment consists of four steps: Hazard Identification, Hazard Profiling, Asset Inventory, and Loss Estimates. This chapter includes the Hazard Identification and Hazard Profiling steps to evaluate the hazards of primary concern to local decision-makers and provide a basis for loss estimates included later in this chapter. Additionally, this Risk Assessment provides a foundation for the evaluation of mitigation measures, included in Chapter 4 of this plan, which can help reduce the impacts of a potential hazard event.



Step 1: Identify Hazards

In this step, The Steering Committee identified the natural and man-made hazards which might affect the City and then narrowed the list to the hazards that are most likely to occur. These hazards included natural, technical, and human-caused events with an emphasis on the effect of natural disasters on critical facilities, services, and roadways (e.g., government buildings, schools, and public services including police and fire). The Steering Committee participated in a hazard identification exercise during the first Steering Committee Meeting to identify and rank the potential hazards within the City of Gardena (City).

Step 2: Hazard Profiling

The hazard profiles consist of either a map indicating the area impacted by each hazard or key information regarding the characteristics of hazard events within the planning area. To develop detailed hazard profiles, relevant open-source hazard studies and mapping projects were reviewed and documented within this report. In addition, the City supplied historical accounts of man-made hazard events (e.g., transportation incidents, etc.) that included specific hazard and emergency information. This planning step also includes a summary of the magnitude, frequency, and location characteristics of relevant natural hazards (urban fire, fault locations, flood plains, etc.) that were utilized as the design-basis for the loss estimates.

Step 3: Inventory Assets

The purpose of this step is to determine the quantity of buildings, people, and assets in the City that lie in the different hazard areas and what proportion of the City this represents. The asset inventory was completed utilizing spatial Geographic information Systems (GIS) asset locations and specifications for the following assets:

- General Buildings: City well sites, Civic Buildings, Parks, etc.
- Critical Facilities: Hazmat Facilities, Schools, etc.

The development of the comprehensive inventory facilitated the development of loss estimates for all hazard scenarios.

Step 4: Loss Estimates

The loss estimate step relied on detailed information regarding the hazard probability and maps that were completed as part of the hazard profiles. This information was utilized to apply the hazard probabilities and recurrence intervals to the City's assets and inventory (buildings and infrastructure). This step was critical in determining which assets were subject to the greatest potential damages and which hazard event was likely to produce the greatest potential losses.

The conclusion of this step precipitated a comprehensive loss estimate (vulnerability assessment) for each identified hazard for each specific asset in terms of damages, economic loss, and the associated consequences for the City.

3.2 Hazard Identification and Profiling

§201.6(c)(2)(i): [The risk assessment **shall** include a] description of the type, location, and extent of all-natural hazards that can affect the jurisdiction. The plan shall include information on previous occurrences of hazard events and on the probability of future hazard events.

§201.6(c)(2)(ii): [The risk assessment **shall** include a] description of the jurisdiction's vulnerability to the hazards described in paragraph (c)(2)(i) of this section. This description **shall** include an overall summary of each hazard and its impact on the community.

§201.6(c)(2)(ii): [The risk assessment] **must** also address National Flood Insurance Program (NFIP) insured structures that have been repetitively damaged by floods.

§201.6(c)(2)(iii): For multi-jurisdictional plans, the risk assessment **must** assess each jurisdiction's risks where they vary from the risks facing the entire planning area.

The hazard identification and ranking were obtained from the hazard identification exercise. Each hazard profile includes a summary of the hazard identification exercise identified risk factors and overall rank for each hazard, in addition to the detailed hazard description, historical occurrences, and projected future probability, magnitude, and frequency.

Each member of the Steering Committee participated in the hazard identification exercise to update the perceived vulnerability for the identified hazards within the City. As during the list development during the last update, the hazard identification exercise was facilitated utilizing an interactive spreadsheet program that asks specific questions on potential hazards and then rates them accordingly. These questions guide the team in the correct facilitation and application of the program. Table 3.1 summarizes the hazard identification exercise risk factors, lists the descriptions of each factor, provides the specific descriptor choices for each risk factor and description, and summarizes the risk ranking associated with each hazard:

Table 3.1: Risk Factors for Hazard Identification

Risk Factor	Description	Descriptors	Value
Probability/ Frequency	Prediction of how often a hazard will occur in the future	Infeasible event - not applicable due to geographic location characteristics	0
		Rare event - occurs less than once every 50 years	1
		Infrequent event - occurs between once every 8 years and once every 50 years (inclusive)	2
		Regular event - occurs between once a year and once every 7 years	3
		Frequent event - occurs more than once a year	4
Consequence/ Severity	Physical Damage - structures and lifelines Economic Impact – loss of function for power, water, sanitation, roads, etc.	No damage	1
		Minor/slight damage to buildings and structures, no loss of lifelines	2
		Moderate building damage, minor loss of lifelines (less than 12 hours)	3
		Moderate building damage, lifeline loss (less than 24 hours)	4
		Extensive building damage, widespread loss of lifelines (water, gas, electricity, sanitation, roads), loss of life	5
Vulnerability	Impact Area - area impacted by a hazard event	No physical damage, no secondary impacts	1
		Localized damage area	2
		Localized damage area, minor secondary impacts, delayed hazard onset	3
	Secondary Impacts -	Moderate damage area, moderate secondary impacts, moderate warning time	4

Risk Factor	Description	Descriptors	Value
	<p>Capability of triggering additional hazards</p> <p>Onset - Period of time between initial recognition of an approaching hazard and when the hazard begins to impact the community</p>	Widespread damage area, significant secondary impacts, no warning time	5

Each profile also includes a ranking of the hazard (ranging from low hazard to high hazard). Table 3.2 illustrates the matrix for how each hazard was ranked according to all of the previously mentioned factors. Table 3.3 provides the value determinations for each ranking. The Steering Committee determined this initial profile ranking based on all of the hazard identification, profile research, group discussion, and evaluation of all of the data.

Table 3.2 Risk Ranking Matrix

Probability/Frequency Description		Risk Ranking Matrix					
Rare Event: Occurs less than once every 50 years	Probability/Frequency	Consequence/Severity					
	Value	1	1	2	3	4	5
	Vulnerability	1	1	2	3	4	5
		2	2	4	6	8	10
		3	3	6	9	12	15
		4	4	8	12	16	20
		5	5	10	15	20	25
Infrequent Event: Occurs between once every 8 years and once every 50 years (inclusive)	Probability/Frequency	Consequence/Severity					
	Value	2	1	2	3	4	5
	Vulnerability	1	2	4	6	8	10
		2	4	8	12	16	20
		3	6	12	18	24	30
		4	8	16	24	32	40
		5	10	20	30	40	50
Regular Event: Occurs between once a year and once every 7 years	Probability/Frequency	Consequence/Severity					
	Value	3	1	2	3	4	5
	Vulnerability	1	3	6	9	12	15
		2	6	12	18	24	30
		3	9	18	27	36	45
		4	12	24	36	48	60
		5	15	30	45	60	75
Frequent Event: Occurs more than once a year	Probability/Frequency	Consequence/Severity					
	Value	4	1	2	3	4	5
	Vulnerability	1	4	8	12	16	20
		2	8	16	24	32	40
		3	12	24	36	48	60
		4	16	32	48	64	80
		5	20	40	60	80	100

Table 3.3: Risk Rank Categorization

Hazard Ranking	Matrix Value
High Hazard	50 to 100
Moderately High Hazard	25 to 49
Moderate Hazard	15 to 24
Moderately Low Hazard	5 to 14
Low Hazard	1 to 4

3.2.1 Hazard Profiling

This section presents additional information regarding the hazards of concern (detailed below) as hazard profiles. Hazard profiles are designed to assist communities in evaluating and comparing the hazards that can impact their community by comparing a number of hazard factors. Each type of hazard has unique characteristics and the impact associated with a specific hazard can vary depending on the magnitude and location of each event (a hazard event is a specific, uninterrupted occurrence of a particular type of hazard). Furthermore, the probability of occurrence of a hazard in a given location impacts the priority assigned to that hazard. Finally, each hazard will impact different communities in different ways, based on geography, local development, population distribution, age of buildings, and mitigation measures already implemented. Table 3.4 summarizes the hazard ranking summary for the City.

Table 3.4: Hazard Ranking Summary

Hazard Rank		Score
High		
Moderately High		
Earthquakes		25
Hazardous Material Release		25
Moderate		
Pipeline Failure		20
Windstorm		18
Moderately Low		
Disease Outbreak		12
Urban Fire		10
Adversarial Events		9
Flood		6
Low Hazard		
Drought		3

3.2.2 Trends in Perceived Vulnerability

As illustrated above, the Steering Committee reviewed its perceived vulnerability to determine the potential impact of each hazard on the City. The Steering Committee began with the hazards identified in the 2013 Multi-Jurisdictional Hazard Mitigation Plan and used the lists as a springboard in determining current perceived vulnerability. One of the major changes was the inclusion of Disease Outbreak as one of the perceived hazards. On the heels of the Coronavirus pandemic, the City was acutely aware of the impacts a disaster of this nature could have a significant impact on the City. Another notable change was the reclassification of Terrorism as Adversarial events. The new term combines the general understanding of terrorism, typically a foreign organization committing violence on America/Americans and includes domestic events such as school and office shootings.

The 2020 Los Angeles County All-Hazards Mitigation Plan considered the potential for Tsunami and Wildfire, but these were deemed not to be applicable to the City due to a lack of proximity to the ocean and the lack of open “wild areas”. It was estimated that the

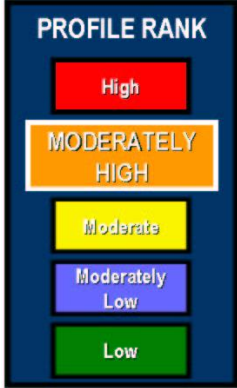
nearest “open area” which could contribute to a wildfire scenario was approximately 20 miles from the City border; reducing the likelihood for impact, even from a neighboring jurisdiction to very unlikely. As a result, Tsunami was not included in the Plan and Wildfire was adapted to Urban Fire to be more in line with the City’s vulnerabilities.

Furthermore, according to the FEMA’s National Risk Index, communities in the City’s general area are also prone to Extreme Heat Wave events, Landslide, and lightning strikes. The Steering committee discussed each of these separately and determined they didn’t have a place in the plan. Although the City is prone to hot summers, in recent memory, not one steering committee member could account for any incidents arising as a result of the high temperatures. Additionally, although the City is vulnerable to lightning strikes, there have been no significant incidents which have been the result of lightning. Lastly, landslide was considered to be a secondary impact of an earthquake scenario which was already captured by the plan. The Steering Committee felt it would be redundant to include two “earth movement” hazards in the current Plan update.

3.3 Earthquake Hazard Profile

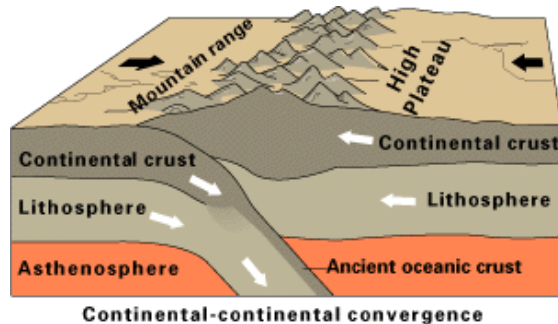
Earthquake Risk Assessment Summary

Risk Rank: Moderately High

Probability/ Frequency:	Rare event – occurs less than once every 50 years	
Consequence/ Severity:	Extensive building damage, widespread loss of lifelines (water, gas, electricity, sanitation, roads), loss of life	
Vulnerability:	Widespread damage area, significant secondary impacts, no warning time	
Hazard Risk Rank Score:	25	

3.3.1 Earthquake Hazard Information and Background

Plate tectonics is a starting point for understanding the forces within the Earth that cause earthquakes. Plates are thick slabs of rock that make up the outermost 100 kilometers of the Earth. The term "tectonics" describes the deformation of the Earth's crust, the forces producing such deformation, and the geologic and structural features that result. The constant motion of the plates causes stress in the brittle upper crust of the Earth. These tectonic stresses build as the rocks are gradually deformed. The rock deformation, or strain, is stored in the rocks as elastic strain energy. When the strength of the rock is exceeded, ruptures occur along a fault. The rocks on opposite sides of the fault slide past each other as they spring back into a relaxed position.



The strain energy is released partly as heat and partly as elastic waves called seismic waves. The passage of these seismic waves produces the ground shaking in earthquakes.

Faults are more likely to produce future earthquakes if they have rapid rates of movement, have had recent earthquakes along them, experience greater total displacements, and are aligned so that movement can relieve the accumulating tectonic stresses. Geologists classify faults by their relative hazards. “Active” faults, which represent the highest hazard, are those that have ruptured to the ground surface during the Holocene period (about the last 11,000 years). In contrast, “potentially active” faults are those that displaced layers of rock from the Quaternary period (the last 1,800,000 years). Determining if a fault is “active” or “potentially active” depends on geologic evidence, which may not be available for every fault.

Shaking

The amount of energy released during an earthquake is usually expressed as a magnitude and is measured directly from the earthquake as recorded on seismographs. An earthquake’s magnitude is expressed in whole numbers and decimals (e.g., 6.8). Seismologists have developed several magnitude scales. One of the first was the Richter scale, developed in 1932 by Dr. Charles F. Richter of the California Institute of Technology. The most commonly used scale today is the Moment Magnitude (M_w) Scale. Moment magnitude is related to the total area of the fault that ruptured and the amount of offset (displacement) across the fault. It is a more uniform measure of the energy released during an earthquake.

The other commonly used measure of earthquake severity is intensity. Intensity is an expression of the amount of shaking at any given location on the ground surface. In general, it decreases with distance from the source of an earthquake, but it may be increased or decreased by a number of factors.

The Modified Mercalli Intensity Scale and Corresponding Richter Scale Magnitudes

Shaking intensity is often described using the Modified Mercalli Intensity Scale which rates an earthquake’s effects based on human observation. While an earthquake has only one magnitude, it may have many intensity values which will generally decrease with distance from the epicenter. Table 3.5 lists the Mercalli Scale’s various intensity levels and corresponding Richter scale magnitudes.

Table 3.5: Modified Mercalli Intensity Scale

Mercalli Intensity		Description	Richter Scale Magnitude
I	Instrumental	Detected only by a seismograph	
II	Feeble	Noticed by sensitive people	0.1 to 3.4
III	Slight	Like the vibrations due to a passing truck	3.5 to 4.2
IV	Moderate	Felt by people while walking, rocking of loose objects, including standing vehicles	4.3 to 4.8
V	Rather Strong	Felt generally; most sleepers are awakened and bells ring	
VI	Strong	Trees sway and all suspended objects swing; damage by over-turning and falling of loose objects	4.9 to 5.4
VII	Very Strong	General alarm; walls crack; plaster falls	
VIII	Destructive	Car drivers seriously disturbed; masonry fissured; chimneys fall; poorly constructed buildings damaged	5.5 to 6.1
IX	Ruinous	Some houses collapse where ground begins to crack, and pipes break	6.2 to 6.9
X	Disastrous	Ground cracks badly; many buildings destroyed, and railway lines bent; landslides on steep slopes	7.0 to 7.3
XI	Very disastrous	Few buildings remain standing; bridges destroyed; all services (railway, pipes, and cables) out of action; great landslides and floods	7.4 to 8.1

Mercalli Intensity		Description	Richter Scale Magnitude
XII	Catastrophic	Total Destruction; objects thrown into air; ground rises and falls in waves	8.1 +

Amplification of Seismic Shaking

Although seismic waves radiate from their source like ripples on a pond, the radiation is not uniform due to the complex nature of an earthquake rupture, the different paths the waves follow through the earth, and the different rock and soil layers near the earth's surface. Large earthquakes begin to rupture at their hypocenter deep in the earth and the fault ruptures outward from that point. Because the speed of an earthquake rupture on a fault is similar to the speed of seismic waves, waves closer to the epicenter can be compounded by waves from farther along the rupture, creating a pulse of very strong seismic waves that moves along the fault in the direction of the fault rupture. Seismic waves may also be modified as they travel through the earth's crust.

As seismic waves approach the ground surface, they commonly enter areas of loose soils where the waves travel more slowly. As the waves slow down, their amplitude increases, resulting in larger waves with frequencies that are more likely to damage structures. Waves can also be trapped within soft sediments between the ground surface and deep, hard basement rocks, their destructive energy multiplying as they bounce back and forth, producing much greater shaking at the ground surface.

Ground Failure

Fissuring, settlement, and permanent horizontal and vertical shifting of the ground often accompanies large earthquakes. Although not as pervasive or as costly as the shaking itself, these ground failures can significantly increase damage and, under certain circumstances, can be the dominant cause of damage. The following is a list of different ground failure scenarios.

Fault Rupture

The sudden sliding of one part of the earth's crust past another releases the vast store of elastic energy in the rocks as an earthquake. The resulting fracture is known as a fault,

while the sliding movement of earth on either side of a fault is called fault rupture. Fault rupture begins below the ground surface at the earthquake hypocenter, typically between three and ten miles below the ground surface in California. If an earthquake is large enough, the fault rupture will actually travel all the way to the ground surface, severely damaging structures built across its path.

Liquefaction

In addition to the primary fault rupture that occurs right along a fault during an earthquake, the ground many miles away can also fail during the intense shaking. One common type of failure occurs when soft, water-saturated soil settles, causing the water to eject sediment particles as it works its way to the ground surface. This phenomenon, known as liquefaction, turns the soil into a fluid, causing it to lose the ability to support buildings and other structures. Areas susceptible to liquefaction include places where sandy sediments have been deposited by rivers along their course or by wave action along beaches.
























Landslides

























Landslides are the result of the down-slope movement of unstable hillside materials under the influence of weathering and gravity over time. Strength of rock and soil, steepness of slope, and weight of the hillside material all play an important role in the stability of hillside areas. Weathering and absorption of water can weaken slopes, while the added weight of saturated materials or overlying construction can increase the chances of slope failure. Sudden failure can be triggered by heavy rainfall, excavation of weak slopes, and earthquake shaking, among other factors.

























3.3.2 Earthquake History




















To indicate the potential for an earthquake event, Table 3.6 lists significant recorded earthquakes in Southern California and the associated magnitudes over the last hundred years (excerpted from the Southern California Earthquake Data Center):

Table 3.6 Southern California Historical Earthquakes

	Magnitude 4.5 - 5.4		Magnitude 5.5 - 6.4
	Magnitude 6.5 to 7.4		Magnitude > 7.5
Magnitude	Year	Earthquake Name	
 Magnitude 5.5 - 6.4	1922	Parkfield Earthquake	
 Magnitude 5.5 - 6.4	1923	North San Jacinto Fault Earthquake	
 Magnitude 5.5 - 6.4	1925	Santa Barbara Earthquake	
 Magnitude 6.5 to 7.4	1927	Lompoc Earthquake	
 Magnitude 5.5 - 6.4	1933	Long Beach Earthquake	
 Magnitude 5.5 - 6.4	1934	Parkfield Earthquake	
 Magnitude 5.5 - 6.4	1937	San Jacinto Fault ("Terwilliger Valley") Earthquake	
 Magnitude 6.5 to 7.4	1940	Imperial Valley Earthquake	
 Magnitude 5.5 - 6.4	1941	Santa Barbara Earthquake	
 Magnitude 4.5 - 5.4	1941	Torrance-Gardena Earthquakes	
 Magnitude 6.5 to 7.4	1942	Fish Creek Mountains Earthquake	
 Magnitude 5.5 - 6.4	1946	Walker Pass Earthquake	
 Magnitude 6.5 to 7.4	1947	Manix Earthquake	
 Magnitude 5.5 - 6.4	1948	Desert Hot Springs Earthquake	
 Magnitude > 7.5	1952	Kern County Earthquake	
 Magnitude 5.5 - 6.4	1952	Bakersfield Earthquake	
 Magnitude 5.5 - 6.4	1954	San Jacinto Fault Earthquake	
 Magnitude 5.5 - 6.4	1966	Parkfield Earthquake	
 Magnitude 6.5 to 7.4	1968	Borrego Mountain Earthquake	

	Magnitude 4.5 - 5.4		Magnitude 5.5 - 6.4
	Magnitude 6.5 to 7.4		Magnitude > 7.5
Magnitude		Year	Earthquake Name
	Magnitude 4.5 - 5.4	1970	Lytle Creek Earthquake
	Magnitude 6.5 to 7.4	1971	San Fernando (Sylmar) Earthquake
	Magnitude 4.5 - 5.4	1973	Point Mugu Earthquake
	Magnitude 4.5 - 5.4	1975	Galway Lake Earthquake
	Magnitude 4.5 - 5.4	1978	Santa Barbara Earthquake
	Magnitude 4.5 - 5.4	1979	Malibu Earthquake
	Magnitude 5.5 - 6.4	1979	Imperial Valley Earthquake
	Magnitude 5.5 - 6.4	1980	White Wash Earthquake
	Magnitude 4.5 - 5.4	1982	"Anza Gap" Earthquake
	Magnitude 5.5 - 6.4	1986	North Palm Springs Earthquake
	Magnitude 4.5 - 5.4	1986	Oceanside Earthquake
	Magnitude 6.5 to 7.4	1987	Elmore Ranch/Superstition Hills Earthquakes
	Magnitude 5.5 - 6.4	1987	Whittier Narrows Earthquake
	Magnitude 4.5 - 5.4	1988	Tejon Ranch Earthquake
	Magnitude 4.5 - 5.4	1988	Upland Earthquake
	Magnitude 4.5 - 5.4	1988	Pasadena Earthquake
	Magnitude 4.5 - 5.4	1989	Malibu Earthquake
	Magnitude 4.5 - 5.4	1989	Newport Beach Earthquake
	Magnitude 4.5 - 5.4	1989	Montebello Earthquake
	Magnitude 4.5 - 5.4	1990	Upland Earthquake

	Magnitude 4.5 - 5.4		Magnitude 5.5 - 6.4
	Magnitude 6.5 to 7.4		Magnitude > 7.5
Magnitude	Year	Earthquake Name	
 Magnitude 5.5 - 6.4	1991	Sierra Madre Earthquake	
 Magnitude 5.5 - 6.4	1992	Joshua Tree Earthquake	
 Magnitude 6.5 to 7.4	1992	Landers Earthquake	
 Magnitude 5.5 - 6.4	1992	Big Bear Earthquake	
 Magnitude 5.5 - 6.4	1992	Mojave (Garlock) Earthquake	
 Magnitude 4.5 - 5.4	1993	Wheeler Ridge Earthquake	
 Magnitude 6.5 to 7.4	1994	Northridge Earthquake	
 Magnitude 5.5 - 6.4	1995	Ridgecrest Earthquakes	
 Magnitude 4.5 - 5.4	1996	Coso Earthquake	
 Magnitude 4.5 - 5.4	1997	Calico Earthquake	
 Magnitude 4.5 - 5.4	1998	Coso Earthquake	
 Magnitude 4.5 - 5.4	1998	Crafton Hills (Redlands) Earthquake	
 Magnitude 4.5 - 5.4	1998	San Bernardino Earthquake	
 Magnitude 4.5 - 5.4	1998	Whiskey Springs (Big Bear City) Earthquake	
 Magnitude 6.5 to 7.4	1999	Hector Mine Earthquake	
 Magnitude 4.5 - 5.4	2001	Anza Earthquake	
 Magnitude 5.5 - 6.4	2002	Laguna Salada Earthquake	
 Magnitude 6.5 to 7.4	2003	San Simeon Earthquake	
 Magnitude 4.5 - 5.4	2005	Mettler Earthquake	
 Magnitude 4.5 - 5.4	2008	Chino Hills Earthquake	

	Magnitude 4.5 - 5.4		Magnitude 5.5 - 6.4
	Magnitude 6.5 to 7.4		Magnitude > 7.5
Magnitude		Year	Earthquake Name
	Magnitude 4.5 - 5.4	2009	Inglewood Earthquake
	Magnitude 5.5 - 6.4	2009	Baja California Earthquake
	Magnitude 6.5 to 7.4	2010	El Mayor-Cucapah Earthquake
	Magnitude 6.5 to 7.4	2010	Sierra El Mayor Earthquake
	Magnitude 4.5 - 5.4	2011	Calexico Earthquake
	Magnitude 4.5 - 5.4	2012	Brawley Earthquake
	Magnitude 4.5 - 5.4	2012	Westmoreland Earthquake
	Magnitude 4.5 - 5.4	2013	Isla Vista Earthquake
	Magnitude 4.5 - 5.4	2014	Brea Earthquake
	Magnitude 4.5 - 5.4	2015	Stovepipe Wells Earthquake
	Magnitude 4.5 - 5.4	2016	Borrego Springs Earthquake
	Magnitude 4.5 - 5.4	2018	Santa Cruz Island Earthquake
	Magnitude 5.5 - 6.4	2019	Ridgecrest Earthquake
	Magnitude 6.5 to 7.4	2019	Ridgecrest Earthquake
	Magnitude 5.5 - 6.4	2020	Lone Pine Earthquake

Source: [Southern California Earthquake Data Center](#)

Southern California Historic Earthquakes

One of the best indicators of earthquake potential is learning the earthquake history of the area. The following is a discussion on large earthquakes that affected the City of Gardena and Southern California in general, which were also included in Table 3.6.

1857 Fort Tejon Earthquake

On January 9, 1857, one of the greatest recorded earthquakes in the United States occurred. The Fort Tejon earthquake measured 7.9 on the Richter scale and left a surface rupture scare of over 350 kilometers along the San Andreas Fault. Strong shaking was said to have lasted for over a minute, and water from the Los Angeles River was reportedly thrown out of its bed. Damage was not nearly as serious as it would be today since Southern California was sparsely populated at the time. Were the Fort Tejon earthquake to occur today, the damage would easily run into billions of dollars, and the loss of life would be substantial. The present-day communities of Wrightwood and Palmdale lie upon or near the 1857 rupture area.

1933 Long Beach Earthquake

In 1933, the Long Beach 6.4 magnitude earthquake struck the Los Angeles Basin on March 10. The earthquake occurred on the Newport-Inglewood Fault, causing serious damage in Long Beach and other communities. The earthquake resulted in 120 deaths and over \$50 million in property damage. Most of the damaged buildings were of unreinforced masonry construction. The following images of the damage were taken from the Southern California Earthquake Data Center website.



Damage resulting from the 1933 Long Beach Earthquake

1971 Sylmar Earthquake (San Fernando)



On February 9, 1971, the Los Angeles basin shook for over one minute. There were 65 deaths and a financial cost of over \$500 million. The earthquake resulted in a crack in the Van Norman Dam where an 80-square mile area had to be evacuated due to fear the dam would break. Numerous people were trapped in buildings and fires were started from natural gas line breaks. Two hospitals collapsed killing nine people. The Veterans Administration Hospital had seven deaths (photos left) and the Olive View Hospital had two deaths. Following this earthquake, the Alquist Hospital Seismic Act was passed establishing structural and non-structure classifications for hospital building seismic –safety levels.

1987 Whittier Narrows Earthquake

In October 1987, the Whittier Narrows Earthquake struck the Los Angeles area with a 5.9 magnitude earthquake. This earthquake occurred on a fault system not previously known for seismic activity. There were 8 deaths and 200 injuries. The earthquake damage was estimated at \$358 million.



1994 Northridge Earthquake



On January 17, 1994, the Northridge Earthquake struck at a 6.7 magnitude in the Los Angeles area. There were 57 deaths and over 1,500 people were injured. The earthquake caused billions of dollars in damage and disrupted the lives of thousands of residents, schools, and businesses in Southern California.

For days afterward, thousands of homes and businesses were without electricity; tens of thousands had no gas; and nearly 50,000 had little or no water. Approximately 15,000 structures were moderately to severely damaged, which left thousands of people temporarily homeless. Over 66,500 buildings were inspected, and nearly 4,000 were severely damaged and over 11,000 were moderately damaged. Several collapsed bridges and overpasses created commuter havoc on the freeway system. Ground shaking caused extensive damage, but the earthquake triggered liquefaction and dozens of fires also caused additional severe damage.



However, the earthquake occurred early in the morning on a holiday. This circumstance considerably reduced the potential effects. Many collapsed buildings were unoccupied, and most businesses were not yet open. The direct and indirect economic losses ran into the tens of billions.

2019 Ridgecrest Earthquakes

The 2019 Ridgecrest Earthquake event s began on July 4, 2019, with a magnitude 6.4 quake near the town of Ridgecrest. Then, at 6:32PM on July 6th, 2019, a 7.1 magnitude struck again east of the town. This quake moved along 30 miles of Garlock strike-slip fault line and was followed by 26,000 aftershocks over



multiple days. The shaking was felt in Stockton, Las Vegas, and downtown Los Angeles; near the City. According to the [United States Geological Survey](https://www.usgs.gov/), five people were injured, 50 homes were structurally damaged, and many more homes were damaged by fire from broken gas lines and power outages. Damages from the quake were estimated to exceed \$100 million.

Even if the epicenter of a major earthquake is not located directly within the City, the aftershocks associated with that earthquake can cause significant damage. The hazards associated with aftershock earthquakes are the same as mainshock earthquakes and may cause significant damage and disruption. The primary difference between mainshock and aftershock earthquakes is aftershock earthquakes are categorized by the following two guidelines. First, it must occur within one rupture length of the mainshock rupture surface,

or alternatively, within an "aftershock zone" based upon early aftershock activity and defined by seismologists. Second, it must occur within that designated area before the seismicity rate in that area returns to its "background", meaning pre-mainshock, level. Figure 3.1 from the [Southern California Earthquake Data Center](#) details the locations and magnitudes for historic Southern California earthquakes.

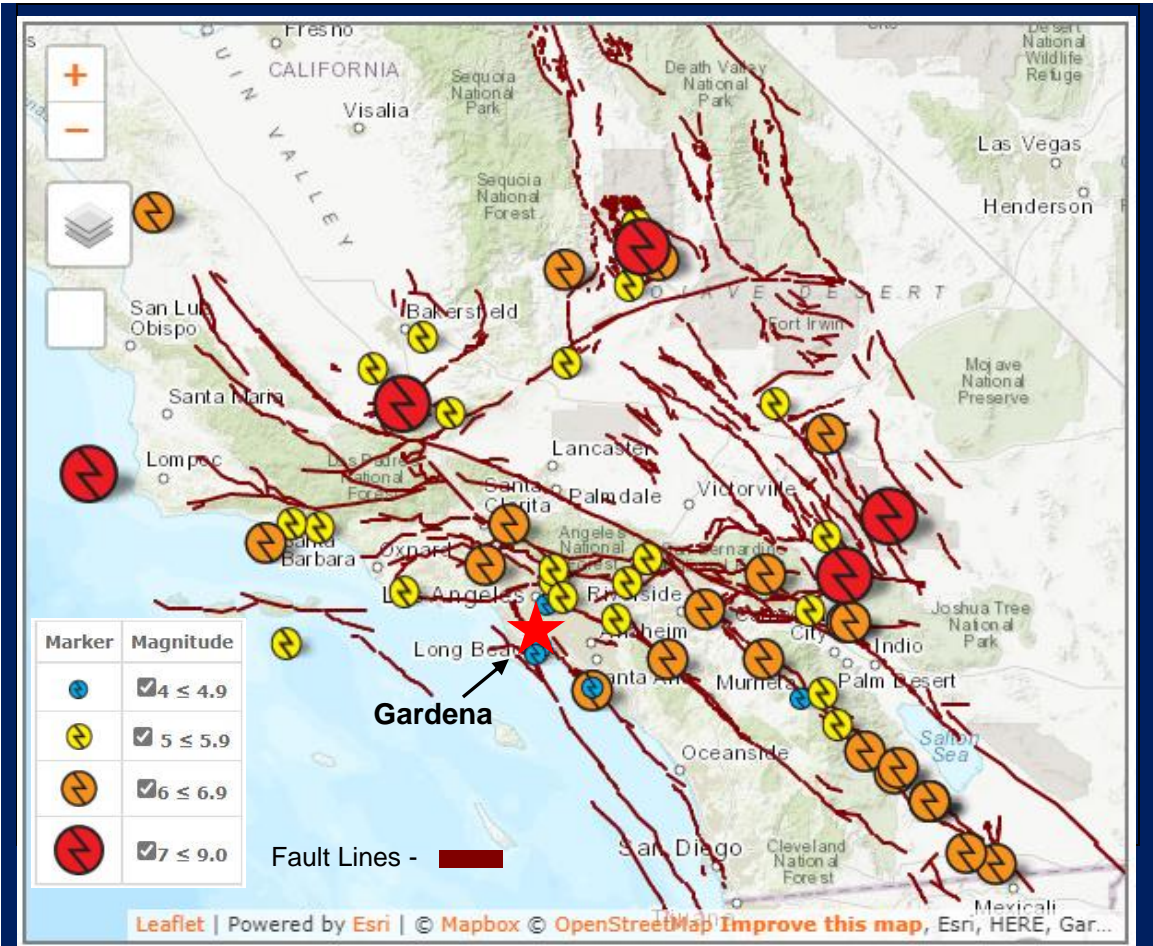


Figure 3.1: Southern California Historic Earthquakes Map

[Southern California Earthquake Data Center at Caltech](#) 2024

3.3.3 Earthquake Probability, Frequency, and Magnitude

The Steering Committee ranked earthquake as one of the greatest threats to the City. The City is located in a seismic fault zone near the Newport-Inglewood Fault according to a Preliminary Alquist-Priolo Earthquake Fault Zone map provided by the California Department of Conservation website and is located in a moderately high seismic risk zone.

Fault Zones

There are many faults and fault zones throughout Southern California. After reviewing maps of the United States, California and specifically the Southern California area, the research showed potential earthquake areas that could impact the City. Faults that were reviewed include: the San Andreas, Newport-Inglewood, Rose Canyon, Cristianos, San Joaquin Hills, Rose Canyon, Coronado Bank, Whittier-Elsinore, Palos Verdes, San Diego Trough, and San Clemente Faults. These faults, all considered active, are capable of producing earthquakes in the 4.5 – 8+ magnitude range. This report focused on the four faults that could most seriously impact the area.

1. San Andreas Fault
2. Newport-Inglewood Fault
3. Whittier-Fault
4. Palos Verdes Fault

A major earthquake along any of these four faults could result in substantial casualties and damage resulting from collapsed buildings, damaged roads and bridges, fires, flooding, and other threats to life and property. There may still be unmapped earthquake faults throughout Southern California that could also affect the City. Figure 3.1 provides the local earthquake faults in the City and Southern California areas. In addition, Tables 3.7 through 3.11 give fault specific information from the Southern California Earthquake Data Center for local faults that could affect the City.

The San Andreas Fault

Table 3.7: San Andreas Fault Information

Type of fault:	Right-lateral strike-slip
Length:	1200 kilometers (km)
Nearby Communities:	Parkfield, Frazier Park, Palmdale, Wrightwood, San Bernardino, Banning, Indio
Last Major Rupture:	January 9, 1857 (Mojave segment); April 18, 1906 (Northern segment)
Slip rate:	20-35 millimeters/year (mm/yr.)
Interval Between Major Ruptures:	Average of about 140 years on the Mojave segment; recurrence interval varies greatly from under 20 years (at Parkfield only) to over 300 years
Probable Magnitudes:	6.8 to 8.0
Distance and Direction from City:	Approximately 100 miles east

Source: [Southern California Earthquake Data Center at Caltech](#)

This fault marks the boundary between the North American and Pacific tectonic plates and is capable of producing earthquakes in the magnitude 8+ range. It has been scientifically determined through a carbon dating process that a major earthquake on this fault has occurred approximately every 145 years plus or minus 20 years. The last major earthquake on the Mojave segment of the fault occurred in 1857 (165 years ago as of 2022). The San Andreas Fault is considered one of the most active faults in the world today, and a major earthquake up to an 8.3 magnitude is expected to occur again within the next 20 years. The Fault traverses the Southern California region and is located approximately 100 miles east of the City. The ground shaking of an 8.3 magnitude earthquake on the Southern San Andreas Fault would result in serious damage in Southern California, including the City.

The Newport-Inglewood Fault

Table 3.8: Newport-Inglewood Fault Information

Type of fault:	Right lateral: local reverse slip associated with fault steps
Length:	75 km
Nearby Communities:	Culver City, Inglewood, Gardena, Compton, Signal Hill, Long Beach, Seal Beach, Huntington Beach, Newport Beach, Costa Mesa
Last Major Rupture	March 10, 1933, M_w 6.4
Slip rate:	0.6 mm/yr.
Interval Between Major Ruptures:	Unknown
Probable Magnitudes:	6.0-7.4
Distance and Direction from City:	Approximately 2 miles east

Source: [Southern California Earthquake Data Center at Caltech](#)

The Newport-Inglewood Fault is considered the second most active fault in California. It runs from the City of Inglewood through the City of Huntington Beach and out into the Pacific Ocean in the Newport Beach area. At its closest point, the fault lies about 8 miles southwest of the City. This fault is capable of producing earthquakes in the range of 6.3 to 7.5 magnitude. The 6.5 magnitude, 1933 Long Beach earthquake, occurred on the Newport-Inglewood fault causing 120 deaths and severe damage. Unreinforced masonry buildings collapsed leaving people trapped beneath the rubble.

Earthquakes are to be considered a major threat to the City. When scientists refer to the San Andreas Fault, they often call it “The Big One.” In 1990, the Los Angeles Times newspaper did a series of articles on the Newport-Inglewood Fault and described it as “The Bigger One.” Both faults would cause considerable damage; however, a 7.5 magnitude Newport-Inglewood earthquake could be more severe to the City of Gardena than an 8.3 on the San Andreas due to the fault’s proximity to the City. The cost estimates of damage

are much greater for the Newport-Inglewood worst-case scenario than the San Andreas worst-case scenario.

Whittier-Elsinore Fault

Table 3.9: Whittier-Fault Information

Type of fault:	Right-lateral strike-slip with some reverse slip
Length:	40 km
Nearby Communities:	Yorba Linda, Hacienda Heights, Whittier
Most Recent Surface Rupture	Holocene
Slip rate:	Between 2.5 and 3.0 mm/yr.
Interval Between Major Ruptures:	Unknown
Probable Magnitudes:	6.0-7.2
Distance and Direction from City:	Approximately 15 miles northeast

Source [Southern California Earthquake Data Center at Caltech](#)

The Whittier Fault runs along the Chino Hills range between Chino Hills and Whittier. Earthquakes with surface rupture on the Whittier Fault are estimated to have return intervals for a M6.5 and M7.5 of 100 and 1,200 years, respectively. An unpublished paleoseismic investigation suggests that the Whittier segment has not moved for 2,000 years. Since the average interval between major characteristic (extreme) events on the Whittier segment is estimated to be on the order of 1,200 years, the fault is considered long overdue. The Whittier fault joins the Chino Fault near Prado Dam where they merge into the Elsinore Fault.

Table 3.10: Elsinore Fault Information

Type of fault:	Right-lateral strike-slip
Length:	180 km
Nearby Communities:	Temecula, Lake Elsinore, Julian
Last Major Rupture	May 15, 1910; Magnitude 6.0
Slip rate:	Roughly 4.0 mm/yr.
Interval Between Major Ruptures:	Roughly 250 years
Probable Magnitudes:	6.5-7.5
Distance and Direction from City:	Approximately 15 miles east

Source: [Southern California Earthquake Data Center at Caltech](#)

The Elsinore Fault trends along the eastern base of the Santa Ana Mountains and is one of the largest in Southern California, and in historical times, has been one of the quietest. The main trace of the Elsinore Fault has only seen one historical event greater than magnitude 5.2, which was the M6.0 Elsinore Earthquake of 1910.

At the northern end, the fault splays into several faults, creating the Whittier-Elsinore Fault Zone about 15 miles east of the City. A “characteristic” Magnitude M6.9 on the northwest segment of the Whittier-Elsinore Fault Zone has been estimated to have a return period of 450 years. This “characteristic” earthquake would be expected to cause ground movement on the order of 3 to 6 feet, with peak horizontal ground accelerations up to one multiplier of gravity (1 g). Most structures built prior to 1997 were designed to withstand peak ground accelerations, described in further detail below, of up to 0.4 g, so a “characteristic” earthquake along this fault zone would have devastating consequences.

Palos Verdes Fault

Table 3.11: Palos Verdes Fault Information

Type of fault:	Right-reverse
Length:	Roughly 80 km
Nearby Communities:	San Pedro, Palos Verdes Estates, Torrance, Redondo Beach
Most recent surface rupture:	Holocene offshore; Late Quaternary onshore
Slip rate:	Between 0.1 and 3.0 mm/yr.
Interval between major ruptures:	Unknown
Probable magnitudes:	6.0 – 7.0 (or greater); fault geometries may allow only partial rupture at any one time.
Distance and Direction from City:	Approximately 8 miles south

Source: [Southern California Earthquake Data Center at Caltech](#)

The Palos Verdes Hills Fault is capable of a 6.0 to 7.0 magnitude earthquake. It has two main branches and continues southward as the Palos Verdes-Coronado Bank Fault Zone.

This fault is located off the coast of Redondo Beach and Torrance, and continues southward through the Palos Verdes peninsula and offshore, outside the San Pedro Bay. The issue of concern is the fault causing shaking and liquefaction within the City.

Peak Ground Acceleration

Peak Ground Acceleration (PGA) mapping represents peak horizontal acceleration of the ground on firm-rock conditions. The approach of representing peak horizontal ground acceleration on firm-rock is a common and widely used method of showing ground accelerations. The development of probabilistic acceleration maps is a result of three types of basic input parameters:

- 1) Attenuation of ground shaking with distance from the earthquake source.
- 2) Frequency of earthquakes within an area or region, termed recurrence; and

3) The character and extent of regions and faults that generate earthquakes.

According to the following Peak Ground Acceleration Map, the City is located in an area that will experience a PGA ranging from 0.50 g to 0.70 g with 10% exceedance in 50 years (0.0021 annual probability).

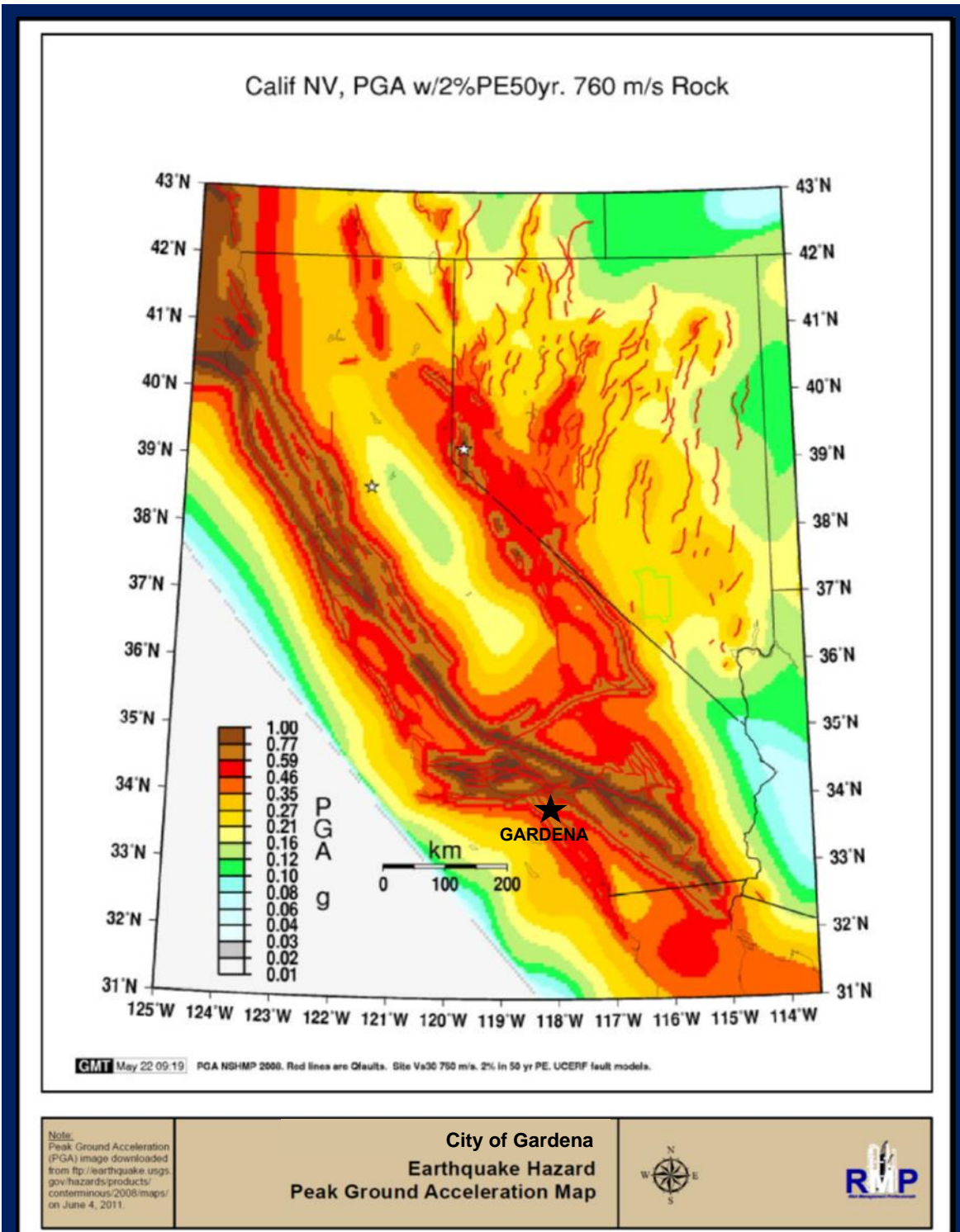











Figure 3.2: City of Gardena Peak Ground Acceleration Map

According to Table 3.12 below (provided by the United States Geographic Survey), this PGA Value is typically associated with a 6.9 magnitude earthquake. Thus, there is a 0.21% annual possibility of a 6.9 magnitude earthquake affecting the City.

Table 3.12: Mercalli Intensity and Corresponding Peak Group Acceleration

Mercalli Intensity	Richter Intensity	Acceleration (%g)	Velocity (cm/s)	Perceived Shaking	Potential Damage
	3.5	< 0.17	< 0.1	Not Felt	None
	4.2 – 4.3	0.17 - 1.4	0.1 - 1.1	Weak	None
	4.8	1.40 – 3.9	1.1 - 3.4	Light	None
	4.9 – 5.4	3.9 - 9.2	3.4 - 8.1	Moderate	Very light
	5.5 – 6.0	9.2 - 18	8.1 - 16	Strong	Light
	6.1	18 - 34	16 - 31	Very Strong	Moderate
	6.2	34 - 65	31 - 60	Severe	Moderate to Heavy
	6.9	65 - 124	60 - 116	Violent	Heavy
	> 7.0	> 124	> 116	Extreme	Very Heavy

The City has been impacted by earthquakes numerous times over the years. Typical of many locations in Southern California, seismic building standards have prevented these earthquakes from causing any severe damage within the City. However, as noted above, the potential for a large-scale earthquake is possible. Based on data the proximity of identifies fault lines and the information demonstrated in the PGA maps, it is clear the whole community are at risk to the impacts of an earthquake event. Given the frequency, and likelihood, of earthquake occurrences in the area coupled with the possibility for a large-scale scenario, the City has ranked earthquakes as one of the hazards with highest vulnerability for the City. The Steering Committee determined that the impacts of Climate Change would not have any effect on the probability of earthquake scenarios.

Impacts to Vulnerable Populations

In the event of an earthquake, vulnerable populations may be impacted to a greater extent than others in the community. An earthquake may cause infrastructure /systems damage as well as loss of equipment, which would restrict access and use of facilities that cater to high-risk members of the community. Some facilities such as the Gardena Memorial Hospital, Rosecrans Care Center, and the Clear View Nursing home house the elderly population. In addition, there are multiple preschools and elementary schools scattered throughout the city. Since these facilities are spread out throughout the region, there is no way for the city to know which of these is more likely to be impacted. Therefore, the city can assume that the vulnerable population will be impacted equally since we cannot predict where an earthquake would occur. In Mitigation Action 2022.LHMP.05, the City intends to monitor new builds within the City to ensure there are adequate considerations for structural stability, particularly for structures intended to serve vulnerable groups, to improve infrastructure over time. Additionally, the City proposed to evaluate the structural integrity of its own buildings (Mitigation Action 2022.LHMP.06) as these facilities are often use as places of refuge for displaced people. As part of the Vulnerability Assessment in Section 3.14 of this Chapter, the Police Station and Human Services Division Building were anticipated as being the assets with the greatest risk to the impacts of earthquake due type of construction and age of these assets. Taking from experience the impact of past earthquake events, the Steering Committee also identified that power utilities were at significant risk.

Ground movement has the ability to impact the City as a whole, the Steering Committee did not anticipate any changes to population patterns (density or migration). It was also noted that emergency situations have a great potential for impacting those with mobility and language proficiency challengers. Also, those without a strong economic foundation will chase challenges in recovery. While open to the public, City personnel are trained to provide or locate support for people in need, particularly for vulnerable populations. It is useful to note that the City and County emergency plans will include considerations for vulnerable populations for response in the event of an earthquake.

3.4 Hazardous Material Release Hazard Profile

Hazardous Material Release Risk Assessment Summary

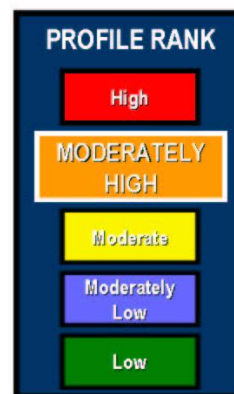
Risk Rank: Moderately High

**Probability/
Frequency:** Rare event - occurs less than once every 50 years

**Consequence/
Severity:** Extensive building damage, widespread loss of lifelines (water, gas, electricity, sanitation, roads), loss of life

Vulnerability: Widespread damage area, significant secondary impacts, no warning time

**Hazard Risk Rank
Score:** 25



3.4.1 Hazardous Material Release Information and Background

Hazardous materials include hundreds of substances that can potentially pose a significant risk to the general population if released. These substances may be highly toxic, reactive, corrosive, flammable, radioactive or infectious. They are present in nearly every community in the United States where they may be manufactured, used, stored, transported, or disposed. According to reports obtained through the Toxic Release Inventory (TRI) Program, there are thousands of hazardous material release events annually that contaminate air, soil, and groundwater resources. These events can potentially trigger millions of dollars in clean-up costs, human and wildlife injuries, and occasionally human deaths.

Accidents which result in chemical clouds or release of hazardous materials into public water or sewer systems may affect outlying neighborhoods or the community at large. Depending upon the scale of the release, large segments of the residential and business

populations may need to be evacuated quickly for extended periods of time. Effective emergency planning with regard to hazardous materials, therefore, requires the concentrated efforts of the Fire and Police Departments as well as other public safety officials and private organizations such as the Red Cross. Hazardous material releases may occur from any of the following:

Table 3.13: Types of Hazardous Material Incidents

Fixed-Site	Includes all releases involving the production and manufacturing, handling, and storage of a hazardous product at a single facility as well as any releases that may occur at a designated hazardous waste disposal site.
Transportation	Includes all releases that occur while the product is in transit from one facility to another or en route to be disposed of at a designated hazardous waste disposal site, of which the main concerns for the City of Gardena are the 405, 105, 110, and 91 freeways.
Intentional Spills and Releases	Includes all criminal acts and acts of terrorism in which a hazardous material is used to intentionally cause injuries and/or fatalities, damage the environment and/or property, or advance a political or social agenda. Adversarial Events and Weapons of Mass Destruction will be discussed in further detail in the Adversarial Events section of this document.

In response to concerns over the environmental and safety hazards posed by the storage and handling of toxic chemicals, Congress passed the Emergency Planning and Community Right to Know Act (EPCRA) in 1986. To reduce the likelihood of hazardous material releases, EPCRA established specific requirements on federal, state, and local governments, Indian tribes, and industry to plan for hazardous materials emergencies. EPCRA's Community Right-to-Know provisions help increase the public's knowledge and access to information on chemicals at individual facilities, their uses, and releases into the environment. States and communities working with facilities can use the information to improve chemical safety and protect public health and the environment. Under EPCRA, hazardous materials must be reported to the Environmental Protection Agency (EPA), even if they do not result in human exposure.

Hazardous material releases may include the following.

- Air emissions (e.g., pressure relief valves, smokestacks, broken pipes, water, or ground emissions with vapors)
- Discharges into bodies of water (e.g., outflows to sewers, spills on land, water runoff, contaminated groundwater)
- Discharges onto land
- Solid waste disposals in onsite landfills
- Transfer of wastewater to public sewage plants
- Transfers of waste to offsite facilities for treatment or storage

In addition to accidental human-caused hazardous material events, natural hazards may cause the release of hazardous materials and complicate response activities. The impact of earthquakes on fixed facilities may be particularly damaging due to the impairment of the physical integrity or even failure of containment facilities. The threat of any hazardous material event may be magnified due to restricted access, reduced fire suppression and spill containment, and even complete cut-off of response personnel and equipment.

In recognition of the dangers associated with keeping hazardous substances, the California State legislature has enacted several laws regulating the use and transport of identified hazardous materials. In particular, Chapter 6.95 of the Health and Safety Code requires all businesses using these materials to inform local government agencies of the types and quantities of materials stored on site. This disclosure enables emergency response agencies to respond quickly and appropriately to accidents involving dangerous substances. Chapter 6.95 of the California Health and Safety Code and Title 19 of the California Code of Regulations describe the requirements for chemical disclosure, business emergency plans, and community right to know programs. According to these state requirements, a business that uses or handles hazardous materials in amounts equal to or greater than 55 gallons, 500 pounds or 200 cubic feet at any one time must prepare a business emergency plan and chemical inventory. The inventory must be updated annually, and the business plan must be updated every two years. The chapter also has incorporated certain requirements from Federal Superfund Amendments and Reauthorization Act (SARA) Title III for chemicals designated as acutely hazardous. In addition, these regulations apply to industrial accidents, refinery explosions and incidences of high-volume releases.

3.4.2 Hazardous Material Release History

According to the Emergency Response Notifications System (ERNS), there have been a total of 2,683 spills and accidents in California during 2010. As illustrated in the table below, the majority of these incidents were caused by mobile vehicles, which represent a substantial threat to the City.

Table 3.14: ERNS Spills and Accidents in California in 2010

Type of Incident	Number of Incidents
Fixed site (e.g., incident at a building)	922
Continuous release	2
Storage tank, drilling platform, or pipeline	223
Unknown sheen on water	546
Mobile vehicle (plane, truck, train, ship, etc.)	990
Other or unknown	0
Total	2,683

3.4.3 Hazardous Material Release Probability, Frequency, and Magnitude

The following table provides a list of potential sources for hazardous materials releases within the City. In addition, the map following the table depicts the locations of these facilities.

Table 3.15: Hazardous Material (Hazmat) Facility Locations

Facility Name	Address
Coast Plating, Inc.	128 W 154 th St.
Coronet Manufacturing Co., Inc.	16210 S Avalon Blvd.
Mechanical Metal Finishing	15220 S Broadway

Facility Name	Address
Scigen Scientific, Inc.	333 E Gardena Blvd.
Spectrum Chemical & Laboratory Products	14422 S San Pedro St.
Grow More, Inc.	15600 New Century Dr.
Sunstate Equipment Co., LLC-Carson	17310 S Main St.
PB Fasteners	1700 W 132 nd St.
Sonic Plating Co.	1930 W Rosecrans Ave.
GoldCo Manufacturing Inc.	1448 W 135 th St.
Adcock Manufacturing Corporation	1550 W 132 nd St.
Brek Manufacturing	1513 W 134 th St.
Torrance Refining Company*	3700 W. 190 th St. Torrance, CA

Note: Although the Torrance Refinery is not within the City boundaries, it was included in this list as incidents at the location are expected to have the potential to impact to the City.

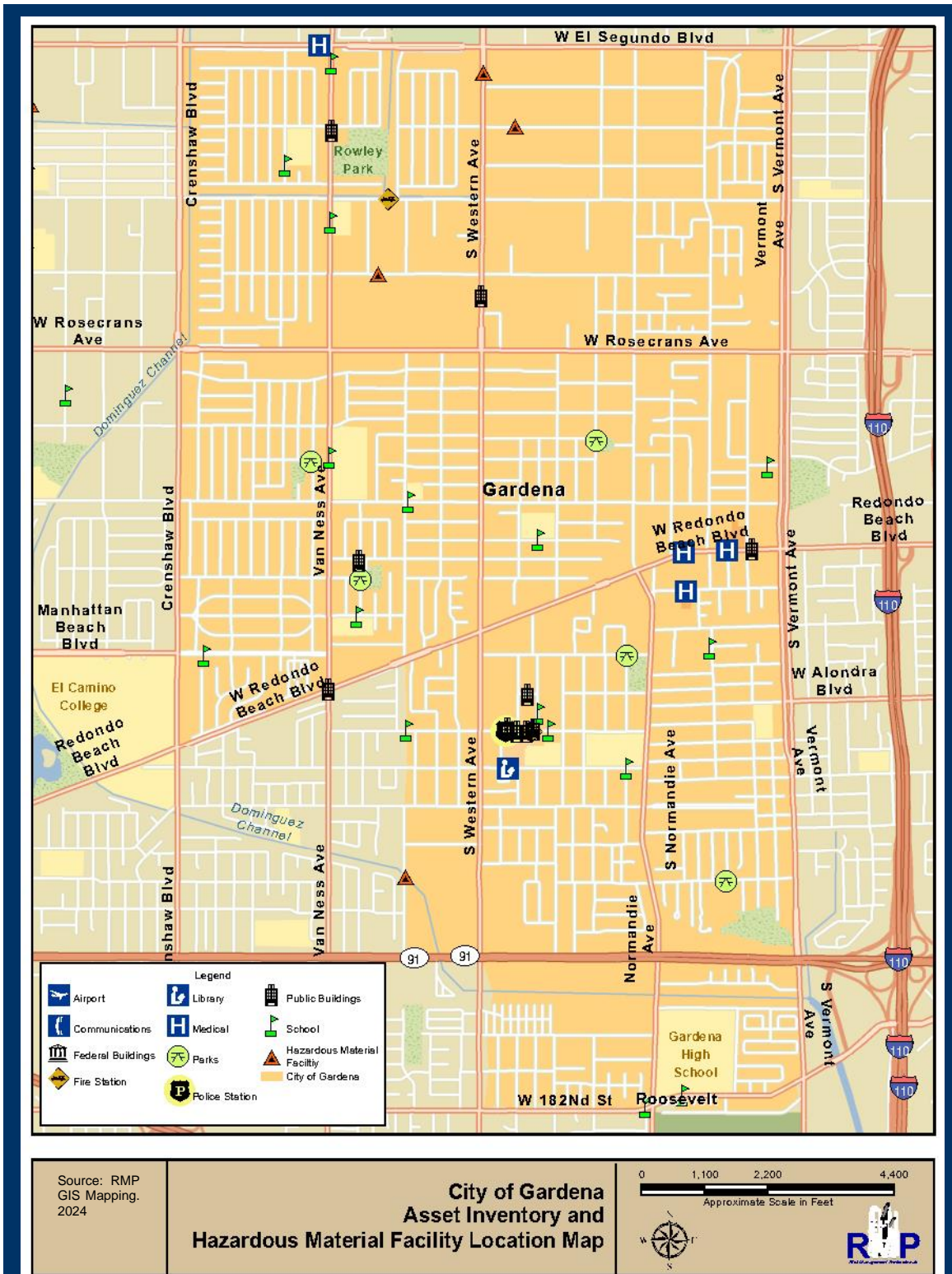


Figure 3.3: Hazardous Material Facility Locations Map

Hazardous materials are transported across the City, which poses a hazard should there be loss of containment. It is important to note that hazardous material emergencies occur during transportation and all major highways are susceptible to releases of toxic and flammable chemicals. While there is currently no mechanism to assign a probability of a fixed-site or transportation hazardous material emergency, it is important to consider a relatively high likelihood of occurrence and conduct planning and training accordingly. The map on the following page provides an overview of the transportation corridors throughout the City, including Interstates 105, 405, 110 and 91, which are considered major shipping and transportation routes.

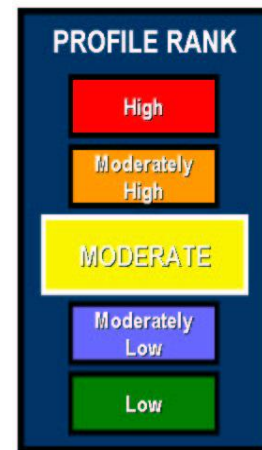
One major concern for the City is the potential for a hazardous material release from the Refinery in Torrance, California, due to its close proximity to the City. On February 18, 2015, ignition of hydrocarbons in the Electrostatic Precipitator (ESP) led to an explosion that resulted in a near-miss event in the modified hydrofluoric acid (MHF) alkylation unit, where a tank containing tens of thousands of pounds of MHF was nearly missed from the flying debris. In the case of a potential release from the Refinery, there is a fair likelihood that the offsite impact may affect areas within the City boundaries; nevertheless, as the Refinery is located outside of City boundaries, it may be safe to assume that when a hazardous material release occurs, the City would encounter a more minor impact than what is expected in the City of Torrance.

3.5 Pipeline Failure Hazard Profile

Pipeline Failure Risk Assessment Summary

Risk Rank: Moderate

Probability/ Frequency:	Rare event - occurs less than once every 50 years
Consequence/ Severity:	Extensive building damage, widespread loss of lifelines (water, gas, electricity, sanitation, roads), loss of life
Vulnerability:	Moderate damage area, moderate secondary impacts, moderate warning time
Hazard Risk Rank Score:	20



3.5.1 Pipeline Failure Information and Background

Pipeline transport is an economic method for transporting large quantities of oil or natural gas over land. Where possible, pipelines are built above the surface; however, in more developed, urban, or environmentally sensitive areas they are buried underground. The oil and natural gas infrastructure is utilized to provide resources for national defense, heating and cooling homes, generating power for business, and providing fuel. The City of Gardena has oil and gas underground pipelines.

Government regulations require that buried fuel pipelines must be protected from corrosion. Typically, corrosion control is by use of pipeline coating in conjunction with cathodic protection. Natural gas can explode when mixed with air in certain concentrations and ignited by a spark or flame. The National Transportation Safety Board has documented

cases where natural gas from ruptured pipelines resulted in flash fires and explosions, causing fatalities and property damage.

3.5.2 Pipeline Failure History

Compared to other methods of fuel transportation, pipelines are considered the safest means to transport vast quantities of petroleum and natural gas (compared to rail or truck). However, failure incidents regularly occur, causing substantial losses to property and life. According to the Pipeline and Hazardous Materials Safety Administration, there has been an annual average of 290 significant pipeline failure incidents for the past twenty years. These events have resulted in a total of 260 deaths, 1,109 injuries, and over \$11,050,342,077 in property damage.

Pipeline failures are caused by a variety of factors. The most common cause is corrosion of the pipeline. Corrosion weakens the structural integrity of the pipeline and makes it more susceptible to rupture and failure. Accidental rupture at a construction site from excavation is another common failure cause. Many natural gas and oil pipelines are buried underground, becoming a potential hazard for excavation projects. Other sources of failure include natural forces such as earthquakes, equipment failure and operations failure, materials failures, including defects and fatigue, and weld failures, as occurred in the well-known 2010 San Bruno pipeline explosion. No pipeline failures have occurred within the City of Gardena; however, the prevalence of hazardous and flammable gas and liquid distribution pipelines throughout the City gives the potential for a future event.

2010 San Bruno Pipeline Explosion

On September 9, 2010, a 30-inch steel natural gas transmission pipeline owned by Pacific Gas and Electric (PG&E) ruptured in a residential neighborhood in San Bruno, California. The rupture released approximately 47.6 million standard cubic feet of natural gas. The released gas then ignited, resulting in an explosion and fire that killed 8, injured 60, and forced the evacuation of many more people. The fire also caused substantial property damage, destroying 38 homes, and damaging 70 homes. The rupture created a crater 72 feet long by 26 feet wide in the middle of the street. The ruptured pipe segment was 28 feet long, weighed approximately 3,000 pounds, and was found 100 feet from the crater.



An investigation was immediately conducted by the National Transportation Safety Board (NTSB). A review of PG&E records revealed that the pipeline had been labeled in PG&E drawings as seamless API 5L Grade X42 pipe. However, upon examination of the ruptured pipe segment, the NTSB found that it was actually constructed of smaller segments of pipe of unknown origin welded together. The NTSB concluded that the poorly welded pipe section had a visible seam weld flaw that grew over time. As a result, the pipe was not as strong as the listed API 5L Grade X42 steel pipe and ruptured under increased pressure during electrical maintenance at the Milpitas Terminal.

2012 Richmond Refinery Fire

On August 6, 2012, a piping segment at the Number 4 Crude Unit at a Chevron refinery in Richmond, California, failed, leading to a release of hydrocarbons. The hydrocarbon vapor cloud then ignited, resulting in a large, uncontrolled fire. The fire burned for several hours before being contained later that night. The picture below illustrates the smoke plume from the fire.



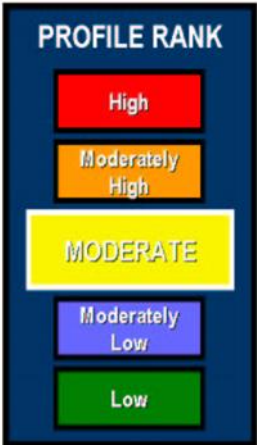
Photo taken from a Cal/OSHA presentation on 2/26/2014

Fortunately, there were no fatalities from the fire. According to the final investigation report completed by the United States Chemical Safety and Hazard Investigation Board, over 15,000 residents surrounding the refinery sought medical treatment for respiratory irritation. The incident tied up many local emergency response agencies and also shut down local service for the Bay Area Rapid Transit (BART). Although the 2012 Richmond Refinery Fire did not impact the City, the incident illustrates the potential major impacts to residential areas that a release of this magnitude could have on the City.

3.5.3 Pipeline Failure Probability, Frequency, and Magnitude

Although there is no generalized pipeline failure probability (failure is dependent upon specific pipeline construction material, joint type, soil, diameter, length, etc.), the existence of natural gas and petroleum pipelines within the City service area indicates the potential for a pipeline failure incident. One of the most common sources of pipeline incidents occurs from construction equipment rupturing or penetrating buried lines. Maintaining pipeline integrity (including replacing corroded pipelines), maintaining accurate piping maps, and ensuring adequate personnel training for construction and excavation in pipeline areas are important to prevent the occurrence of significant pipeline failures.

3.6 Windstorm Hazard Profile

Windstorm Risk Assessment Summary		
Risk Rank: Moderate		
Probability/ Frequency:	Infrequent event - occurs between once every 8 years and once every 50 years (inclusive)	
Consequence/ Severity:	Moderate building damage, minor loss of lifelines (less than 12 hours), lost time injury but no disability	
Vulnerability:	Localized damage area, minor secondary impacts, delayed hazard onset	
Hazard Risk Rank Score:	18	

3.6.1 Windstorm Hazard Information and Background

Wind can be described as the flow of air caused by a difference in air pressure within the Earth's atmosphere. Differences in atmospheric pressure cause air to move from high pressure areas to lower. The greater the difference between the two pressure areas, the greater the speed at which the air moves from one pressure area to the other. Strong winds have been known to cause minor property damage and in extreme cases destroy large structures in its path.

The Beaufort Scale is widely used to describe wind speeds based on observed ocean conditions. Since its most recent modification in the 1940s, the scale utilizes a seventeen-level system ranging from no air flow to winds that exceed 140 miles per hour (mph; 120 knots) and describe wind speeds in empirical terms. According to this scale, air speeds

during a windstorm usually fall between 65 mph (56 knots) and 72 mph (63 knots). Winds of this speed and greater have been known to cause tornado-like property damage and could inhibit utility, telecommunications, and transportation systems in and around the City of Gardena.

3.6.2 Windstorm History

To indicate the potential for a severe storm event, Table 3.16 lists an excerpt of large-scale severe storms extracted from the NOAA National Climatic Data Center, including lightning, thunderstorms, hail, fog, winter weather, and wind some of which have resulted in extensive regional damage. This list is not considered to be comprehensive, since severe storms are an annual event causing minor damages and economic disruption (closed roads, fallen power lines, etc.).

Table 3.16: Historical Severe Weather Damage in Los Angeles County

Date	Fatalities	Injuries	Property Damage (\$)
08/07/1990	0	8	0
02/23/1993	0	0	50,000
04/25/1994	0	0	5,000
03/14/1996	0	1	0
12/14/1996	1	2	0
01/20/1997	0	4	0
07/20/1998	0	1	0
05/23/1999	1	0	0
07/13/1999	0	1	0
02/23/2000	0	1	0
04/20/2001	0	1	0

Date	Fatalities	Injuries	Property Damage (\$)
07/28/2003	0	1	0
11/12/2003	0	0	3,500,000
1/07/2005	0	0	5,000,000
09/01/2007	0	0	0
09/03/2017	0	0	0
10/09/2017	0	0	0
10/15/2018	0	0	0
10/10/2019	0	0	0
12/02/2020	0	0	0
10/11/2021	0	0	0
02/07/2022	0	0	0

Note: Property Damage may not have been reported for each incident

Microbursts

As stated by the National Weather Service, a microburst is a downdraft in a thunderstorm that is less than 2.5 miles in scale. Microbursts can be driven by a number of factors including mid-level dry air entrainment, cooling beneath the thunderstorm cloud base, sublimation, and the existence of rain and/or hail within the thunderstorm. Although microbursts are not widely recognized as tornadoes, they can cause comparable, and in some cases worse, damage than some tornadoes.



In April 2000, a microburst ripped through 4.9 square miles of a The City of Paramount: less than 5 miles from the heart of the City. Hardest hit were the mobile homes where at least 141 structures were reported to have sustained damage, ranging from total loss to minor structural damage. The local Fire Department estimated at least \$843,000 in damage losses. Families were immediately placed in a Red Cross Shelter at a nearby park.

Santa Ana Winds

The Santa Ana Winds are a seasonal phenomenon in Southern California occurring between October and March. According to the California Climate Change Center, these dry winds occur when cold air moves southward into the Great Basin between the Sierra Nevada Mountain Range and the Southern California Coastal Range. The cold air mass is characterized by unusually high pressure near the land surface. As the wind moves through canyons and passes, the wind accelerates to speeds of 40 mph (35 knots) with gusts up to about 70 mph (60 knots). This phenomenon has occurred irregularly since at least the mid-1800s. While generally overlooked, Santa Ana winds have been reported to have caused property damage, power outages, blocked roads due to fallen trees, increased fire threats, and even loss of life as the result of a secondary impact.

Beaufort Wind Chart – Estimating Winds Speeds

Beaufort Number	MPH		Terminology	Description
	Range	Average		
0	0	0	Calm	Calm. Smoke rises vertically.
1	1-3	2	Light air	Wind motion visible in smoke.
2	4-7	6	Light breeze	Wind felt on exposed skin. Leaves rustle.
3	8-12	11	Gentle breeze	Leaves and smaller twigs in constant motion.
4	13-18	15	Moderate breeze	Dust and loose paper is raised. Small branches begin to move.
5	19-24	22	Fresh breeze	Smaller trees sway.
6	25-31	27	Strong breeze	Large branches in motion. Whistling heard in overhead wires. Umbrella use becomes difficult.
7	32-38	35	Near gale	Whole trees in motion. Some difficulty when walking into the wind.
8	39-46	42	Gale	Twigs broken from trees. Cars veer on road.
9	47-54	50	Severe gale	Light structure damage.
10	55-63	60	Storm	Trees uprooted. Considerable structural damage.
11	64-73	70	Violent storm	Widespread structural damage.
12	74-95	90	Hurricane	Considerable and widespread damage to structures.



Webpage: <http://www.weather.gov/iwx>

Twitter: @nwsiwx

Facebook: NWSNorthernIndiana

2024



Figure 3.4: Beaufort Wind Scale

3.6.3 Windstorm Probability, Frequency, and Magnitude

Taking into account that Santa Ana Winds are (typically) an annual occurrence in Southern California, strong winds are very likely to continue to occur although infrequently in the City of Gardena. In the past, high winds have toppled trees, damaged traffic signals, and in rare cases caused minor injury to residents. In response, the Steering Committee determined windstorm was still a possible threat to the City and warranted inclusion in the Plan update. It should be noted that winds are more-or-less irregular and can impact all portions of the City. As such, no areas within the City were determined to be of any greater risk of hazards due to windstorm occurrences. The City does not anticipate any changes in population patterns (density or migration) in response to windstorm vulnerabilities. Additionally, there are no planned changes to land use in response to perceived windstorm vulnerabilities. Figure 3.5 below provides information on the average wind speeds for the Los Angeles International Airport region.

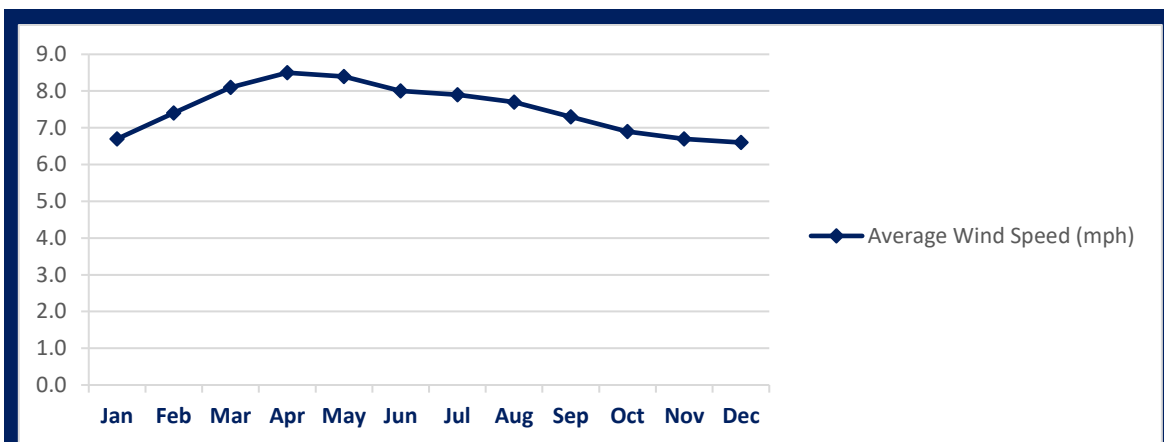


Figure 3.5: City of Gardena Average Wind Speeds

Note: Data taken from the [Western Regional Climate Center](#). Averages based on 1961-1990 record period. Information obtained 2024.

Impacts to Vulnerable Populations

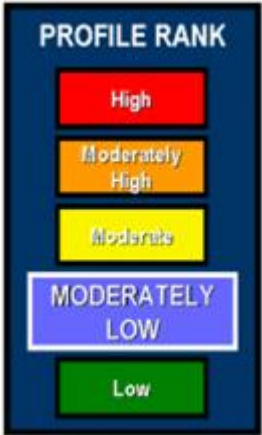
In the event of a windstorm, vulnerable populations that are housed in special facilities in the City might be impacted to a greater extent than others. Some facilities such as the Gardena Memorial Hospital, Rosecrans Care Center, and the Clear View Nursing home house the elderly population. In addition, there are multiple preschools and elementary schools scattered throughout the city. Since these facilities are spread out throughout the

region, there is no way for the city to know which of these is more likely to be impacted. Therefore, the city can assume that the vulnerable population will be impacted equally since we cannot predict where a windstorm would occur. It is useful to note that the Steering Committee identified that falling trees are the most common danger to the City with regard to windstorms. To address this hazard, the City proposed to expand its tree trimming program throughout the City in Mitigation Action 2022.LHMP.09. While this will benefit all parts of the City, those areas around the locations mentioned above, those structures providing services to vulnerable populations will also be protected. As outlined in the Vulnerability Assessment in Section 3.14, the City anticipates minor damages throughout the City with no particular assets being specifically vulnerable. However, the Steering Committee noted, based on previous experience, that Police service is likely to be taxed during a wind event. Fallen trees and impacted power lines require police presence to provide safe barriers and keep the community away from potential hazards. Additionally, the City proposed to provide back-up power for its critical facilities as these are all structures which may be used as refuges for displaced people. Although it will benefit the public at large, City personnel are trained to provide resources for vulnerable populations. The back-up power will allow the City to provide emergency resources to its most vulnerable citizens. It is useful to note that the city and county emergency plans will include considerations for vulnerable populations for response in the event of a severe windstorm occurring.

3.7 Disease Outbreak Hazard Profile

Disease Outbreak Risk Assessment Summary

Risk Rank: Moderately Low

Probability/ Frequency:	Rare event - occurs once every 50 years	
Consequence/ Severity:	Moderate building damage, lifeline loss (less than 24 hours), severe injury or disability	
Vulnerability:	Widespread damage area, significant secondary impacts, no warning time	
Hazard Risk Rank Score:	12	

3.7.1 Disease Outbreak Hazard Information and Background

A disease outbreak happens when a disease occurs in greater numbers than expected in a community of region or during a certain season. A pandemic is an outbreak of an infectious disease that spreads across a large region. A flu pandemic occurs when a new influenza virus emerges for which people have little or no immunity, or possibly for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness, and can sweep across the country and around the world in very short time.

According to the Department of Health and Human Services, an especially severe influenza pandemic could lead to high levels of illness, death, social disruption, and economic loss. Numerous people in a wide range of locations will become seriously ill at the same time. Impacts can range from school and business closings to the interruption of basic services such as public transportation and food delivery. Additionally, a substantial percentage of

the population will require some form of medical care. Health care facilities can be overwhelmed, creating a shortage of hospital staff, beds, ventilators, and other supplies.

In order to define and prepare for an influenza pandemic, the World Health Organization (WHO) has developed a global influenza preparedness plan, which defines the stages of a pandemic, outlines the role of WHO, and makes recommendations for national measures before and during a pandemic. The pandemic phases are detailed below:

Interpandemic period:

- Phase 1: No new influenza virus subtypes have been detected in humans.
- Phase 2: No new influenza virus subtypes have been detected in humans, but an animal variant threatens human disease.

Pandemic alert period:

- Phase 3: Human infection(s) with a new subtype but no human-to-human spread.
- Phase 4: Small cluster(s) with limited localized human-to-human transmission.
- Phase 5: Larger cluster(s) but human-to-human spread still localized.

Pandemic period:

- Phase 6: Pandemic: increased and sustained transmission in general population.

3.7.2 Disease Outbreak Hazard History

There have been several major outbreaks that have resulted in many fatalities in the past. More recently however, there have been fewer outbreaks of biological diseases that cause catastrophic loss of life. However, there continue to be outbreaks of biological/human diseases.

Recent Influenza Outbreaks

Influenza (flu) season occurs every year, but some years may be worse than others when a new strain emerges. Health professionals were concerned in 2006 that the continued spread of a highly pathogenic avian H5N1 virus across eastern Asia and other countries represented a significant threat to human health. The H5N1 virus has raised concerns about a potential human pandemic because:

- It is especially virulent
- It is being spread by migratory birds

- It can be transmitted from birds to mammals and in some limited circumstances to humans, and
- Like other influenza viruses, it continues to evolve.

There was an outbreak of H1N1, known as the swine flu, in 2009. Figure 3.6 illustrates how widespread the strain became in 2009.



Figure 3.6: Nations with confirmed Cases H1N1 (August 4, 2009)

Note: Data Taken from the World Health Organization. 2010

Middle East Respiratory Syndrome

Middle East respiratory syndrome (MERS) is a respiratory infection caused by a virus. The first patient found to be infected with MERS was in London in 2012. MERS is suspected to spread from an infected person's respiratory secretions through close contact. According to the WHO, as of June 2014, there have been 707 confirmed cases of MERS resulting in at least 252 fatalities. An additional 113 cases have been reported by Saudi Arabia. According to the Centers for Disease Control and Prevention (CDC), in the U.S., there have been two confirmed cases of MERS. Both were healthcare providers who recently traveled from Saudi Arabia. Even though the MERS situation in the U.S. is a low risk to the general public, the CDC is closely monitoring the situation.

Ebola

Ebola, previously known as Ebola hemorrhagic fever, is a rare and deadly disease caused by infection with one of the Ebola virus species. Researchers believe that the virus is animal-borne and that bats are the most likely reservoir. Ebola is spread through direct contact from an infected person through blood or body fluids, infected objects or through contact with infected animals. According to the CDC, there have been four cases of Ebola diagnosed in the U.S. in 2014. Of the four cases, two of them had travelled back from Africa and the other two were involved in treating one of the infected persons. The medical and public health professionals across the U.S. along with the CDC are taking precautions to ensure the Ebola situation in the U.S. is at a low risk to the general public.

2015 California Measles Outbreak

On January 5, 2015, five patients were hospitalized for suspected cases of measles all tied to December travels to Disneyland in Anaheim, California the previous year. By February 2015, 125 measles cases could be linked to the Disney theme park across several states with additional cases reported in Canada and Mexico. The event sparked national concern and exacerbated debates about vaccination rights throughout the country. Although the number of victims in this instance do not rival the MERS outbreak mentioned about, this event was close enough to the City to impact the public. Disneyland caters to more than 16 million guests annually, many of them coming from Southern California: including citizens of the City.

2020-2021 Coronavirus (COVID-19)

The novel coronavirus outbreak began in Wuhan China when, on December 31, 2019, the WHO identified a pneumonia-like illness impacting dozens. By January 11, 2020, according to [ABC NEWS](#), China reported its first death due to the Coronavirus. Ten days later, the United States confirmed its first case of the virus. According to the Center for Disease Control and Prevention (CDC), and at the time of this report, the U.S. had reported [86,168,902 cases](#) of coronavirus including victims from all 50 states.

According to [Harvard Health Publishing](#), coronaviruses are common and often are the cause of colds and other upper respiratory infections. SARS-CoV-2, short for severe acute respiratory syndrome coronavirus 2, is the official name for the coronavirus responsible for COVID-19. While severity can vary between cases, common symptoms include fever, aches, cough, fatigue, chills, headache, loss of appetite, and loss of smell. Generally, symptoms appear within six days of exposure, but in some cases, symptoms have taken

up to 13 days to materialize. Current evidence suggests, according to the [World Health Organization](#), that the virus spreads mainly between people who are in close contact with each other. A person can be infected when aerosols or droplets containing the virus are inhaled or come directly into contact with the eyes, nose, or mouth.

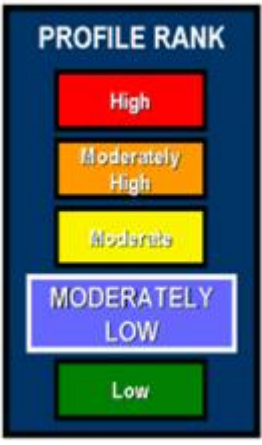
3.7.3 Disease Outbreak Hazard Probability, Frequency, and Magnitude

It is difficult to predict the probability and severity of the next biological/human disease pandemic. In contrast to many other illnesses, highly contagious disease spread rapidly and often unexpectedly. However, in light of the recent COVID-19 pandemic, the City has gained a renewed perspective on the potential for a disease outbreak scenario to impact the community. At the time of this report, the [County of Los Angeles Public Health Department](#) recorded 2,906,918 laboratory confirmed COVID-19 cases in Los Angeles County. Furthermore, the Steering Committee agreed that all areas of the City could be equally vulnerable. The City has limited medical capabilities; however, City staff will work with the Los Angeles County Public Health Department and other outside organizations in the event of an outbreak.

3.8 Urban Fire Hazard Profile

Urban Fire Risk Assessment Summary

Risk Rank: Moderately Low

Probability/ Frequency:	Rare event - occurs less than once every 50 years	
Consequence/ Severity:	Extensive building damage, widespread loss of lifelines (water, gas, electricity, sanitation, roads), loss of life	
Vulnerability:	Localized damage area	
Hazard Risk Rank Score:	10	

3.8.1 Hazard Information and Background

Fire is a rapid oxidation process that can lead to uncontrolled burning, exposing and possibly consuming structures. Fires often spread quickly and are usually signaled by dense smoke that may fill the area for miles around. Fires can be human caused through acts such as arson or can be caused by natural events such as lightning. Fires are typically classified according to the following categories:

- **Urban fires** are primarily those associated with structures and the activities in and around them.
- **Wildland fires** occur in forests or other generally uninhabited areas and are fueled primarily by natural vegetation.



- **Urban Interface fires** occur where development and forest interface, with both vegetation and structures providing fuel, and are sometimes referred to as urban-wildland interface fires.

The following factors contribute significantly to aforementioned fire behavior.

- **Slope/Topography:** As slope increases the rate of fire spread increases. In the northern hemisphere, south facing slopes are also subject to greater solar radiation, making them drier and thereby intensifying fire behavior.
- **Fuel:** Weight and volume are the two methods of classifying fuel, with volume also referred to as fuel loading. Each fuel is assigned a burn index (the estimated amount of potential energy released during a fire), an estimate of the effort required to contain a fire, and an expected flame length.
- **Weather:** Variations in weather conditions have a significant effect on the occurrence and behavior of fires.

Firestorms that occur during extreme weather (e.g., high temperatures, low humidity, and high winds) have high intensity, which makes fire suppression virtually impossible. These events typically burn until the conditions change, or the fuel is exhausted. Even small fires can threaten lives and resources and destroy properties. It is also important to note that, in addition to affecting people, fires may severely affect livestock and pets. Such events may require the emergency watering/feeding, shelter, evacuation, and even burying of animals.

Fire Secondary Events

The aftermath of a fire can be as disastrous, if not more so, than the fire. A particularly destructive fire burns away plants and trees that prevent erosion. If heavy rains occur after such a fire, landslides, ash flows, and flash floods can occur. This can result in property damage outside the immediate fire area, and can affect the water quality of streams, rivers, and lakes.

Fire as a Secondary Event

In addition to typical ignition sources for fires, earthquakes and floods have the potential to rupture buried gas lines, and high winds or accidents could cause overhead electric lines to break, creating ignition sources for fires. Catastrophic earthquakes could cause widespread urban fires, as multiple gas and electrical lines could be broken or disrupted.

3.8.2 Urban Fire Hazard History

Los Angeles County is well known as one of the world's great urban centers, but the county is also home to the 655,000-acre Angeles National Forest and a large portion of the Santa Monica Mountains National Recreational Area. Thousands of homes are located in foothill communities near these great natural areas, creating unique challenges for local fire agencies.

2018 Pico Rivera Apartment Fire

Around 4 p.m. on February 22, 2018, a fire was reported for an apartment building in the 9100 block of Burke Street. The fire, which started in the attic of the structure, quickly engulfed the first and second floors. Fortunately, only 3 injuries were reported, but around 300 residents were displaced



after more than 141 units were impacted by the fire: 45 of them with fire and smoke damage. More than 100 firefighters were dispatched to fight the flames while City officials worked with property owners to provide hotel vouchers for displaced residents. Due to the need for critical repairs, residents could not begin to return home for at least 3 to 5 days after the fire. Although specifics were not provided to the public, in the aftermath, the Los Angeles County Sheriff's Department stated that investigators believed a problem with the building's plumbing caused the fire. Pico Rivera is less than 15 miles from the City.

2018 Wildfire Season



The 2018 wildfire season in California was one of the deadliest seasons in California's recorded history. There was a total of 8,527 reported fires during this period which burned more than 1,627,652 acres according to The Sacramento Bee. Notable fires included the Thomas Fire in Santa Barbara County which burned 281,893 acres, and the Mendocino

Complex Fire which burned more than 459,000 acres, becoming the largest complex fire in

California history. Estimated damages are more than \$3 billion to clear debris and \$11.8 billion to victims according to NBC News. As temperatures began to cool in late November and the fire subsides, the death toll was estimated at around 104 that year with more injured.

2017 Canyon Fire II

On the morning of October 9, 2017, a fast-moving brush fire was noted near the 91 freeways and Gypsum Canyon Road. By noon, the fire had scorched 800 acres and by 6:00AM the following day, the fire had spread to 7,500 acres damaging at least 24 structures and dozens of homes. By the time, the fire was fully contained on October 17, 2017, 9,217 acres had been burned, 25 structured has been destroyed, and 55 more were damaged. 16,570 people had to be evacuated from their homes in Anaheim, Orange, and the City.



2017-2018 Thomas Fire

The Thomas Fire started December 4th, 2017, near Santa Paula and burned for three weeks raging across Ventura and Santa Barbara Counties. The fire consumed over 280,000 acres before it was extinguished on January 12, 2018. 8,500 firefighters from all over the United States were deployed to fight the fire and over 1,063 structures, mostly houses, were



destroyed before it was extinguished. The Thomas Fire was almost immediately followed by massive mudslides in Montecito, CA triggered by a combination of heavy rainfall and the charred landscape. On January 9th, 2018, massive flows of mud and debris traveling at 20 miles per hour demolished homes and businesses in the area.

Over 400 homes were damaged or destroyed, and 21 people were killed.

Table 3.17: Los Angeles County Historical Fires (2001-2020)

Fire Name	Date	Description
Topanga Fire	9/28/2005	The Topanga Fire burned 24,175 acres in the Chatsworth area.
Empire Fire	7/22/2006	The Empire Fire burned 1,094 acres on Catalina Island near the airport.
Quail Fire	8/13/2006	The Quail Fire burned 4,864 acres near the northbound Interstate 5 at Quail Lake Road in Gorman.
Cross Fire	8/28/2006	The Cross Fire burned 665 acres near Placerita Canyon Road and Sand Canyon Road in Santa Clarita.
Pines Fire	9/19/2006	The Pines Fire burned 113 acres in the Angeles National Forest near the Angeles Forest Highway and Angeles Crest Highway Junction.
Island Fire	5/10/2007	The Island Fire burned 4,750 acres near Avalon on Catalina Island.
Gorman Fire	5/19/2007	The Gorman Fire burned 2,500 acres at the edge of Los Padres National Forest.
Canyon Fire	7/7/2007	The Canyon Fire burned 815 acres near Agua Dulce Canyon and 14 Freeway.
North Fire	9/2/2007	The North Fire burned 2,200 acres 6 miles southwest of Acton in the Angeles National Forest.
Ranch Fire	10/20/2007	The Ranch Fire burned 58,401 acres near Townsend Peak southwest of Templin Highway and Interstate 5.
Buckweed (Agua Dulce) Fire	10/21/2007	The Buckweed (Agua Dulce) Fire burned 38,000 acres near Mint Canyon Road and Sierra Highway.
Canyon Fire	10/21/2007	The Canyon Fire burned 4,521 acres in the Malibu Canyon south of the Pacific Coast Highway.
Magic Fire	10/22/2007	The Magic Fire burned 2,824 acres near the Magic Mountain Parkway and The Old Road.

Fire Name	Date	Description
Corral Fire	11/24/2007	The Corral Fire burned 4,901 acres near Malibu Creek State Park.
Santa Anita Fire	4/26/2008	The Santa Anita Fire burned 584 acres in the mountains above the cities of Sierra Madre and Arcadia in the Angeles National Forest.
Big Horn Fire	5/13/2008	The Big Horn Fire burned 490 acres North of Mt. Baldy Village near Claremont.
Sesnon Fire	10/13/2008	The Sesnon Fire burned 14,703 acres in the Porter Ranch Community, Twin Lakes, and Indian Hills area.
Marek Fire	10/28/2008	The Marek Fire burned 4,824 acres near the West Side Little Tujunga Canyon.
Sayre Fire	11/14/2008	The Sayre Fire burned 11,262 acres near Sylmar.
Osito Fire	7/15/2009	The Osito Fire burned 304 acres north of Castaic in the Angeles National Forest.
Morris Fire	8/25/2009	The Morris Fire burned 2,168 acres by San Gabriel Canyon near Morris Dam.
Station Fire	8/26/2009	The Station Fire burned 160,577 acres over 3 weeks by Highway 2, 1.5 miles north of USFS Angeles Crest Station.
PV Fire	8/27/2009	The PV Fire burned 235 acres near Rancho Palos Verdes.
Crown Fire	7/29/2010	The Crown Fire burned 14,000 acres over 6 days, north of Sierra Highway at Anthony Road, southwest of Palmdale.
Mint Fire	9/17/2011	The Mint Fire burned 634 acres near the Sierra Highway at Mint Canyon Road, north of Agua Dulce.
5 Mile Fire	7/6/2012	The 5 Mile Fire burned 525 acres off the I-5, north of Parker Road near Castaic.

Fire Name	Date	Description
Lake Fire	05/28/2013	The Lake Fire burned 712 acres off the southbound I-5 and Lake Hughes Road.
Magic Fire	6/10/2013	The Magic Fire burned 149 acres around Magic Mtn Parkway in Valencia.
Hunters Fire	6/2/2014	The Hunters Fire burned 677 acres near the southeast shore of Lake McClure.
Gulch Fire	9/10/2014	The Gulch Fire burned 1,375 acres east of Bella Vista.
Black Fire	9/13/2014	The Black Fire burned 403 acres north of Lake Mendocino.
Highway Fire	4/18/2015	The Highway Fire burned 1,049 acres near Prado Basin.
Park Hill Fire	6/20/2015	The Park Hill Fire burned 1,791 acres east of Santa Margarita.
Swedes Fire	7/29/2015	The Swedes Fire burned 400 acres off Swedes Flat Road, 3 miles north of Bangor.
Thomas Fire	12/4/2017	The Thomas Fire burned 280,000 acres across Ventura and Santa Barbara Counties.
Rye Fire	12/5/2017	The Rye Fire burned 7,000 acres in Santa Clarita near Rye Canyon Loop.
Creek Fire	12/20/2017	The Creek Fire burned 15,619 acres 4 miles east of Sylmar.
Stone Fire	6/4/2018	The Stone Fire burned 1,352 acres near Anthony Road in Agua Dulce.
Woolsey Fire	11/8/2018	The Woolsey Fire burned 96,949 acres across many cities north of LA County.
Saddleridge Fire	10/10/2019	The Saddleridge Fire burned 7,500 acres off the 210 FWY near Yarnell Street

Fire Name	Date	Description
Tick Fire	10/24/2019	The Tick Fire burned 4,615 acres near Tick Canyon Road
Soledad Fire	7/5/2020	The Soledad Fire burned 1,300 acres near Soledad Canyon Road and the 14 Fwy
Lake Fire	8/12/2020	The Lake Fire burned 31,000 acres near Lake Hughes.
Bobcat Fire	9/6/2020	The Bobcat fire burned 115,796 acres in the central San Gabriel Mountains

Source: [Major Incident Archive – Fire Department \(lacounty.gov\)](#) (for fires after 2015)

3.8.3 Urban Fire Hazard Probability, Frequency, and Magnitude

Since the City consists of urban terrain, the expected type of fire is an urban fire. Urban fires often consume buildings with the potential to spread to adjoining buildings; however major urban fires are highly unlikely.

Wildfires are a major environmental hazard that have historically cost California more than \$800 million each year and contribute to "bad air days" throughout the state. Heat and smoke from fires can be more dangerous than the flames. Inhaling the smoke can sear the lungs, and fire also produces poisonous gases that cause disorientation and drowsiness, eventually leading to asphyxiation. As a result, asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.

While the City has never experienced a large-scale fire, the Steering Committee included urban fire as an identified hazard after considering the following factors. In response to the 2012-2017 California drought, water conservation efforts are imperative to ensure a reliable water source. As a result, water restrictions for landscaping have left much of the plant life dry and more susceptible to fire. Should drought conditions continue, the City's vulnerability will only increase. During a Steering Committee meeting, the Committee discussed Fire response times and determined they would likely be sufficient to control most fires occurring within the City. Figure 3.7 on the following page illustrates the fire threat to the City. As shown in the figure, the expected fire hazard is low

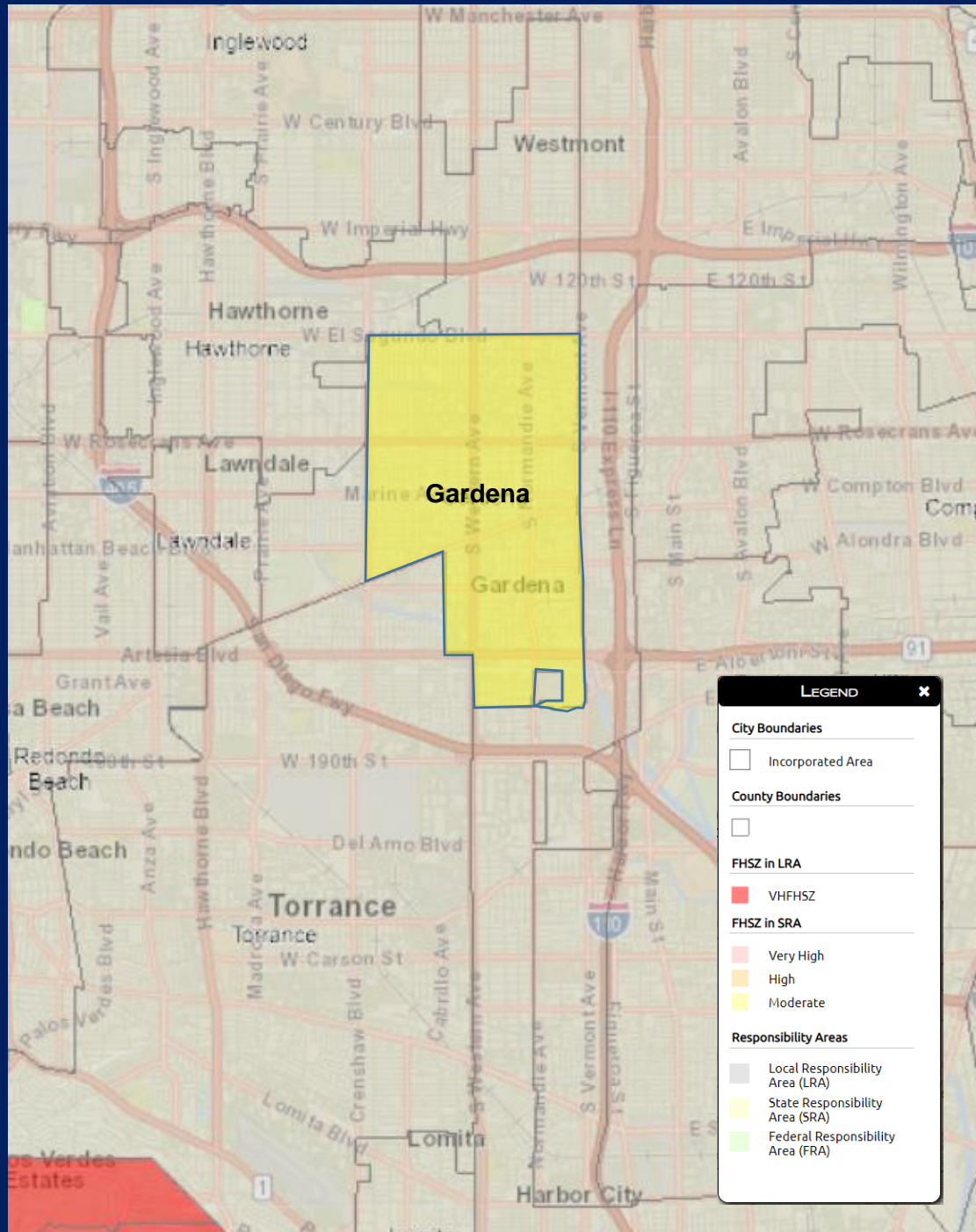
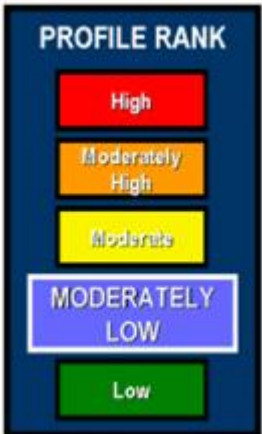


Figure 3.7: City of Gardena Fire Threat Map

Note: Date taken from Cal FIRE FRAP Mapping Tools (2024)

3.9 Adversarial Event Hazard Profile

Adversarial Event Risk Assessment Summary		
Risk Rank: Moderately Low		
Probability/ Frequency:	Rare event - occurs more than once every 50 years	
Consequence/ Severity:	Moderate building damage, minor loss of lifelines (less than 12 hours), lost time injury but no disability	
Vulnerability:	Moderate damage area, moderate secondary impacts, moderate warning time	
Hazard Risk Rank Score:	9	

3.9.1 Adversarial Event Hazard Information and Background

Terrorism is the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of a political or social objective.

A weapon of mass destruction (WMD) is a type of weapon that can bring significant harm to a large number of people or structures. Examples of WMD include nuclear, radiological, biological, or chemical agents. Aside from attacking local targets, terrorists might also use WMD to inflict harm on a large population.

The Federal Bureau of Investigation (FBI) has categorized two types of terrorism in the United States.

International Terrorism involves terrorist activity committed by groups or individuals who are foreign-based and/or directed by countries or groups outside the United States, or whose activities transcend national boundaries.

Domestic Terrorism involves groups or individuals whose terrorist activities are directed at elements of our government or population without foreign direction.

Well-known international terrorist groups include Islamic Fundamentalist groups, such as Islamic State in Iraq and Syria (ISIS); European terrorists, including the Red Brigade in Italy, Spain's Euskadi Ta Askatasuna (ETA), and the Japanese Red Army; separatist groups, such as Sierra Luminosa, and the "Shining Path" in Peru. Add to these a host of narco-terrorists, such as the Medellin and Cali drug cartels.

In the United States, a number of animal rights activists; environmentalist groups; white supremacists, such as the League of Aryan nations; and groups including the Covenant, Sword and Arm of the Lord, New World Order, and skinheads have been responsible for acts of terrorism on United States soil. Added to these are groups like the Klu Klux Klan; survivalists, such as the Freemen in Montana; and doomsday cults, such as David Koresh in Waco, Texas, and Jim Jones in Guyana.

There are a number of methods a terrorist may use to carry out their objective, including attacks of a chemical, biological, radiological, nuclear, explosive, and cyber nature. In addition, terrorists conduct hijackings, assassinations, armed assaults, kidnappings/hostage taking, arson fires, sabotage of critical infrastructures such as utilities and transportation, and the dissemination of confidential or otherwise vulnerable information for the planning of terrorist attacks.

Chemical

Chemical agents involve the use of chemical compounds to kill or seriously injure victims. There are numerous kinds of chemical weapons, and their effectiveness is determined by a number of factors, including age, purity, weather conditions, wind direction, and means of dissemination.

Biological

Biological agents include microbes, such as bacteria or viruses, and toxins derived from plants or animals that can produce illness or death. Illegal facilities that manufacture these substances are difficult to detect because they employ fermentation technology commonly

used in the production of legitimate products such as antibiotics, vaccines, and consumables.

Radiological and Nuclear

Radiological or nuclear terrorism is the use of radioactive materials and/or nuclear explosives, as well as any terrorist actions against nuclear facilities by individuals or groups, to inflict harm on a population and advance political or social objectives. Sources of radiological material including nuclear fuel cycle waste, medical and dental equipment, military weaponry, and machines used in private industry.

Explosive

The impact of a bombing depends largely on the type, size, and placement of the device used. Additionally, a WMD in combination with an explosive device expands the lethality, physical damage, and economic disruption. The use of an explosive device can also inflict significant disruption of society through destruction of critical infrastructure and widespread fear amongst the target population.

Cyber

Cyber terrorism is a premeditated, politically motivated attack against information, computer systems, computer programs, and data which results in violence against noncombatant targets by sub-national groups or clandestine agents. Cyber terrorists can be domestic or international. Classification of being a cyber-terrorist depends on if the terrorist relies on cyber terrorism to further their cause or uses it in addition to conventional terrorism.

Additional Terrorism Methods

Additional terrorism methods include hijackings, kidnappings, and the taking of hostages; armed assaults and mass shootings; assassinations of public figures; sabotage of transportation systems and utility infrastructure; the dissemination of confidential information that would aid terrorist organizations when planning an attack; arson fires; and many other means of disrupting normal society or endangering lives and property.

3.9.2 Adversarial Event Hazard History

The United States has proven to be a high priority target for both domestic and international terrorists. Acts of terror have become increasingly alarming in their magnitude in recent years. Examples of this include the bombing of the Alfred P. Murrah Federal Building in

Oklahoma City and the attacks of September 11, 2001, on the World Trade Center complex and the Pentagon. Not all attacks, however, are at this level of intensity. The United States has also been subject to small scale attacks in the past such as the bombing at the Boston Marathon in 2013 or Las Vegas Shooting in 2017. Specifically, the City of Gardena has not been directly impacted by terrorism events in the past.

3.9.3 Adversarial Event Hazard Probability, Frequency, and Magnitude

While the City has never fallen victim to a terrorist attack, the City recognizes the potential for a terrorism event to impact the City. Given current escalating terrorism trends, the threat of a terrorist event within the United States is a credible possibility and the City ranked the probability of terrorism accordingly during the Hazard Identification Workshop. Although Gardena does not have any hard targets within the City's boundaries, the potential threat exists due to its proximity to the City and County of Los Angeles, the Los Angeles Airport, and other identified targets.

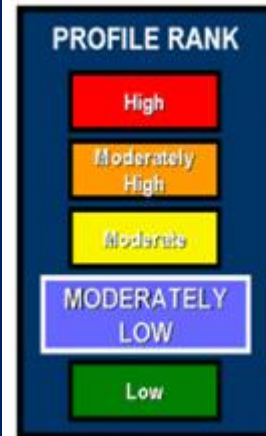
Additionally, the City of Gardena completed a Security Vulnerability Assessment to comply with the Bioterrorism Act of 2002. The Security Vulnerability Assessment evaluated the City's vulnerability to malevolent attacks, including terrorism and contamination, and developed recommendations to protect against the malevolent attacks. However, because of the security sensitive nature of the information, the terrorism risk assessment results are not repeated as part of the Hazard Mitigation Plan.

3.10 Flood Hazard Profile

Flood Failure Risk Assessment Summary

Risk Rank: Moderately Low

Probability/ Frequency:	Rare event - occurs less than once every 50 years
Consequence/ Severity:	Moderate building damage, minor loss of lifelines (less than 12 hours), lost time injury but no disability
Vulnerability:	Localized damage area
Hazard Risk Rank Score:	6



3.10.1 Flood Hazard Information and Background

According to the National Flood Insurance Program (NFIP), flood is the most common type of disaster including both man made and naturally occurring incidents in the United States. Land along rivers, streams, lakeshores, and coastlines are particularly susceptible to flooding.

The primary responsibility of the local governments during widespread flooding is to protect public safety. The second responsibility is protection of the environment followed by property such as highways, streets, bridges, and structure protection.

The types and causes of flooding that can occur within the City of Gardena are the result of:

- Heavy rains,
- Dam failure,

- Flood control channel overflow,
- Wastewater flooding within residences as a result of lift station failures,
- Coastal, tropical, and/or hurricane storms, and
- Accidents such as reservoir leaks and water main breaks.

Due to light annual rain fall and the City's location on the flood plain protecting it from channel overflow, dam failure is the most likely cause of flooding with the City of Gardena.

What are Floods?

A flood occurs any time a body of water rises to cover what is usually dry land. Floods have many causes, including heavy rains, spring snowmelt, coastal storms, and dam or levee failure. When flooding occurs, affected areas may sustain damage to structures and personal property, as well as severe damage to the environment in the form of soil erosion, deforestation and damage to utilities and transportation systems.

Floods can take several hours to days to develop. The following flood characterization designates the amount of time for response.

- **Flood Watch** – a flood is possible in the area.
- **Flood Warning** – flooding is already occurring or will occur soon in the area.
- **Flash Flood Watch** – a flash flood is possible in the area. Those affected should seek immediate shelter or higher ground.
- **Flash Flood Warning** – flooding is already occurring or will occur soon in the area. Flash floods can occur without warning, during heavy rain in mountainous regions ensure that precautions and flash flood warnings are adhered to.

Alluvial Fan Flooding

Alluvial fan flooding occurs in the steep arid or semiarid mountains found throughout California. Alluvial fans are fan-shaped deposits of eroded rock and soil carried out of mountains and into valley floors by landslides, mudslides, mudflows, and surface runoff. At the beginning of the valley, alluvial fans are steep and narrow with boulders and other coarse material. The deposited material becomes increasingly fine as the gradient decreases and the material, mainly gravel, sand and mud, spreads.

When rain falls, runoff from the canyon walls flows as a high-velocity sheet that channels into rivulets, and then to natural drainage courses. The rapidly moving water often carries

large boulders and other material from the watershed depositing them into runoff channels, blocking the flow of water. Floodwater then spills out onto the fan, with each event finding a new channel that soon fills up with deposits and overflows. Flooding in alluvial fans often can cause greater damage than clear-water flooding.

Flash Flooding

A flash flood is a rapid flooding of low-lying areas, rivers and streams that is caused by the intense rainfall associated with a thunderstorm or multiple thunderstorms. Flash floods also occur when a man-made structure, such as a dam, collapses. Flash flooding occurs when the ground under a storm becomes saturated with water so quickly that it cannot be absorbed. The runoff collects in low-lying areas and flows rapidly downhill. As a result, anything in its path is suddenly in rising water. Typically, flash floods begin with a slow-moving thunderstorm. A slow-moving thunderstorm usually takes longer to move out of the affected areas and causes the area to endure a greater amount of rainfall for a longer period of time. In addition, a thunderstorm may pass over an affected area repeatedly, dumping even more rainfall.

The heavy rainfall associated with these storm systems contributes to urban flooding in a number of ways. Primarily, heavy rainfall will often overwhelm the capacity of the conventional drainage system made up of storm drains, catch basins, sewers, and additional natural mechanisms for storm-water management. These systems typically cannot handle more than one or two inches of rainfall per hour before they begin to backup and overflow. This amount is further diminished if the storm drains, and other components of the storm-water management system, have not been adequately maintained, are clogged with debris such as trash or natural waste, or are old and in a state of disrepair. Heavy rainfall, combined with storm-water runoff, can cause local waterways to rise and overflow their banks.

3.10.2 Flood History

A flood event in Los Angeles County can range from a few isolated areas where a number of streets are flooded preventing temporary access to homes and businesses, to numerous homes inundated with several feet of water causing millions of dollars of damage. Floods in the City of Gardena area can cause extensive damage to residential and business properties, parks and recreational facilities, road and highway infrastructure, and critical utility facilities.

To indicate the potential for a flooding event, Table 3.18 below, based on data from National Oceanic and Atmospheric Administration's (NOAA) National Climatic Data Center, lists an excerpt of large-scale flooding events that have resulted in damage within Los Angeles County.

Table 3.18: Historical Flooding Damage in Los Angeles County (1994-2018)

Date	Injuries	Fatalities	Property Damage (\$)	Crop Damage (\$)
02/17/1994	1	0	0	0
02/20/1994	0	0	50,000	0
01/04/1995	0	1	50,000,000	0
01/10/1995	0	0	500,000	0
02/07/1998	0	3	0	0
10/20/2004	0	1	0	0
01/09/2005	0	1	0	0
01/11/2005	0	0	2,000,000	0
02/20/2005	0	0	1,000,000	0
12/21/2005	1	0	0	0
09/22/2007	0	0	300,000	0
11/26/2008	0	0	10,000	0
01/19/2010	0	0	0	3,000,000
10/11/2012	0	0	0	0
2/28/2014	0	0	0	0

The following are recent flooding caused by winter storms and atmospheric rivers impacting Los Angeles County. The data was obtained via FEMA's Disasters and Other Declarations database. At the time of this report , no damage assessments had been provided by FEAM for these declared disasters.

- 2/24/2019 (DR-4434-CA)
- 12/27/2022 (DR-4683-CA)
- 3/9/2023 (EM-3592-CA)
- 2/21/2023 (DR-4699-CA)
- 1/24/2024 (DR-4758-CA)
- 1/31/2024 (DR-4769-CA)

Historical Flooding Events

Los Angeles County Flood of 1938

According to the Suburban Emergency Management Project, the Los Angeles County Flood of 1938 was caused by two oceanic storms that swept through the Los Angeles Basin to the San Gabriel Mountains in late February and early March of 1938. Rainfall from the two storms totaled nearly 9.5 inches over a three-day period, resulting in a large natural disaster. The flood was responsible for destroying 5,601 homes, damaging another 1,500, and killing nearly 110 people. The Los Angeles River reached a maximum flow rate of 130,000 cubic feet per second. As a result, the U.S. Army Corps of Engineers channelized the local rivers and built more flood control dams.



The above photographs are courtesy of California State University Northridge. The photograph on the left illustrates flooding of the Los Angeles River along Victory Blvd. The photograph on the right illustrates the levee failures along the Los Angeles River.

The Oroville Dam Crisis.

Built in 1968, the Oroville dam is the tallest dam in the country and forms Lake Oroville, the second largest reservoir in California. The dam and its corresponding hydroelectric power plant provide water and electricity to much of Sacramento and the surrounding area. The dam had been regarded as a marvel of modern engineering, however during the 2000's several notable environmental and civil engineering groups, including American Rivers, raised concerns regarding the dam's emergency spillway and its foundation. These concerns were largely ignored until February 2017. On February 7th, after a period of heavy rain, a large crater appeared in the main spillway causing it fail and blocking the release of water leading to an increase in reservoir level. This caused 188,000 people in the surrounding Butte and Sacramento counties to be evacuated. As the heavy rain continued for several days, the emergency spillway had to be used on February 11th. It quickly became clear that the emergency spillway would not withstand this event. The hillside eroded causing large chunks of the concrete spillway and sediment to be washed into the feather river.



Photo taken from American Rivers, 2020.

The environmental and economic damage caused to the surrounding communities is impossible to measure, however, in total, the repairs alone cost the State over \$1 billion. This failure threatened the lives of thousands and put at risk the electrical and water infrastructure of Northern California.

3.10.3 Flood Probability, Frequency, and Magnitude

The City is not prone to urban flooding and has not experienced a large-scale flood event. Figures 3.6 on the following page provides FEMA Flood Insurance Rate Maps (FIRM) for the City of Gardena, as well as Southern California. According to the maps, the City is located in 500-year flood plains. The 500-year recurrence intervals indicate a 0.002 annual probability of a flooding event. However, it is assumed that weather conditions characterized by intense wet seasons followed by extensive dry periods will become more prominent as the result of climate change. As such, the probability for flood scenarios is expected to increase in the future. Currently, the City is not anticipating any changes to land use in the near future to mitigation flood vulnerability, but the City is cognizant that considerations may be necessary in the distant future if climate change predictions are correct.

Impacts to Vulnerable Populations

As stated above the City is generally comprised of 500-year flood zone. As such, the City is not prone to large flood events and does not anticipate changes in population density or movement as a result or perceived flood vulnerability. Although there are vulnerable population housed in special facilities in the City, it is unclear whether they would be affected to a greater degree than any other resident. The facilities that house the elderly, such as the Gardena Memorial Hospital and nursing homes, and schools that are occupied by young children under the age of 5, are distributed throughout the city. As mentioned in Section 4.3 of this plan, the City has no identified repetitive loss properties for flood meaning there are no structures in the City, whether housing vulnerable population or not, which are recognized as been more susceptible to flood events. As such, the City can only conclude that if vulnerable populations are impacted by flood, it would be a random event and targeted pre-disaster actions would be impossible to develop. Although the City was not able to identify specific flood threats, the discussion regarding climate change and the potential for more condensed heavy rain periods, the Committee felt compelled to keep this hazard in the HMP. As such, the City proposed to keep flood mitigation as a priority over the next 5-year planning period as demonstrated in Mitigation Action 2022.LHMP.15. in this

way, as new information is obtained and new weather patterns or observed, the City can react as necessary to meet the needs of the general public and its vulnerable populations. It is useful to note that the City and county emergency plans will include considerations for vulnerable populations for response in the event of drought conditions and provide supplemental water resources.



Figure 3.8: City of Gardena FEMA Insurance Rate Map (FIRM)

Note: Date taken from FEMA Firm Map (2023)

3.11 Drought Hazard Profile

Drought Risk Assessment Summary

Risk Rank: Low

Probability/ Frequency:	Regular event - occurs between once a year and once every 7 years
Consequence/ Severity:	No damage
Vulnerability:	No physical damage, no secondary impacts
Hazard Risk Rank Score:	3



3.11.1 Drought Information and Background

A drought or an extreme dry periodic climate is an extended period where water availability falls below the statistical requirements for a region. Drought is not a purely physical phenomenon, but rather an interplay between natural water availability and human demands for water supply. The precise definition of drought is made complex owing to political considerations, but there are generally four types of conditions that are referred to as drought.

- **Meteorological drought** is brought about when there is a prolonged period with less than average precipitation.
- **Agricultural drought** is brought about when there is insufficient moisture for average crop or range production. This condition can arise, even in times of average precipitation, owing to soil conditions or agricultural techniques.

- **Hydrologic drought** is brought about when the water reserves available in sources such as aquifers, lakes, and reservoirs fall below the statistical average. This condition can arise, even in times of average (or above average) precipitation, when increased usage of water diminishes the reserves.
- **Socioeconomic drought** associates the supply and demand of water services with elements of meteorological, hydrologic, and agricultural drought. Socioeconomic drought occurs when the demand for water exceeds the supply as a result of weather-related supply shortfall.

Due to the extensive nature of water supply infrastructure – reservoirs, groundwater basins, and inter-regional conveyance facilities – mitigation for the effect of short-term dry periods is implicit for most systems. Defining when a drought begins is a function of drought impacts to water users. Hydrologic conditions constituting a drought for water users in one location may not constitute a drought for water users elsewhere, or for water users having a different water supply. Individual water suppliers may use criteria such as rainfall/runoff, amount of water in storage, or expected supply from a water wholesaler to define their water supply conditions.

Drought is a gradual phenomenon. Although droughts are sometimes characterized as emergencies, they differ from typical emergency events. Most natural disasters, such as floods or wildland fires, occur relatively rapidly and afford little time for preparing for disaster response. Droughts, however, occur slowly and over a multi-year period. There is no universal definition of when a drought begins or ends. Impacts of drought are typically felt first by those most reliant on annual rainfall – ranchers engaged in dryland grazing, rural residents relying on wells in low-yield rock formations, or small water systems lacking a reliable source. Drought impacts increase with the length of a drought, as carry-over supplies in reservoirs are depleted and water levels in groundwater basins decline.

Droughts may cause a shortage of water for human and industrial consumption, hydroelectric power, recreation, and navigation. Water quality may also decline, and the number and severity of wildland fires may increase. Severe droughts may result in the loss of agricultural crops and forest products, undernourished wildlife and livestock, lower land values, and raise unemployment.

3.11.2 Drought History

As water systems are interconnected, the regional impacts of drought may have adverse impacts for the City of Gardena. Any significant rise in temperature, due to an unseasonably hot summer or perhaps the impacts of climate change, could reduce the available water supply for retailers decreasing the available water supply for the City's use. It is important to consider droughts that have occurred and currently are occurring throughout the State. Figure 3.9 provides the annual runoff in California for the last century and is provided by the United States Geological Survey (2023).

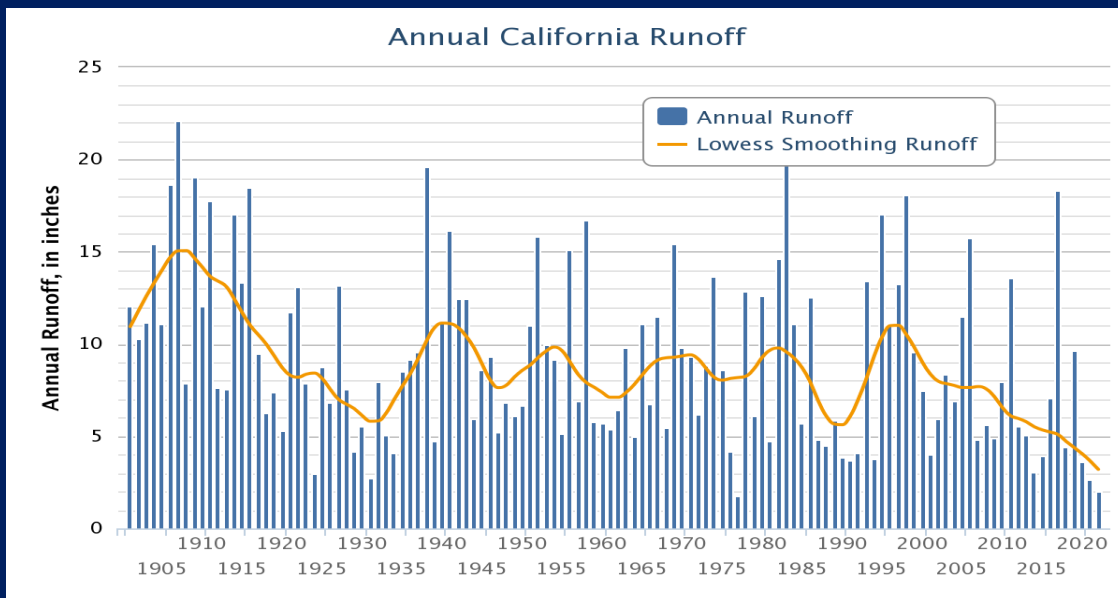
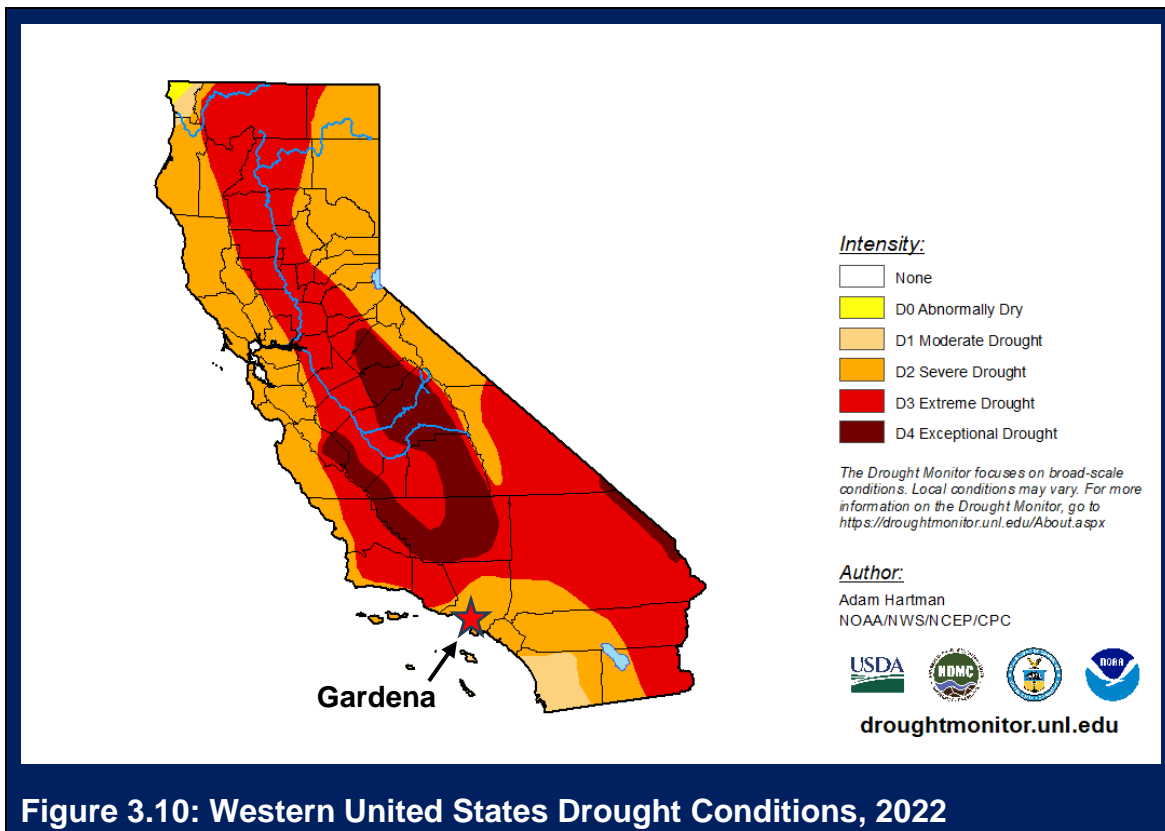


Figure 3.9: Annual Runoff in California

Figure 3.10 illustrates the current state of drought in California and is provided by the U.S. Drought Monitor.



As stated by the California Department of Water Resources, the western U.S. is entering a third year of a severe drought. After previously lifting drought restrictions on April 2nd, 2017, Governor Gavin Newsom declared a drought state of emergency on October 19th, 2021 and encouraged civilians to minimize water usage. This triggered municipalities to take preventative actions. While the City has continued to provide potable water to its residents, the County of Los Angeles has imposed conservation measures to circumvent potential drought hazards. The City will rely on the previously discussed infrastructure to maintain water services for its residents.

3.11.3 Drought Probability, Frequency, and Magnitude

For years, the City has enjoyed an abundant supply of high-quality water. However, as water demand continues to increase statewide and the supply fluctuates with current drought conditions, the City must be even more conscientious about the water supply and maximize the efficient use of this precious natural resource as the entire community is at

risk to the impacts of drought conditions. The City and the Metropolitan Water District of Southern California work closely together to evaluate new and innovative water management and supply development programs, including water reuse and recycling, recharge facility construction, ocean and brackish water desalination, surface storage, and water use efficiency programs. These efforts are helping to enhance long-term water reliability and water quality.

As a result of the inherent uncertainty in the Colorado River and State Water Project supplies given various hydrologic, environmental, and legal considerations, and the Metropolitan Water District of Southern California has undertaken several planning initiatives to broaden its water resource's reliability. The 2020 update to their Integrated Resources Plan, outlines strategies and implementation plans to better manage resources, including the development of local resources and the furthering of existing conservation efforts to meet the Water Conservation Act of 2009. These measures are anticipated to provide a buffer for member agencies to rely upon in times of drought and long-term climatic changes.

Currently, the City is not anticipating any significant changes in population patterns (density or migration) in response to perceived drought vulnerability. As the issue is state-wide, all communities within California seek to address water reliability. It is not currently known whether residents are leaving the state in response to water shortages. Furthermore, there are no current expected changes to land use within the City in response to perceived drought vulnerability.

Drought and Climate Change

Increased population and exploitation of fossil fuels during the past century has led to longer and more prevalent droughts in many parts of the U.S. The global warming phenomenon has led to increased rainfall instead of snowfall in many regions resulting in increased flooding. This, combined with earlier and rapid melting of snow, has led to fluctuation in water availability and resulted in increased floods in wet regions and drought in dry regions. As Southern California temperatures rise and water sources are depleted, the potential for droughts in California, including the District's service area, are expected to continue to increase.

As mentioned in Section 3.12, City personnel would recognize decreased water supply and decreased precipitation, common impacts of climate change, as a drought scenario. As mitigation activities focused on water supply reliability are indifferent to the root cause of

water shortage, the Steering Committee has chosen to blend the applicable impacts of climate change with its drought mitigation efforts. All mitigation actions for drought described in Chapter 4 also consider the impacts of climate change

Impacts to Vulnerable Populations

As stated by the California Department of Water Resources, the state is entering another period of drought, populations that are housed in special facilities in the City might be affected to a greater degree than others. The facilities that house the elderly, such as the Gardena Memorial Hospital and nursing homes, and schools that are occupied by young children under the age of 5, are distributed throughout the city. Since these facilities are spread out throughout the region, there is no way for the city to know which of these is more likely to be impacted by the drought. Consequently, the city can assume that the vulnerable population will be impacted equally since droughts are regional hazards expected to impact the entire City. As the City does not provide water directly to the community, the Steering Committee opted to assist its water retailer in enforcing water use restrictions throughout the community in an attempt to assist with water source reliability. In this way the community, including the vulnerable population, will be protected from water insecurity. This is demonstrated through three proposed actions (Mitigation Actions 2022.LHMP.17, Actions 2022.LHMP.18, and Actions 2022.LHMP.19) located in Chapter 4. It is useful to note that the City and county emergency plans will include considerations for vulnerable populations for response in the event of drought conditions and provide supplemental water resources.

3.12 Climate Change

With the release of the updated California Adaptation Planning Guide (APG) in June 2020, the City aimed to include the effects of climate change into the Hazard Mitigation Plan update. Gardena is located in the South Coastal Region of California. As a result, the City considered the following climate change impacts as recommended by the APG:

- Increased Temperatures
- Reduced Precipitation
- Sea Level Rise
- Reduced Tourism
- Reduced Water Supply
- Wildfire Risk
- Public Health – Heat and Air Quality
- Coastal Erosion

The Steering Committee engaged in a discussion to determine which impacts posed a viable threat to the City. While some impacts clearly applied to the City, some required additional research. Studies were conducted to look at recorded trends for sea level rise, wildfire, and regional temperature increases. The result of the study was the following list of perceived, feasible impacts that might affect the City over the next 5 to 10 years:

- Increased Temperatures
- Reduced Precipitation
- Reduced Water Supply
- Fire Risk

After reviewing the results of each of these impacts, the Steering Committee decided to include hazards in the Plan update that represented how the impacts would be felt by the City. For example, increased temperatures, reduced precipitation, and reduced water supply would be recognized as a drought. Additionally, increased temperatures and reduced precipitation might result in a fire hazard. Therefore, the Steering Committee identified Drought and Urban Fire as perceived hazards. Any information regarding the effects of these impacts on the City will be found under the hazard profiles listed above.

Additionally, mitigation strategies that apply to these impacts will be classified under Drought and Urban Fire in the mitigation actions identified in Chapter 4.

3.13 Asset Inventory

§201.6(c)(2)(ii)(A): [The plan **should** describe vulnerability in terms of] the types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazard area

A critical step required to complete the Risk Assessment is to develop a detailed asset inventory and document potential asset damages due to each identified hazard. The calculated loss estimates will be based on the values determined during the initial asset inventory. In order to produce accurate loss estimates, the City developed a comprehensive inventory of all assets, including asset locations.

In order to develop loss estimates, specific values were assigned to the critical City facilities in the asset inventory. The following tables summarize the assigned values, as well as the sources utilized as the basis for the values including the following.

- FEMA's guidance document entitled "What is a Benefit? - Guidance on Benefit-Cost Analysis of Hazard Mitigation Projects, Draft Revision 2.0"

Replacement Values

Replacement values were provided by the City. It should be noted these values are the best estimates which could be developed at the time of this report. True replacement values would require a more in-depth assessment. These values are meant for planning purposes only.

Loss of Function Values

In order to provide a mechanism for evaluating the importance of lifelines and critical services, the following tables were used to identify per capita values for each category. Based upon the population in the City of Gardena, the following values were assigned.

Table 3.19 - Loss of Function Values Per Capita – Utilities & Lifelines

Loss of Electric Power			Cost of Complete Loss of Service	
Reduced Activity ¹	Regional	Economic	\$87	
Impacts on Residential Customers			\$101	
Total Economic Impact			\$188	
Loss of Potable Water Service			Cost of Complete Loss of Service	Cost of Water Unsafe for Drinking
Reduced Activity ¹	Regional	Economic	\$35	\$8.75
Impacts on Residential Customers			\$68	\$34
Total economic impact (all hazards)			\$103	\$43
Loss of Wastewater Service			Cost of Complete Loss of Service	Cost of Partial Treatment Only
Reduced Activity ¹	Regional	Economic	\$33.50	\$8.50
Impacts on Residential Customers			None	None
Total Economic Impact			\$33.50	\$8.50
Note: The values listed in this table were obtained from FEMA's guidance document entitled "What is a Benefit? - Guidance on Benefit-Cost Analysis of Hazard Mitigation Projects, Draft Revision 2.0"				

Future Developments

At the time of this report, the City has not received any proposals for development, so the future changes in vulnerability cannot be estimates. City staff will monitor the situation and roll a hazard review into future proposed developments

Table 3.20 - Asset Inventory Summary – City of Gardena

Type	Name	Address	Square Footage	TOTAL
Police Station	Gardena Police Department	1718 West 162nd St Gardena, CA 90247	23,147	\$4,763,500.00
Fire Station	Fire Station #158- Headquarters	1650 W 162nd St. Gardena, CA 90249	17,975	\$2,110,600.00
Fire Station	Fire Station #159	2030 W 135th St Gardena, CA 90249	5,587	\$5,110,600.00
Library	Gardena Mayme Dear Library	1731 W. Gardena Blvd Gardena, CA 90247	1,500	\$311,820.00
Public Buildings	City Hall	1700 West 162nd St Gardena, CA 90247	27,800	\$1,444,800.00
Public Buildings	Public Works Department	1717 West 162nd St Gardena, CA 90247	8,000	\$1,444,800.00
Public Buildings	Human Services Division	1651 West 162nd St Gardena, CA 90247	20,700	\$1,083,600.00
Public Buildings	Nakaoka Community Center	1670 West 162nd St Gardena, CA 90247	18,645	\$1,444,800.00
Public Buildings	Transportation Department	13999 South Western Ave Gardena, CA 90249	25,000	\$5,647,000.00
Public Buildings	Parking Structure	1045 Redondo Beach Blvd Gardena, CA 90249	40,000	\$730,380.00
Public Buildings	Bell Park	14708 South Halldale Ave Gardena, CA 90247	1,700	\$180,600.00
Public Buildings	Freeman Park	2100 West 154th Pl Gardena, CA 90249	2,204	\$180,600.00
Public Buildings	Mas Fukai Park	15800 South Brighton Ave Gardena, CA 90247	4,428	\$180,600.00
Public Buildings	Thornburg Park	2320 West 149th St Gardena, CA 90249	1,150	\$180,600.00

Type	Name	Address	Square Footage	TOTAL
Public Buildings*	TBD - Community Center	2501 W Rosecrans Ave Gardena, CA 90249	13,644	\$6,822,000.00
Public Buildings	Rowley Park & Gymnasium	13220 South Van Ness Ave Gardena, CA 90249	17,133	\$794,640.00
Public Buildings	Arthur Lee Johnson Memorial Park	1200 West 170th St Gardena, CA 90247	5,565	\$361,200.00
Public Buildings	Army National Guard Property	Adjacent to Old Transit Station	5,000	\$903,000.00
Wastewater	Sewer Lift Station	178th St and Western Ave	300,000	\$300,000.00
Subtotal				\$32,792,140.00
Note: All Projected values were listed from FEMA's "Multi-hazard Loss Estimation Methodology, Earthquake Model, HAZUS MR5"				

Table 3.21: Loss of Function

Loss of Function / Continuity Premium (1 day) - City of Gardena				
Population: 61,027				
Category	Value Per Person	Value Per Day	Continuity Premium	Total
Fire Service	-	\$78,173.00	10	\$781,730.00
Police Service	-	\$33,227.00	10	\$332,270.00
Water Service	\$138.00	\$8,421,726.00	-	\$8,421,726.00
Electricity	\$188.00	\$11,473,076.00	-	\$11,473,076.00
Wastewater	\$33.50	\$2,044,404.50	-	\$2,044,404.50
Subtotal				\$23,053,206.50
Note: Values were listed from FEMA's "BCA Reference Guide, June 2009" except Fire Service				
Note: Fire Service values were estimated using fiscal budgeting reports provided by the City				

3.14 Loss Estimates

§201.6(c)(2)(ii)(B): [The plan **should** describe vulnerability in terms of an] estimate of the potential dollar losses to vulnerable structures identified in paragraph (c)(2)(ii)(A) of this section and a description of the methodology used to prepare the estimate

Loss Assessment Calculations

The Steering Committee reviewed each asset category and assigned a potential percentage of damage expected due to each identified hazard. In addition, if there were identified lifeline or emergency service interruptions, the loss of function value was also included. The tables of the following pages identify each asset category, name, total value, and the percent damage/damage value for each asset. The damages for each asset are totaled for each hazard to obtain the overall loss estimate for each hazard.

Table 3.22 Los Estimates/ Vulnerability Assessment – Earthquake through Hazardous Materials Release

City of Gardena Vulnerability Assessment Calculations				Earthquake		Urban Fire		Flood		HazMat Release	
Type	Name	Address	TOTAL	% Damage	Loss Estimate	% Damage	Loss Estimate	% Damage	Loss Estimate	% Damage	Loss Estimate
Police Station	Gardena Police Department	1718 West 162nd St Gardena, CA 90247	\$4,763,500.00	50%	\$2,381,750.00	10%	\$476,350.00	1%	\$47,635.00	2%	\$95,270.00
Fire Station	Fire Station #158- Headquarters	1650 W 162nd St. Gardena, CA 90249	\$2,110,600.00	30%	\$633,180.00	1%	\$21,106.00	1%	\$21,106.00	2%	\$42,212.00
Fire Station	Fire Station #159	2030 W 135th St Gardena, CA 90249	\$5,110,600.00	30%	\$1,533,180.00	1%	\$51,106.00	1%	\$51,106.00	2%	\$102,212.00
Library	Gardena Mayme Dear Library	1731 W. Gardena Blvd Gardena, CA 90247	\$311,820.00	30%	\$93,546.00	25%	\$77,955.00	1%	\$3,118.20	2%	\$6,236.40
Public Buildings	City Hall	1700 West 162nd St Gardena, CA 90247	\$1,444,800.00	30%	\$433,440.00	1%	\$14,448.00	1%	\$14,448.00	2%	\$28,896.00
Public Buildings	Public Works Department	1717 West 162nd St Gardena, CA 90247	\$1,444,800.00	10%	\$144,480.00	20%	\$288,960.00	1%	\$14,448.00	2%	\$28,896.00
Public Buildings	Human Services Division	1651 West 162nd St Gardena, CA 90247	\$1,083,600.00	50%	\$541,800.00	1%	\$10,836.00	1%	\$10,836.00	2%	\$21,672.00
Public Buildings	Nakaoka Community Center	1670 West 162nd St Gardena, CA 90247	\$1,444,800.00	25%	\$361,200.00	1%	\$14,448.00	1%	\$14,448.00	2%	\$28,896.00
Public Buildings	Transportation Department	13999 South Western Ave Gardena, CA 90249	\$5,647,000.00	10%	\$564,700.00	20%	\$1,129,400.00	1%	\$56,470.00	2%	\$112,940.00
Public Buildings	Parking Structure	1045 Redondo Beach Blvd Gardena, CA 90249	\$730,380.00	40%	\$292,152.00	1%	\$7,303.80	1%	\$7,303.80	2%	\$14,607.60
Public Buildings	Bell Park	14708 South Halldale Ave Gardena, CA 90247	\$180,600.00	10%	\$18,060.00	1%	\$1,806.00	1%	\$1,806.00	2%	\$3,612.00
Public Buildings	Freeman Park	2100 West 154th Pl Gardena, CA 90249	\$180,600.00	10%	\$18,060.00	1%	\$1,806.00	1%	\$1,806.00	2%	\$3,612.00
Public Buildings	Mas Fukai Park	15800 South Brighton Ave Gardena, CA 90247	\$180,600.00	10%	\$18,060.00	1%	\$1,806.00	1%	\$1,806.00	2%	\$3,612.00
Public Buildings	Thornburg Park	2320 West 149th St Gardena, CA 90249	\$180,600.00	10%	\$18,060.00	1%	\$1,806.00	1%	\$1,806.00	2%	\$3,612.00
Public Buildings*	TBD - Community Center	2501 W Rosecrans Ave Gardena, CA 90249	\$6,822,000.00	30%	\$2,046,600.00	1%	\$68,220.00	1%	\$68,220.00	2%	\$136,440.00
Public Buildings	Rowley Park & Gymnasium	13220 South Van Ness Ave Gardena, CA 90249	\$794,640.00	10%	\$79,464.00	1%	\$7,946.40	1%	\$7,946.40	2%	\$15,892.80
Public Buildings	Arthur Lee Johnson Memorial Park	1200 West 170th St Gardena, CA 90247	\$361,200.00	10%	\$36,120.00	1%	\$3,612.00	1%	\$3,612.00	2%	\$7,224.00
Public Buildings	Army National Guard Property	Adjacent to Old Transit Station	\$903,000.00	30%	\$270,900.00	20%	\$180,600.00	1%	\$9,030.00	2%	\$18,060.00

City of Gardena Vulnerability Assessment Calculations				Earthquake		Urban Fire		Flood		HazMat Release	
Type	Name	Address	TOTAL	% Damage	Loss Estimate	% Damage	Loss Estimate	% Damage	Loss Estimate	% Damage	Loss Estimate
Wastewater	Sewer Lift Station	178th St and Western Ave	\$300,000.00	10%	\$30,000.00	1%	\$3,000.00	1%	\$3,000.00	2%	\$6,000.00
Fire Service			\$781,730.00	10%	\$78,173.00	100%	\$781,730.00	0%	\$0.00	100%	\$781,730.00
Police Service			\$332,270.00	10%	\$33,227.00	100%	\$332,270.00	0%	\$0.00	100%	\$332,270.00
Water Service			\$8,421,726.00	15%	\$1,263,258.90	5%	\$421,086.30	0%	\$0.00	15%	\$1,263,258.90
Electricity			\$11,473,076.00	80%	\$9,178,460.80	0%	\$0.00	0%	\$0.00	0%	\$0.00
Wastewater			\$2,044,404.50	20%	\$408,880.90	0%	\$0.00	0%	\$0.00	0%	\$0.00
				Earthquake	\$20,476,752.60	Urban Fire	\$3,897,601.50	Flood	\$339,951.40	HazMat Release	\$3,057,161.70

Table 3.23 Loss Estimates / Vulnerability Assessment – Drought through Disease Outbreak

City of Gardena Vulnerability Assessment Calculations				Drought		Pipeline Failure		Windstorm		Adversarial Events		Disease Outbreak	
Type	Name	Address	TOTAL	% Damage	Loss Estimate	% Damage	Loss Estimate	% Damage	Loss Estimate	% Damage	Loss Estimate	% Damage	Loss Estimate
Police Station	Gardena Police Department	1718 West 162nd St Gardena, CA 90247	\$4,763,500.00	0%	\$0.00	0%	\$0.00	1%	\$47,635.00	3%	\$71,452.50	0%	\$0.00
Fire Station	Fire Station #158-Headquarters	1650 W 162nd St. Gardena, CA 90249	\$2,110,600.00	0%	\$0.00	0%	\$0.00	1%	\$21,106.00	3%	\$18,995.40	0%	\$0.00
Fire Station	Fire Station #159	2030 W 135th St Gardena, CA 90249	\$5,110,600.00	0%	\$0.00	0%	\$0.00	1%	\$51,106.00	3%	\$45,995.40	0%	\$0.00
Library	Gardena Mayme Dear Library	1731 W. Gardena Blvd Gardena, CA 90247	\$311,820.00	0%	\$0.00	0%	\$0.00	1%	\$3,118.20	3%	\$2,806.38	0%	\$0.00
Public Buildings	City Hall	1700 West 162nd St Gardena, CA 90247	\$1,444,800.00	0%	\$0.00	0%	\$0.00	1%	\$14,448.00	3%	\$13,003.20	0%	\$0.00
Public Buildings	Public Works Department	1717 West 162nd St Gardena, CA 90247	\$1,444,800.00	0%	\$0.00	0%	\$0.00	1%	\$14,448.00	3%	\$4,334.40	0%	\$0.00
Public Buildings	Human Services Division	1651 West 162nd St Gardena, CA 90247	\$1,083,600.00	0%	\$0.00	0%	\$0.00	1%	\$10,836.00	3%	\$16,254.00	0%	\$0.00
Public Buildings	Nakaoka Community Center	1670 West 162nd St Gardena, CA 90247	\$1,444,800.00	0%	\$0.00	0%	\$0.00	1%	\$14,448.00	3%	\$10,836.00	0%	\$0.00
Public Buildings	Transportation Department	13999 South Western Ave Gardena, CA 90249	\$5,647,000.00	0%	\$0.00	0%	\$0.00	1%	\$56,470.00	3%	\$16,941.00	0%	\$0.00
Public Buildings	Parking Structure	1045 Redondo Beach Blvd	\$730,380.00	0%	\$0.00	0%	\$0.00	1%	\$7,303.80	3%	\$8,764.56	0%	\$0.00

City of Gardena Vulnerability Assessment Calculations				Drought		Pipeline Failure		Windstorm		Adversarial Events		Disease Outbreak	
Type	Name	Address	TOTAL	% Damage	Loss Estimate	% Damage	Loss Estimate	% Damage	Loss Estimate	% Damage	Loss Estimate	% Damage	Loss Estimate
Public Buildings	Bell Park	14708 South Halldale Ave Gardena, CA 90247	\$180,600.00	0%	\$0.00	0%	\$0.00	1%	\$1,806.00	3%	\$541.80	0%	\$0.00
Public Buildings	Freeman Park	2100 West 154th Pl Gardena, CA 90249	\$180,600.00	0%	\$0.00	0%	\$0.00	1%	\$1,806.00	3%	\$541.80	0%	\$0.00
Public Buildings	Mas Fukai Park	15800 South Brighton Ave Gardena, CA 90247	\$180,600.00	0%	\$0.00	0%	\$0.00	1%	\$1,806.00	3%	\$541.80	0%	\$0.00
Public Buildings	Thornburg Park	2320 West 149th St Gardena, CA 90249	\$180,600.00	0%	\$0.00	0%	\$0.00	1%	\$1,806.00	3%	\$541.80	0%	\$0.00
Public Buildings*	TBD - Community Center	2501 W Rosecrans Ave Gardena, CA 90249	\$6,822,000.00	0%	\$0.00	35%	\$2,387,700.00	1%	\$68,220.00	3%	\$61,398.00	0%	\$0.00
Public Buildings	Rowley Park & Gymnasium	13220 South Van Ness Ave Gardena, CA 90249	\$794,640.00	0%	\$0.00	0%	\$0.00	1%	\$7,946.40	3%	\$2,383.92	0%	\$0.00
Public Buildings	Arthur Lee Johnson Memorial Park	1200 West 170th St Gardena, CA 90247	\$361,200.00	0%	\$0.00	0%	\$0.00	1%	\$3,612.00	3%	\$1,083.60	0%	\$0.00
Public Buildings	Army National Guard Property	Adjacent to Old Transit Station	\$903,000.00	0%	\$0.00	0%	\$0.00	1%	\$9,030.00	3%	\$8,127.00	0%	\$0.00
Wastewater	Sewer Lift Station	178th St and Western Ave	\$300,000.00	0%	\$0.00	0%	\$0.00	1%	\$3,000.00	3%	\$900.00	0%	\$0.00
Fire Service			\$781,730.00	0%	\$0.00	100%	\$781,730.00	5%	\$39,086.50	100%	\$78,173.00	5%	\$39,086.50
Police Service			\$332,270.00	0%	\$0.00	100%	\$332,270.00	10%	\$33,227.00	100%	\$33,227.00	5%	\$16,613.50
Water Service			\$8,421,726.00	100%	\$8,421,726.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	5%	\$21,054.32

City of Gardena Vulnerability Assessment Calculations				Drought		Pipeline Failure		Windstorm		Adversarial Events		Disease Outbreak	
Type	Name	Address	TOTAL	% Damage	Loss Estimate	% Damage	Loss Estimate	% Damage	Loss Estimate	% Damage	Loss Estimate	% Damage	Loss Estimate
	Electricity		\$11,473,076.00	0%	\$0.00	0%	\$0.00	10%	\$1,147,307.60	0%	\$0.00	5%	\$0.00
	Wastewater		\$2,044,404.50	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	5%	\$0.00
				Drought	\$8,421,726.00	Pipeline Failure	\$3,501,700.00	Windstorm	\$1,559,572.50	Adversarial Events	\$396,842.56	Disease Outbreak	\$76,754.32

Table 3.24 summarizes the loss estimates for each hazard.

Table 3.24: Loss Estimates Summary

Hazard	Estimated Losses
Earthquake	\$20,477,000
Drought	\$8,422,000
Urban Fire	\$3,898,000
Pipeline Failure	\$3,502,000
HazMat Release	\$3,057,000
Windstorm	\$1,560,000
Adversarial Events	\$397,000
Flood	\$340,000
Disease Outbreak	\$77,000

*Values are rounded to the nearest thousand

4

MITIGATION STRATEGIES

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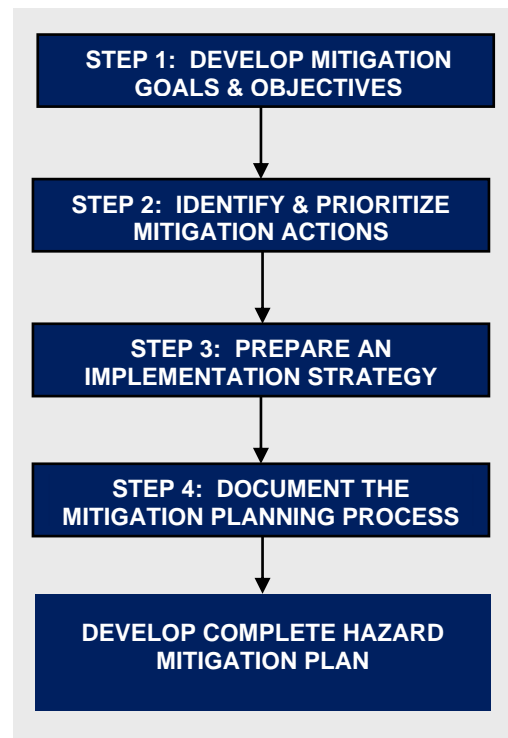
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4.1 Mitigation Goals and Objectives

To structure goals and objectives that produce appropriate mitigation actions, the hazard profiles and loss estimates were thoroughly reviewed to identify patterns in the location of potential hazard events and the vulnerability of the infrastructure identified within those locations. This information was used to develop clear goals to mitigate the effects of hazard events.

The mitigation goals provide guidelines for developing mitigation projects to provide prioritized hazard reduction. The goals are based on the goals from the 2013 Multi-Jurisdictional Hazard Mitigation Plan, the findings of the Risk Assessment, and input from the Steering Committee and characterize long-term hazard reduction targets as well as the enhancement of current mitigation capabilities.



§201.6(c)(3)(i): [The hazard mitigation strategy **shall** include a] description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.

Table 4.1 includes the Plan goals and corresponding mitigation objectives. These strategies were developed and reviewed by the Steering Committee using knowledge of the local area (including high-hazard areas and vulnerable populations), review of past efforts, findings of the Risk Assessment, and identification of mitigation projects.

Table 4.1: Overall Plan Goals and Objectives

1. Protect Life, Property, and Commerce
<ul style="list-style-type: none">• <i>Objective 1.1:</i> Implement mitigation activities that will assist in protecting lives and property by making homes, businesses, infrastructure, and critical facilities more resistant to hazards.• <i>Objective 1.2:</i> Improve understanding of the locations, potential impacts, and linkages between hazards, vulnerability, and measures needed to protect life safety and health.• <i>Objective 1.3:</i> Better serve vulnerable populations, such as the elderly and disabled and those persons with a limited ability to speak or understand the English language.
2. Minimize damage to structures and property, as well as disruption of essential services and human activities.
<ul style="list-style-type: none">• Objective 2.1: Encourage new development to occur in locations avoiding or minimizing exposure to hazards or enhance design requirements to improve resiliency in future disasters.• Objective 2.2: Research, develop, and promote adoption of cost-effective building and development laws, regulations, and ordinances exceeding the minimum levels needed for life safety.• Objective 2.3: Protect records to minimize post-disaster disruption to City operations and facilitate short-term and long-term recovery.
3. Protect The Environment
<ul style="list-style-type: none">• <i>Objective 3.1:</i> Encourage hazard mitigation measures that result in the least adverse impact on the environment and that use natural processes.• <i>Objective 3.2:</i> Encourage protection of natural and cultural resources through mitigation initiatives

4. Increase public awareness and participation.

- Objective 4.1: Expand and implement additional education and outreach programs to increase public awareness of the risks associated with hazards and to educate the public on specific individual preparedness activities.
- Objective 4.2: Participate in state-wide hazard awareness campaigns.
- Objective 4.3: Increase community awareness and involvement to promote participation and voluntary compliance with mitigation initiatives (i.e., Dig Alert, Homeowners Associations).
- Objective 4.4: Promote participation in Community Emergency Response Teams (CERT).
- Objective 4.5: Establish and maintain partnerships between all levels of local government, the private sector, the business community, community groups, and institutions of higher learning that improve and implement methods to protect life and property.

5. Improve emergency services and management capability.

- Objective 5.1: Improve coordination of jurisdictional responsibilities for various hazards through County and Community Disaster/Emergency Response Plans and Exercises.
- Objective 5.2: Identify the need for, and acquire, any special emergency services and equipment to enhance response capabilities for specific hazards.
- Objective 5.3: Improve warning systems to adequately warn the public in high-risk areas.

It should be noted the overall priorities for mitigation planning did not change much during the Plan update. However, the current Plan goals were revised to be clearer and more direct. Figure 4.1 provided an overview of the mitigation process.

Figure 4.1: Mitigation Process



As illustrated in the figure, the hazard mitigation process involves building off of previous steps in order to mitigate each identified hazard.

4.2 Identification of Mitigation Recommendations

§201.6(c)(3)(ii): [The mitigation strategy **shall** include a] section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure.

Mitigation actions are administrative and/or engineering project recommendations to reduce the City of Gardena's (City's) vulnerability to the identified hazards. Vital City employees are required in the development of actions and projects that are designed to mitigate these hazards and solve problems cost-effectively, as well as ensure consistency with the City's long-term mitigation goals and capital improvements. During the fourth Steering Committee meeting, a team-based approach was used to brainstorm mitigation projects based on the identified hazards and associated loss estimates. In addition, FEMA's Local Mitigation Planning Handbook and the California Adaptation Planning Guide were used to identify actions to mitigate the effects of climate change.

The evaluation and prioritization of the mitigation actions were used as aids to produce a list of recommended mitigation actions to incorporate into the mitigation plan. Each of the mitigation recommendations listed in Table 4.3 fell into one or more of the following categories:

- Prevention – planning and zoning, building codes, capital improvement projects, open space preservation, and storm water management
- Property Protection – acquisition, elevation, relocation, structural retrofits, storm shutters, and shatter-resistant glass
- Personnel Education and Awareness – outreach projects, real estate disclosure, hazard information centers, and education programs
- Natural Resource Protection – sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation
- Emergency Services – warning systems, emergency response services, and protection of critical facilities
- Structural Projects – dams, levees, floodwalls, seawalls, retaining walls, and safe rooms

Table 4.2 provides an overview of the mitigation actions and other relevant information, in no specific order. Following the identification of mitigation actions, a Cost-Benefit Review was conducted in order to determine a prioritization of the items. Section 4.4 contains more information on the Cost-Benefit Review and the prioritization of the projects.

Table 4.2: Mitigation Action Identification

Mitigation Activity	Hazards Mitigated	Mitigation Action Category	Corresponding Goals & Objectives	Responsible Department	Resources	Estimated Project Cost ¹	Timeframe	Protects New Buildings	Protects Existing Buildings
2022.LHMP.01: Consider purchasing mobile generators to generate backup power in the event of an emergency.	All	Emergency Services	Goals 5, 7	Public Works	General Fund	\$80,000	Medium	N	Y
2022.LHMP.02: Consider posting the hazard mitigation plan on the City website to provide awareness for natural hazards.	All	Public Education & Awareness	Goals 1, 4	Public Works	General Fund	Staff Time	Medium	Y	Y
2022.LHMP.03: Consider developing and distributing public education materials for natural hazards in English and Spanish to help provide education to underserved populations. .	All	Public Education & Awareness	Goals 1, 4	Public Works	General Fund	Staff time \$15,000/campaign	Medium	Y	Y
2022.LHMP.04: Consider outfitting the Nakaoka Center for use as an alternate EOC location. Include considerations for vulnerable populations to promote equitable emergency services.	Multi-Hazard	Emergency Services	Goals 5, 7	Police Department	Staff Time General Fund for equipment	Staff Time	Long	N	Y
2022.LHMP.05: Continue to ensure that new buildings comply with CBC seismic requirements. Implement structural improvement projects as necessary.	Earthquake	Prevention	Goal 2	Community Development	Plan Check Application Process (General Fund)	Staff Time	Ongoing	Y	N
2022.LHMP.06: Consider reviewing existing City facilities for potential seismic vulnerabilities and implement mitigation projects accordingly.	Earthquake	Property Protection	Goal 2	Community Development /Public Works	General Funding Grant Funding*	Staff Time/ Project costs are variable depending on the results of the review	Medium	N	Y
2022.LHMP.07: Provide updated information to the public on the impacts of a release from the Torrance Refinery including first response actions and community resources for relief.	Hazardous Material Release	Personnel Education and Awareness	Goals 4, 5	Police, Fire, and Public Works	Staff Time General Funding	Staff Time/ \$15,000 for materials	Medium	N	Y
2022.LHMP.08: Continue to coordinate with pipeline owners throughout the City including So Cal Gas, Chevron, Golden State Water, So Cal Edison, ATT, and MCI to minimize potential damage to facilities during construction activities.	Pipeline Failure	Property Protection	Goals 1, 2, 7	Public Works Inspector	General Fund Permit Fees	Staff Time	Short	Y	Y
2022.LHMP.09: Expand the ongoing implementation of tree trimming throughout the City. .	Windstorm	Prevention, Personnel Education and Awareness	Goals 1, 2	Public Works	Staff Time General Fund	\$30k annually for contract assistance	Short	N	Y
2022.LHMP.10: Consider emergency backup power for critical City facilities. (Battery back-up system)	Windstorm	Emergency Services	Goals 5, 7	Public Works	General Fund Grant Fund*	\$200,000/unit	Medium	N	Y

Mitigation Activity	Hazards Mitigated	Mitigation Action Category	Corresponding Goals & Objectives	Responsible Department	Resources	Estimated Project Cost ¹	Timeframe	Protects New Buildings	Protects Existing Buildings
2022.LHMP.11: Expand community outreach with regard to protective measures and resources to deal with disease outbreak situations. Provide the information in Spanish and English to ensure all members of the community have access to information.	Disease Outbreak	Public Education and Awareness, Prevention	Goal 4	Human Services	Staff Time	Staff Time	Medium	N	N
2022.LHMP.12: Work with Golden State Water to improve water lines/infrastructure throughout the City to increase flow rates and water pressures to support fire suppression capabilities	Urban Fire	Emergency Services	Goal 2	Public Works	Rate Payer Funded through Golden State Water	Staff Time	Ongoing	Y	Y
2022.LHMP.13: Expand active-shooter classes to be made available for the community. Training should be provided in English and Spanish to help assist underserved populations.	Adversarial Events	Public Education and Awareness, Prevention	Goals 4, 5	Police Department	Staff Time	Staff Time	Short	N	N
2022.LHMP.14: Update site-plan review policy to include language to consider the structure defensibility.	Adversarial Events	Prevention Property Protection	Goals 2, 5	Community Development/ Fire Department/ Police Department	Staff Time	Staff Time	Short	Y	Y
2022.LHMP.15: Ensure flood mitigation remains a priority.	Flood	Prevention	Goal 1	Public Works	Staff Time	Staff Time	Short	Y	Y
2022.LHMP.16: Determine ways to utilize reclaimed water for landscaping throughout the City and implement capital projects.	Drought	Prevention Natural Resource Protection	Goal 3	Public Works	West Basin General Fund for new Irrigation	Staff Time \$100K \$3million (West Basin)	Medium	N	N
2022.LHMP.17: Assist Golden State water to implement State-mandated water restrictions throughout the City.	Drought	Prevention Natural Resource Protection	Goal 3	Community Development (Code Enforcement)/ Public Works	Staff Time	Staff Time	Short	N	Y
2022.LHMP.18: Supplement Golden State Water outreach by providing additional information to the community on water-wise landscaping	Drought	Public Education and Awareness Natural Resource Protection	Goal 3, 4	Public Works	Staff Time	Staff Time	Medium	Y	Y
2022.LHMP.19: Continue to coordinate with agencies to implement water use restrictions and projects during periods of drought and water emergencies.	Drought	Prevention	Goals 2, 7	Public Works	Staff time, Grant Funds*, and Rebate Programs	Varies	Ongoing	N	Y

Note: Values provided by Steering Committee as estimates only

Note: Timeframe definitions are as follows.

* - Grant Funds are assumed to be applied for through one of the grant programs listed in Table 5.4. See Chapter 5

a) Short: Task to be completed within 1-2 years

b) Medium Task to be completed within 3-5 years

c) Long: Task to be completed after the 5-year planning period

Mitigation Actions Not Included in the Hazard Mitigation Plan

During the Planning process, the Steering Committee proposed several ideas to improve resiliency throughout the City. While the majority were included an listed in the table above, not all were included in the final plan. For example, it was proposed that translation services be shared with the School District during emergencies since many languages are represented among students are their parents. While this is an excellent idea, the Steering Committee did not feel this was an action that needed to be tracked. The City already has staff that can provide support who are integrated into the emergency management organization. The discussion itself provided the school district and the City with the collaboration necessary to let each group know that resources were needed/available. As such, translation services were automatically extended and the action as completed. Additionally, there was a discussion around the need for air-conditioned facilities during hear wave scenarios. The Steering Committee discussed the potential for heat waves within the City but had no record of injury or illness correlated with high temperatures. As such, City staff with responsibility or emergency management took note of the request, but the hazard, and corresponding action, were not included in the final plan.

4.3 National Flood Insurance Program Compliance

§201.6(c)(3)(ii): [The mitigation strategy] must also address the jurisdiction's participation in the National Flood Insurance Program (NFIP), and continued compliance with NFIP requirements, as appropriate.

The National Flood Insurance Program (NFIP) is a Federal program enabling property owners in participating communities to purchase insurance as a protection against flood losses in exchange for State and community floodplain management regulations that reduce future flood damages. Participation in the NFIP is based on an agreement between communities and the Federal Government. If a community adopts and enforces a floodplain management ordinance to reduce future flood risk to new construction in floodplains, the Federal Government will make flood insurance available within the community as a financial protection against flood losses. This insurance is designed to provide an alternative to disaster assistance and reduce the escalating costs of repairing damage to buildings and their contents caused by floods. Table 4.4 summarizes the City's participation in the program.

Table 4.4: NFIP Participation

CID	Community Name	County	Init. FHBM Identified	Init. FIRM Identified	Curr. Eff. Map Date	Reg-Emer. Date	Tribal
060119	City of Gardena	Los Angeles	12/05/75	07/06/98	09/26/08	04/21/78	No

Note: Source information obtained through [FEMA](#)

Flood Recommendations/Repetitive Loss Properties

There were no properties identified as having repetitive losses or assets impacted by regular flooding. In fact, the majority of the City is located in a Flood Zone X according to [FEMA](#). Areas of this designation are expected to have minimal flood incidents, are outside the 500-year flood level, and are protected by levees from the 100-year flood. The only exception are the areas included in the Gardena Willows Wetlands Preserve which lie in a 500-year flood zone. As a result, the City identified a recommendation for mitigating flood hazards in the "Mitigation Action Identification" table. Specifically, action 2022.LHMP.15 is designed to minimize losses to critical City facilities as a result of flooding. Responsibility for implementation will be noted in Table 4.2.

Within the City, the Director of Public Works is responsible for verification that new developments follow the current regulations. All requirements of the NFIP program will be addressed by the Director of Public Works from the Public Works Office which can be accessed by appointment at the Public Works Office across the street from City Hall.

4.4 Prioritization of Mitigation Recommendations

§201.6(c)(3)(iii): [The mitigation strategy section **shall** include] an action plan describing how the actions identified in section (c)(3)(ii) will be prioritized, implemented, and administered by the local jurisdiction. Prioritization **shall** include a special emphasis on the extent to which benefits are maximized according to a cost benefit review of the proposed projects and their associated costs.

A simplified Benefit-Cost Review was applied in order to prioritize the mitigation recommendations for implementation. The priority for implementing mitigation recommendations depends upon the overall cost effectiveness of the recommendation, when taking into account monetary and non-monetary costs and benefits associated with each action. Additionally, the following questions were considered when developing the Benefit-Cost Review:

- How many people will benefit from the action?
- How large an area is impacted?
- How critical are the facilities that benefit from the action?
- Environmentally, does it make sense to do this project for the overall community?

Table 4.5 provides a detailed benefit-cost review for each mitigation recommendation, as well as a relative priority rank (High, Medium, and Low) based upon the judgment of the Steering Committee. The general category guidelines are listed below.

- High – Benefits are perceived to exceed costs without further study or evaluation
- Medium – Benefits are perceived to exceed costs, but may require further study or evaluation prior to implementation
- Low – Benefits and cost evaluations requires additional evaluation prior to implementation

It should be noted that the values for costs (cons) are estimates only.

Table 4.5: Mitigation Action Prioritization: Benefit-Cost Review

Mitigation Activity	Benefits (Pros)	Costs (Cons)	Priority
2022.LHMP.01: Consider purchasing mobile generators to generate backup power in the event of an emergency.	<ul style="list-style-type: none"> Avoided loss of function Avoided Emergency Management Costs Avoided Environmental Impacts through the use of a dual battery/solar generating system 	<ul style="list-style-type: none"> \$80,000 in unit costs 	High
2022.LHMP.02: Consider posting the hazard mitigation plan on the City website to provide awareness for natural hazards.	<ul style="list-style-type: none"> Improved public awareness of local hazards Avoided casualties as awareness leads to mitigation action taken by the public 	<ul style="list-style-type: none"> Staff Time 	High
2022.LHMP.03: Consider developing and distributing public education materials for natural hazards.	<ul style="list-style-type: none"> Improved public awareness of local hazards Avoided casualties as awareness leads to mitigation action taken by the public 	<ul style="list-style-type: none"> Staff Time \$25,000 in campaign costs 	Medium
2022.LHMP.04: Consider outfitting the Nakaoka Center for use as a dedicated alternate EOC location.	<ul style="list-style-type: none"> Improved Emergency Management Capabilities Avoided loss of function Reduced costs for facility rental 	<ul style="list-style-type: none"> Staff Time IT set-up costs (laptops, Wi-Fi, etc.) 	Medium
2022.LHMP.05: Continue to ensure that new buildings comply with CBC seismic requirements.	<ul style="list-style-type: none"> Avoided Physical Damages Avoided Casualties Avoided Costs for Emergency Response 	<ul style="list-style-type: none"> Staff Time 	High

Mitigation Activity	Benefits (Pros)	Costs (Cons)	Priority
2022.LHMP.06: Consider reviewing existing City facilities for potential seismic vulnerabilities and implement mitigation projects accordingly.	<ul style="list-style-type: none"> Avoided Physical Damages Avoided Casualties Avoided Costs for Emergency Response 	<ul style="list-style-type: none"> Staff Time Contract Seismic Evaluation Costs Project Costs are variable depending on the results of the review. 	Medium
2022.LHMP.07: Provide updated information to the public on the impacts of a release from the Torrance Refinery including first response actions (Shelter-in-Place, PPE, etc.) and community resources for relief.	<ul style="list-style-type: none"> Improved public awareness of local hazards Avoided casualties as awareness leads to mitigation action taken by the public Avoided Emergency Management Costs 	<ul style="list-style-type: none"> Staff Time \$25,000 in campaign costs Resource/Equipment Costs and Subsidies 	Medium
2022.LHMP.08: Continue to coordinate with pipeline owners throughout the City including So Cal Gas, Chevron, Golden State Water, So Cal Edison, ATT, and MCI to minimize potential damage to facilities during construction activities.	<ul style="list-style-type: none"> Avoided Physical Damages Avoided Injuries Avoided Emergency Management Costs 	<ul style="list-style-type: none"> Staff Time 	Medium
2022.LHMP.09: Expand the ongoing implementation of tree trimming throughout the City.	<ul style="list-style-type: none"> Avoided Physical Damages Avoided Injuries Avoided Emergency Management Costs 	<ul style="list-style-type: none"> \$30k annually for contract assistance 	High

Mitigation Activity	Benefits (Pros)	Costs (Cons)	Priority
2022.LHMP.10: Consider emergency backup power for critical City facilities. (Battery back-up system)	<ul style="list-style-type: none"> Avoided loss of function Avoided Emergency Management Costs Avoided Environmental Impacts through the use of a dual battery/solar generating system 	<ul style="list-style-type: none"> \$200,000/unit 	High
2022.LHMP.11: Expand community outreach with regard to protective measures and resources to deal with disease outbreak situations. Provide the information in Spanish and English to ensure all members of the community have access to information.	<ul style="list-style-type: none"> Avoided Casualties Avoided Emergency Management Costs 	<ul style="list-style-type: none"> Staff Time 	Medium
2022.LHMP.12: Work with Golden State Water to improve water lines throughout the City to increase flow rates and water pressures to support fire suppression capabilities	<ul style="list-style-type: none"> Avoided Emergency Management Costs Avoided Physical Damage as fire suppression becomes more efficient. Avoided Casualties 	<ul style="list-style-type: none"> Staff Time 	Medium
2022.LHMP.13: Expand active-shooter classes to be made available for the community.	<ul style="list-style-type: none"> Improved public awareness of local hazards Avoided casualties as awareness leads to mitigation action taken by the public Avoided Emergency Management Costs 	<ul style="list-style-type: none"> Staff Time 	High

Mitigation Activity	Benefits (Pros)	Costs (Cons)	Priority
2022.LHMP.14: Update plan check review policies to include language to consider the structure defensibility for permitting.	<ul style="list-style-type: none"> Avoided Physical Damages Avoided Casualties Avoided Emergency Management Costs Potential for increased awareness at the City level and development of a defensibility culture within the City. 	<ul style="list-style-type: none"> Staff Time 	Medium
2022.LHMP.15: Ensure flood mitigation remains a priority.	<ul style="list-style-type: none"> Avoided Physical Damages Avoided Injuries Avoided Emergency Management Costs 	<ul style="list-style-type: none"> Staff Time 	Low
2022.LHMP.16: Determine ways to utilize reclaimed water for landscaping throughout the City and implement capital projects accordingly.	<ul style="list-style-type: none"> Improved Natural Resource Protection Improved reliably for potable water sources 	<ul style="list-style-type: none"> Staff Time \$100,000 in project costs \$3million (West Basin, no cost to the City) 	Medium
2022.LHMP.17: Assist Golden State Water to implement State-mandated water restrictions throughout the City.	<ul style="list-style-type: none"> Improved Natural Resource Protection Improved reliably for potable water sources 	<ul style="list-style-type: none"> Staff Time 	High
2022.LHMP.18: Supplement Golden State Water outreach by providing additional information to the community on water-wise landscaping	<ul style="list-style-type: none"> Improved public awareness of local hazards Potential for improved Natural Resource Protection Potential for improved reliably for potable water sources 	<ul style="list-style-type: none"> Staff Time \$25k in Campaign Costs 	Low

Mitigation Activity	Benefits (Pros)	Costs (Cons)	Priority
2022.LHMP.19: Continue to coordinate with agencies to implement water use restrictions and projects during periods of drought and water emergencies.	<ul style="list-style-type: none"> Improved public awareness of local hazards Potential for improved Natural Resource Protection Potential for improved reliability for potable water sources 	<ul style="list-style-type: none"> Varies 	Low

4.5 Implementation Strategy

Mitigation Actions classified as high-priority mitigation actions provide the most significant vulnerability reduction, as related to cost and probability, and are typically implemented before lower ranked improvements. The City, however, may find that under some circumstances a recommendation classified as a low-priority mitigation action may need to be implemented before a higher priority recommendation. The priority levels associated with each improvement are indicated on the “Mitigation Action Prioritization: Benefit-Cost Review” table in the previous section.

2013 Multi-Jurisdictional Hazard Mitigation Plan Strategies

The Project Team reviewed the mitigation strategies and actions from the 2013 Multi-Jurisdictional Hazard Mitigation Plan. The 2013 Plan outlined mitigation strategies scheduled for completion in the near future and additional projects for consideration. However, as many of these projects are contingent on the City receiving grant funding to implement, only some of them have been implemented. Furthermore, the last Plan was a joint plan with the City of Hawthorne and several proposed actions were intended specifically for the City of Hawthorne. As this Plan seeks to focus solely on the resilience efforts of the City, actions that were not intended for the City were removed in the update.

However, several of the Future Mitigation Strategies from the 2013 Plan have been carried through into the current update. Table 4.6 on the following page provides the mitigation strategies from the 2013 Plan and their correlation to the current Plan. As mentioned, previously, only some of the mitigation actions garnered the funding necessary for implementation and some which did not pertain to the City were omitted. The table on the following page denoted whether or not an action was completed since the last Plan update.

Table 4.6: Ongoing Mitigation Strategies

2013 Plan Mitigation Strategies	Correlated Current Mitigation Strategies	Completed
Continue to reline 88 miles of sewer system pipelines with inner liner.	Progress has been ongoing. Completion should be within the 1-3 timeframe	Almost
Continue to ensure that new buildings comply with CBC seismic requirements.	2022.LHMP.05: Continue to ensure that new buildings comply with CBC seismic requirements. Implement structural improvement projects as necessary.	Ongoing
Consider reviewing existing City facilities for potential seismic vulnerabilities and implement mitigation projects accordingly.	2022.LHMP.06: Consider reviewing existing City facilities for potential seismic vulnerabilities and implement mitigation projects accordingly.	Ongoing
Continue to coordinate with pipeline owners throughout the City including So Cal Gas, Chevron, Golden State Water, So Cal Edison, ATT, and MCI to minimize potential damage to facilities during construction activities.	2022.LHMP.08: Continue to coordinate with pipeline owners throughout the City including So Cal Gas, Chevron, Golden State Water, So Cal Edison, ATT, and MCI to minimize potential damage to facilities during construction activities.	Ongoing
Consider conducting a survey to determine the location of underground pipelines throughout the Cities and developing maps accordingly.	After 9-11, this information became sensitive and is not available to the City	Removed
Provide updated information to the public on the impacts of a release from the Torrance Refinery including first response actions and community resources for relief.	2022.LHMP.07: Provide updated information to the public on the impacts of a release from the Torrance Refinery including first response actions and community resources for relief.	Ongoing
Continue to coordinate with agencies to implement water use restrictions and projects during periods of drought and water emergencies.	2022.LHMP.19: Continue to coordinate with agencies to implement water use restrictions and projects during periods of drought and water emergencies.	Ongoing
Expand the ongoing implementation of tree trimming throughout the City.	2022.LHMP.09: Expand the ongoing implementation of tree trimming throughout the City.	Ongoing

Consider emergency backup power for critical City facilities. (Battery back-up system)	2022.LHMP.10: Consider emergency backup power for critical City facilities. (Battery back-up system)	Ongoing
Consider configuring the Community Center facility with emergency backup power.	2022.LHMP.10: Consider emergency backup power for critical City facilities. (Battery back-up system)	Ongoing
Consider configuring the City Hall with emergency backup power.	2022.LHMP.10: Consider emergency backup power for critical City facilities. (Battery back-up system)	Ongoing
Consider outfitting the Nakaoka Center for use as an alternate EOC location	2022.LHMP.04: Consider outfitting the Nakaoka Center for use as an alternate EOC location.	Ongoing
Consider improving emergency communications by implementing a redundant communications system, including an evaluation of communication protocols.	Completed	Yes
Consider purchasing a utility helicopter to serve the South Bay in the event of an emergency.	This was determined by the Steering Committee to be no longer applicable	Removed
Consider purchasing mobile generators to generate backup power in the event of an emergency.	2022.LHMP.01: Consider purchasing mobile generators to generate backup power in the event of an emergency.	Ongoing
Consider purchasing emergency shelter and medical supplies and/or coordinating agreements with local businesses to maintain supplies in the event of an emergency.	Completed	Yes
Consider posting the hazard mitigation plan on the City website to provide awareness for natural hazards.	Completed	Yes

Consider developing and distributing public education materials for natural hazards.	Provide updated information to the public on the impacts of a release from the Torrance Refinery including first response actions and community resources for relief.	Ongoing
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5 PLAN MAINTENANCE

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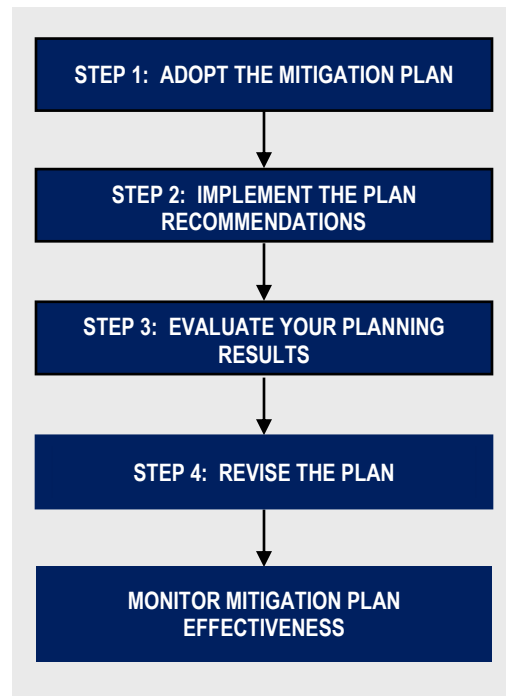
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5.1 Mitigation Progress Monitoring

The Mitigation Strategy section in the Hazard Mitigation Plan identifies mitigation actions that have been prioritized based on the loss estimates and the probability of each hazard, which will typically be implemented according to the priority rank. To thoroughly track hazard mitigation status, the City of Gardena (City) must continuously monitor and document the progress of the implementation of mitigation actions. Though mitigation actions may be delegated to different departments within the City, Hong Lee, Program Coordinator of Public Works for the City, will have the responsibility of monitoring overall progress.



§201.6(c)(4)(i): [The plan maintenance process **shall** include a] section describing the method and schedule of **monitoring**, evaluating, and updating the mitigation plan within a five-year cycle.

To facilitate this monitoring process, Table 5.7: “Action Item Implementation” was developed to provide a mechanism for monitoring the overall implementation progress. The table is designed to monitor mitigation actions according to project managers, project status, and project milestones. The table can be found at the end of this chapter.

5.2 Planning Mechanisms

§201.6(c)(4)(ii): [The plan **shall** include a] process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate.

5.2.1 Process to Incorporate the Mitigation Strategy into Other Planning Mechanisms

The City maintains the following processes to incorporate mitigation strategies of the Hazard Mitigation Plan into planning mechanisms.

Website

The City's Hazard Mitigation Plan will be posted on the City's website to enable citizens to review and provide feedback regarding mitigation objectives and strategies. Feedback from residents can be incorporated during the annual review or five-year update of the HMP and expand the Steering Committee's understanding of the public's opinion on hazard vulnerability. In addition, the website can be used as a vehicle to maintain an ongoing conversation with the public regarding upcoming mitigation projects and provide an avenue for hazard education.

City Council

The City Council is responsible for approving projects, plans, and programs on a City-wide level. By providing mitigation planning concepts to the City Council, mitigation actions and projects will be incorporated into relevant planning efforts. Department heads can expand mitigation efforts by working with Council Members to encourage the inclusion of mitigation goals and objectives for any project or planning efforts which are reviewed by the City Council.

Public Works Department

The Public Works Department provides infrastructure and maintenance services to City assets and to the public. Hazard mitigation will be integrated into Public Works programs through its involvement in the Steering Committee. The Public Works Department has the ability to expand mitigation activities by implementing safety mechanisms throughout the City to maximize resiliency. Any project improving City-owned structures would likely be carried out or overseen by the Public Works department.

Commissions

To assist the City Council in reviewing prominent issues, the City has established the seven (7) commissions listed below.

- Planning and Environmental Quality
- Human Services
- Recreation and Parks
- Senior Citizens
- Gardena Youth
- The City of Gardena Economic Advisory Commission (GEBAC)
- Gardena Beautification

As necessary, each specialized commission can review and implement hazard mitigation activities that affect its goals and objectives.

Committees

In addition to the seven (7) commissions, the City has also established the Finance, Gardena WeTip, and Traffic Committees to educate and assist the community with relevant safety issues and coordinate local gatherings.

These committees can help raise awareness about hazardous events that can affect the City, educate the public about the actions the City is taking to reduce loss, and supply avenues for the community to provide feedback.

Community Development Department

The Planning Division of the City's Community Development Department works closely with the Planning Commission to ensure that development within the City is consistent with the General Plan goals and policies, as well as in the best interest of the City. This includes development of land use, general planning, zoning requirements, and residential projects. Mitigation measures can be incorporated into potential projects.

The Building and Safety Division of the City's Community Development Department is responsible for reviewing construction plans and various building inspection activities. The objective of this Division is to protect the public regarding building design and construction.

Assembly Bill (AB) 2140

Passed in 2006, AB 2140 compliance would allow the City to be considered for additional state cost-share on eligible Public Assistance. To be eligible, the City must have an approved Hazard Mitigation Plan and adopt that plan into the Safety Element of the City's general plan. Although currently the hazard mitigation plan has not been adopted into the

City's Safety Element, doing so would allow the City to bring in more grant funding and reduce the administrative burden of implementing mitigation projects.

Grant Funding

Grant Funding can be obtained through many different Federal, State, and specialty organizations. Searching for and obtaining additional funding for the City allows the City to implement improvement projects while limiting the burden of project costs. As part of the implementation strategy of this plan, obtaining grant funding will be crucial to the success of implementing large mitigation actions. Table 5.4 Grant Funding includes a list of some of the program the City can explore to obtain supplemental funding to implement resiliency action.

Resource Tables

This section serves as a high-level capability assessment of the City's resources through which hazard mitigation objectives may be achieved. The following subsections attempt to document the Planning/Regulatory, Administrative/Technical, Fiscal, Grant funding, and Outreach/Partnership resources available to the City.

Regulatory Resources

Table 5.1: Planning/Regulatory Tools Table

Regulatory Tool	Updated	Comments
General Plan	2006 2012 2013 2020 2021 2022	The General Plan outlines how the City is organized with regard to areas such as land use, safety, different conservation efforts, and economic resilience and development. The City comprehensively updated its plan in April 2006. The City updated its Land Use Plan in June 2012, March 2012, and March-April 2021. The City also updated its Circulation Plan in 2020. In 2022, the City adopted the 2021-2029 Housing Element, adopted a new Environmental Justice Element, and adopted a Public Safety Plan.
Hazard Mitigation Plan	2013 2024	The Hazard Mitigation plan is the ultimate resource for hazard resiliency. Updated every 5 years with input from various neighboring communities and public stakeholders, the plan lays out a pathway for future resiliency efforts.
Gardena Climate Vulnerability Assessment	2021	The City's Climate Vulnerability Assessment provides guidance to promote effective and integrated action to prepare for climate change. The information from the Assessment was used to develop those hazard profiles in the current update of the Hazard Mitigation Plan and provides guidance for future resilience efforts against the impacts of climate change and brings awareness to elements of environmental justice.
California State Hazard Mitigation Plan	2018	Under the Disaster Mitigation Act of 2000, local hazard mitigation planning efforts are meant to be an extension of the state mitigation plan. The state effort sets the

		tone for future mitigation efforts and draw attention to new areas for improvement within the community.
County of Los Angeles All-Hazard Mitigation Plan	2019	Also with the County Hazard Mitigation Plan, the Disaster Mitigation Act of 2000 stated that local mitigation plans are intended to be an extension of the County effort. As such, the County further clarifies the tone for the region with regard to resiliency efforts and draws attention to new areas for improvement within the community.
California Fire Plan	2019	The State Board of Forestry and the California Department of Forestry and Fire Protection have developed the Fire Plan for wildland fire protection in California. The plan defines a level of service measurement, considers assets at risk, incorporates the cooperative interdependent relationships of wildland fire protection providers, provides for public stakeholder involvement, and creates a fiscal framework for policy analysis. The City will look to this plan to further fire prevention efforts within the City.
California Water Plan	2018	The state updated the California Water Plan in 2018 in order to address drought hazard mitigation over the long term. This Plan outlines the state's approach to integrated water management and sustainability. This guide can be used as a spring board for ideas on how the City can build resiliency during water shortages.
California Adaptation Planning Guide	2020	FEMA, CalOES, and the California Natural Resources Agency developed the California Adaptation Planning Guide to assist municipalities in recognizing local climate change and to provide guidance addressing potential vulnerabilities. This

		plan provides a basis for addressing the impacts of climate change for ongoing projects and community initiatives.
City of Gardena Building Codes – title 15 of the Municipal Code	2024	The Building Code sets a standard for structural integrity throughout the City; impacting residences and business alike. The City can use code updates to improve resiliency for earthquake, flood, wind, and environmental-related hazards.
City of Gardena Floodplain Management – Chapter 15.50 of the Municipal Code.	2024	Designed to highlight and address the impacts of flooding on structures within the City, the City can use code updates to improve resiliency for flood-related hazards.

Administrative/Technical Resources

Table 5.2: Administrative/Technical Tools Table

Administrative/Technical Tool	Personnel/Resources
Police Department	The Police Department is able to support public outreach and may assist in identifying areas of improvement for resistance to civil unrest and adversarial events.
City Council	City Council can review and approve mitigation propositions for implementation.
Community Safety Division	The Community Safety Division is responsible for monitoring and promoting Hazard Mitigation objectives and disaster preparedness efforts.
Community Development Department	The Community Development Department is response for all developments within the City. This department will be able to include considerations for local hazards into new

	projects and utilize code enforcement to ensure adherence to mitigation-driven policy changes for structures within the City.
Public Works Department	The Public Works Department is responsible for street improvements and overall City maintenance. This department can implement hazard mitigation activities as part of planned maintenance and City upgrades.
Administrative Services Department	The Department of Administrative Services is organized and responsible for coordinating the day-to-day activities of various internal operations and supplying specialized staff to all operating departments.

Fiscal Resources

Table 5.3: Fiscal Tools Table

Fiscal Tool	Available for Use
General Fund	Yes, with approval
Capital Improvement Plan	Yes, with approval
Authority to impose taxes for specific purposes	Yes, with voter approval

Grant Funding

Table 5.4: Grant Funding Tools Table

Grant Funding Tool	Agency	Purpose	Contact
Pre-Disaster Mitigation Program (PDM)	U.S. Department of Homeland Security, Federal Emergency Management Agency	To provide funding for States, and communities for cost-effective hazard mitigation activities which complement a comprehensive hazard mitigation program and reduce injuries, loss of life, and damage and deconstruction of property.	FEMA 500 C. Street, SW Washington, DC 20472 Phone: (202) 646-4621 www.fema.gov
Hazard Mitigation Grant Program	U.S. Department of Homeland Security, Federal Emergency Management Agency	To prevent future losses of lives property due to disasters; to implement State of local hazard mitigation plans; to enable mitigation measures to be implemented during immediate recovery from a disaster; and to provide funding for previously identified mitigation measures to benefit the disaster area.	FEMA 500 C Street S.W. Washington, DC 20472 Phone (202) 646-4621 www.fema.gov
Flood Mitigation Assistance (FMA)	U.S. Department of Homeland Security, Federal Emergency Management Agency	To help States and communities plan and carry out activities designed to reduce the risk of flood damage to structures insurable under the NFIP.	FEMA 500 C Street S.W. Washington, DC 20472 Phone (202) 646-4621 www.fema.gov
Emergency Management Performance Grants (EMPG)	U. S. Department of Homeland Security; Federal Emergency Management Agency	To encourage the development of comprehensive emergency management at the State and local level and to improve emergency management planning, preparedness, mitigation, response, and recovery capabilities.	FEMA 500 C Street S.W. Washington, DC 20472 Phone (202) 646-4621 www.fema.gov

Community Development Grant Program (CDBG)	U.S. Department of Housing and Urban Development	To develop viable urban communities by providing decent housing and a suitable living environment. Principally for low-to-moderate income individuals.	HUD 451 7 th Street, S. W. Washington, DC 20410-7000 Phone: (202) 708-3587 www.hud.gov
Public Assistance Program (PA)	U.S. Department of Homeland Security, Federal Emergency Management Agency	To provide supplemental assistance to States, local governments, and certain private nonprofit organizations to alleviate suffering and hardship resulting from major disasters or emergencies declared by the President. Under Section 406, Public Assistance funds may be used to mitigate the impact of future disasters.	FEMA 500 C Street S.W. Washington, DC 20472 Phone (202) 646-4621 www.fema.gov
Emergency Watershed Protection	U.S. Department of Agriculture, Natural Resource Conservation Service	To provide emergency technical and financial assistance to install or repair structures that reduce runoff and prevent soil erosion to safeguard life and property.	NRCS PO BOX 2890 Washington, DC 20013 Phone: (202) 720-3527 www.nrcs.usda.gov
Disaster Mitigation and Technical Assistance Grants	U.S. Department of Commerce, Economic Development Administration	To help States and localities to develop and /or implement a variety of disaster mitigation strategies.	EDA Herbert C. Hoover Building Washington, DC 20230 Phone: (800) 345-1222 www.eda.gov
Watershed Surveys and Planning	U.S. Department of Agriculture, Natural Resource Conservation Service	To provide planning assistance to Federal, State, and local agencies for the development of coordination water and related land resources programs in watersheds and river basins	NRCS PO Box 2890 Washington, DC 20013 Phone: (202) 720-3527 www.nrcs.usda.gov

National Earthquake Hazards Reduction Program (NEHRP)	U.S. Department of Homeland Security, Federal Emergency Management Agency	To mitigate earthquake losses that can occur in many parts of the nation providing earth science data and assessments essential for warning of imminent damaging earthquakes, land-use planning, engineering design, and emergency preparedness decisions.	FEMA 500 C Street S.W. Washington, DC 20472 Phone (202) 646-4621 www.fema.gov
Engineering for Natural Hazards	National Science Foundation	Supports fundamental research that advances knowledge for understanding and mitigating the impact of natural hazards on constructed civil infrastructure	National Science Foundation Phone: (703) 292-7024 https://www.nsf.gov

Outreach and Partnership Resources

Table 5.5: Outreach and Partnership Tools

Outreach/Partnership Tools	Comments
City Website	The City website is an open forum for providing hazard information and for accepting ongoing comments from the public. The City website will likely be the main avenue for maintaining an open dialogue with the public for hazard mitigation throughout the planning period. The HMP will be posted on the City website with instructions to the public for providing comments on an on-going basis for incorporation into Plan updates.
Public Outreach	The City holds several training opportunities throughout the year. Public safety training will be able to be expanded to include hazard-specific information to improve hazard awareness.

Mutual Aid Agreements	As part of expanding its resilience to the impacts of hazard events, the City intends to review its current mutual aid agreements, identify gaps, and secure new agreements to expand its available mutual resources. Standing Mutual Aid agreements with the Los Angeles County Operational Area and neighboring Cities ensure that local/regional efforts to improve resilience will be implemented within the City. Additionally, the City has the ability to reach out for guidance/assistance when attempting to expand its presence for vulnerable populations.
Gardena Sister City Association	As part of this international association of friendship, the City has developed a connection with the governments of Ichikawa, Japan; Rosarito Beach, Mexico, and Huatabampo, Mexico. The purpose of the plan is to learn about the community and build personal contacts. The deeper understandings from both Mexico and Japan will aid the City is addressing cultural and social issues within Gardena and can be used to improve emergency preparedness from a culturally-sensitive perspective.
Gardena Direct	This online portal allows the City to take comments directly from the community on a variety of issues that impact residents. Additionally, the platform is a method for keeping the public information and provides a method for the public to participate in what's happening in the community. The City can use this platform to spread hazard awareness, solicit participating for mitigation programs and garner feedback to ensure actions are cohesive with public needs.

Building on Existing Capabilities

As part of the Plan update, potential improvements to the City's existing capabilities were discussed. The City is cognizant of the need to continually evaluate its efforts and take an active role in promoting resiliency within the City. The City currently utilizes its Community Safety Division to train its staff and reach out to the community regarding preventative and preparedness strategies for hazard events. The Capital Improvement Program (CIP) directs funding to improve infrastructure and the City continually searches for grant opportunities to allow the City to accomplish additional improvements that address hazard mitigation efforts for public facilities. In addition to the City's current efforts, the following is a list of potential new initiatives that would improve the City's ability to promote resiliency.

- **Regulatory/Fiscal:** Enhance the CIP proposal procedure to include a Mitigation/Resiliency element to be considered for each project proposal. The intent is to consider how each CIP project might contribute to mitigation efforts, citing the HMP when proposed projects align with hazard mitigation planning efforts.
- **Administrative:** Expand the Community Safety Division's programs sufficient to provide specialized natural disaster training and safety for City personnel and the public, as appropriate.
- **Grant Funding:** Expand search for grant funding specifically to assist with aging infrastructure improvements, rehabilitation of open spaces, energy efficiency, and facility upgrades.
- **Outreach/Education:** Engage City commissions and committees and increase volunteer opportunities to work with the public to gain community participation in resiliency efforts and voluntary resilience projects for privately-owned properties.

Progress for Mitigation Incorporation

The sections above demonstrate the many resources available to the City for successful mitigation action implementation. Some of these resources have already proven their usefulness through successful action implementation over the last planning period. For example, since the last update, the City and 12 other South Bay cities have created a regional alert and warning notification system, Alert SouthBay. This system provides residents, employees, and business alerts and warning via text, email, phone, and social media (Facebook and Twitter). Additionally, since the last update, the City has implemented reviews of its existing ordinances, building codes and safety inspection procedures to help ensure they meet current generally accepted standards. Therefore,

new developments within the City will be required to comply with new standards for safety, security, and resiliency.

5.2.2 Available Planning Mechanisms to Incorporate Mitigation Requirements

The City uses the following local planning mechanisms for incorporating the mitigation requirements of the Hazard Mitigation Plan.

General Planning

The City is responsible for updating and incorporating mitigation actions and concepts into the 2006 General Plan. The City updated its Land Use Plan in June 2012, March 2012, and March-April 2021. The City also updated its Circulation Plan in 2020. In 2022, the City adopted the 2021-2029 Housing Element, adopted a new Environmental Justice Element, and adopted a Public Safety Plan. The General Plan is evaluated on a periodic basis, which includes a review of the policies and programs associated with land use and development, among other things. Mitigation actions from the Hazard Mitigation Plan will be reviewed during the next scheduled update of the General Plan and incorporated as applicable. As part of this review, ordinances and codes will be reviewed to ensure they are consistent with the mitigation strategies and referred to the appropriate regulatory authority as needed.

Emergency Operations Plan

The City maintains an Emergency Operations Plan (EOP) that includes profiles and specific responses for earthquake, hazardous materials incident, flooding and several other hazards mentioned in the Hazard Mitigation Plan. The City will incorporate the Risk Assessment into the EOP in addition to using emergency scenarios outlined in the report to flush out potential mitigation actions.

Capital Improvements Program

The City maintains a Capital Improvements Program (CIP) with projects that are budgeted for at least a five-year period. Engineering mitigation projects are included within the CIP. Additionally, the projects already included within the CIP are reviewed for mitigation improvements (e.g., areas prone to flooding are configured with mitigation elements, current seismic design criteria is applied to construction, facility locations are reviewed for special hazards, etc.).

Progress for Planning Mechanism Incorporation

As mentioned, the City was able to make progress from the 2013 Multijurisdictional Plan by implementing several of the suggested mitigation actions. However, the Plan was treated as a stand-alone document and was not incorporated into other planning mechanisms for the last planning period. Under the direction of the City of Gardena Public Works Program Coordinator, the Plan update will be able to be incorporated into future planning efforts.

5.3 Periodic Assessment Requirements

§201.6(c)(4)(i): [The plan maintenance process **shall** include a] section describing the method and schedule of monitoring, **evaluating**, and updating the mitigation plan within a five-year cycle.

Mitigation planning is an ongoing process, and as such, the Hazard Mitigation Plan should be treated as a living document that must grow and adapt in order to keep pace with changes within the City. Continuing from the 2013 Multi-Jurisdictional Hazard Mitigation Plan, an annual assessment will be completed to document any changes in site hazards (e.g., updated FIRM maps, contemporary seismic studies, etc.) or the installation and purchase of new equipment (e.g., back-up generators, emergency response equipment, etc.) to ensure they do not have any major effects on City's hazard vulnerabilities that would impact the conclusions or actions associated with the Hazard Mitigation Plan. In addition, these reviews will track the progress of proposed mitigation actions and the incorporation of mitigation planning in other City planning documents. As needed, these reviews can be used to promote mitigation action with the City or alter mitigation strategies within the plan, as appropriate. If any of the above-mentioned goals have not made progress, Plan objectives can be brought to department heads for approval. The criteria for progress will be evaluated by the completion of mitigation actions, references of this Plan in planning mechanisms, and the frequency with which public comments, particularly from representatives of vulnerable groups are obtained.

Prior to the fifth year of the revision cycle and after the third annual review, these annual observations will be evaluated to determine what changes should be implemented in the required Hazard Mitigation Plan Update. The results of the annual evaluations will be folded back into each phase of the planning process and should yield decisions on how to update each section of the Plan. The official Plan update is expected to begin one year prior to the five-year anniversary date.

Hong Lee, Program Coordinator of Public Works for the City, has the responsibility of implementing these annual and five-year requirements. During the annual review, if any updates are deemed minor, then the Management Analyst or designee will perform the updates. However, if more major updates are required, then the Steering Committee will be reconvened to discuss the effects on the Plan. For the fifth year revision, the entire

Steering Committee will reconvene in order to use their expertise to update the Plan in its entirety.

In addition to these periodic requirements, any significant modification to the City's facilities should be considered with respect to a possible impact on the Hazard Mitigation Plan. All Steering Committee members are responsible for providing updates for the Plan to Hong Lee as necessary. As noted in the following section, the completed Hazard Mitigation Plan will be available on the City's website to allow the public to continue to be involved during these periodic reviews.

5.4 Update Requirements

§201.6(c)(4)(i): [The plan maintenance process **shall** include a] section describing the method and schedule of monitoring, evaluating, and **updating** the mitigation plan within a five-year cycle.

§201.6(c)(4)(iii): [The plan maintenance process **shall** include a] discussion on how the community will continue public participation in the plan maintenance process.

The Emergency Management and Assistance regulations (44 CFR Part 201) state that it is the responsibility of local agencies (i.e., the City) to "at a minimum, review and, if necessary, update the local mitigation plan every five years from date of plan approval to continue program eligibility." As stated in Section 5.3, this responsibility lies with Hong Lee. The evaluation procedures listed below will provide insight into the major changes that need to be included in the five-year update and resubmission to FEMA:

- Annual Hazard Mitigation Plan review with respect to changes in hazard vulnerability (e.g., additional hazards identified, natural hazard events, etc.)
- Annual Hazard Mitigation Plan review with respect to development of new facilities
- Five-year comprehensive update to address the findings of the annual reviews
- Re-submittal of the updated Hazard Mitigation Plan to CalOES/FEMA

Additionally, the risk assessment portion of the plan will be reviewed to determine if the information should be updated or modified. Each division/department responsible for the various implementation actions will report on:

- Status of their projects,

- Implementation processes,
- Any difficulties encountered,
- How coordination efforts are proceeding, and
- Strategies that should be revised.

5.4.1 Plan Update

The City's Hazard Mitigation Plan was last updated in 2013. During Steering Committee Meeting #2, the Plan goals were reviewed for consistency and applicability to the City, along with the goals from the 2018 California State Hazard Mitigation Plan and 2019 Los Angeles County Hazard Mitigation Plan. Table 5.6 illustrates the changes in the priorities of the Plan.

Table 5.6: Hazard Mitigation Plan Goals

2013 Plan Goals	Current Plan Goals
1. Significantly reduce life loss and injuries	1. Protect life, property, and commerce
2. Minimize damage to structures and property, as well as disruption of essential services and human activities	2. Minimize damage to structures and property, as well as disruption of essential services and human activities
3. Protect the environment	3. Protect the environment
4. Increase public awareness	4. Increase public awareness and participation
5. Improve emergency services capabilities	5. Improve emergency services and manage capability

As shown in Table 5.6, the overall Plan goals did not change significantly. However, Plan objectives were updated to further clarify how the City wanted to achieve the Plan goals. Details of the Plan objectives can be found in Chapter 4 of this Plan.

5.4.2 Continued Public Involvement

To facilitate ongoing public input, the completed and adopted Hazard Mitigation Plan will be posted on the City's website and social media outlets to allow the public to remain engaged and provide feedback. The website will include a link to a contact form allowing the public to submit comments. When updating the Hazard Mitigation Plan, the City will solicit participation from Steering Committee participants to discuss any issues that need to be addressed in the Hazard Mitigation Plan update. Public participation will be solicited through public notices and advertised on the website.

The goal of outreach regarding update meetings is to solicit public involvement in the Steering Committee, which brainstorms the hazards facing the City and discusses ways to mitigate those hazards. The public was encouraged to participate in the hazard mitigation process through the release of a public survey. Results from the survey highlighted the hazards that were of most concern to the community. The City can use the information from the survey results when deciding which mitigation action to implement. It can generally be assumed that actions reducing risk for the top-rated hazards will be well received by the community. More detailed information regarding the survey results can be found in Chapter 1 and Appendix D.

If Plan revisions are needed, City will request involvement from vulnerable groups within the City. It is anticipated that public announcements via the website will be supplemented by targeted outreach materials—such as letters and surveys—that City representatives will deliver to representatives of vulnerable communities. This will guarantee that outreach efforts directed towards obtaining the involvement of vulnerable populations are more extensive.

During the current planning process, FEMA provided new guidance which called for the incorporation of more input from the City's vulnerable populations. As the planning process was already underway when the guidance was released, the City made efforts to incorporate these groups. Changes were implemented to existing portions of the plan update to incorporate newly acquired insights and truly integrate them into the planning process. As part of future efforts, the City is determined to include a wider group of representative groups in the planning process and further expand its concept of vulnerability throughout the City particularly where it involves vulnerable populations. This is likely to be completed through the aid of the City's internal Community Services Counselor, local charity groups, the Chamber of Commerce, and additional City personnel with special information regarding particular groups at risk within the City.

Table 5.7: Action Item Implementation

Action ID	Recommendation Description	Responsible Department	Completion Timeframe	Status	Details/Status Summary
2021.LHMP.01	Consider purchasing mobile generators to generate backup power in the event of an emergency.	Public Works	Medium	Open	
2021.LHMP.02	Consider posting the hazard mitigation plan on the City website to provide awareness for natural hazards.	Public Works	Medium	Open	
2021.LHMP.03	Consider developing and distributing public education materials for natural hazards.	Public Works	Medium	Open	
2021.LHMP.04	Consider outfitting the Nakaoka Center for use as an alternate EOC location.	Police Department	Long	Open	
2021.LHMP.05	Continue to ensure that new buildings comply with CBC seismic requirements. Implement structural improvement projects as necessary.	Community Development	Ongoing	Open	
2021.LHMP.06	Consider reviewing existing City facilities for potential seismic vulnerabilities and implement mitigation projects accordingly.	Community Development/Public Works	Medium	Open	
2021.LHMP.07	Provide updated information to the public on the impacts of a release from the Torrance Refinery including first response actions and community resources for relief.	Police, Fire, and Public Works	Medium	Open	

Action ID	Recommendation Description	Responsible Department	Completion Timeframe	Status	Details/Status Summary
2021.LHMP.08	Continue to coordinate with pipeline owners throughout the City including So Cal Gas, Chevron, Golden State Water, So Cal Edison, ATT, and MCI to minimize potential damage to facilities during construction activities.	Public Works Inspector	Short	Open	
2021.LHMP.09	Expand the ongoing implementation of tree trimming throughout the City.	Public Works	Short	Open	
2021.LHMP.10	Consider emergency backup power for critical City facilities. (Battery back-up system)	Public Works	Medium	Open	
2021.LHMP.11	Expand community outreach with regard to protective measures and resources to deal with disease outbreak situations. Provide the information in Spanish and English to ensure all members of the community have access to information.	Human Services	Medium	N	
2021.LHMP.12	Work with Golden State Water to improve water lines throughout the City to increase flow rates and water pressures to support fire suppression capabilities	Public Works	Ongoing	Open	
2021.LHMP.13	Expand active-shooter classes to be made available for the community.	Police Department	Short	Open	

Action ID	Recommendation Description	Responsible Department	Completion Timeframe	Status	Details/Status Summary
2021.LHMP.14	Update site-plan review policy to include language to consider the structure defensibility.	Community Development/ Fire Department/ Police Department	Short	Open	
2021.LHMP.15	Ensure flood mitigation remains a priority.	Public Works	Short	Open	
2021.LHMP.16	Determine ways to utilize reclaimed water for landscaping throughout the Cit and implement capital projects.	Public Works	Medium	Open	
2021.LHMP.17	Assist Golden State water to implement State-mandated water restrictions throughout the City.	Community Development (Code Enforcement)/ Public Works	Short	Open	
2021.LHMP.18	Supplement Gold State Water outreach by providing additional information to the community on water-wise landscaping	Community Development	Medium	Open	
2021.LHMP.19	Continue to coordinate with agencies to implement water use restrictions and projects during periods of drought and water emergencies.	Public Works	Ongoing	Open	



GLOSSARY

Active fault - For implementation of Alquist-Priolo Earthquake Fault Zoning Act (APEFZA) requirements, an active fault is one that shows evidence of, or is suspected of having experienced surface displacement within the last 11,000 years. APEFZA classification is designed for land use management of surface rupture hazards. A more general definition (National Academy of Science, 1988), states "a fault that on the basis of historical, seismological, or geological evidence has the finite probability of producing an earthquake" (see potentially active fault).

Aftershocks - Minor earthquakes following a greater one and originating at or near the same place.

Asset - Any man-made or natural feature that has value, including, but not limited to people, buildings, infrastructure like bridges, roads, and sewer and water systems; lifelines like electricity and communication resources; or environmental, cultural, or recreational features like parks, dunes, wetlands, or landmarks.

A zone - Under the National Flood Insurance Program, area subject to inundation by the 100-year flood where wave action does not occur or where waves are less than 3 feet high, designated Zone A, AE, A1-A30, A0, AH, or AR on a Flood Insurance Rate Map (FIRM).

Base flood - Flood that has a 1 percent probability of being equaled or exceeded in any given year. Also known as the 100-year flood.

Bedrock - The solid rock that underlies loose material, such as soil, sand, clay, or gravel.

Contour - A line of equal ground elevation on a topographic (contour) map.

Critical facility - Facilities that are critical to the health and welfare of the population and that are especially important following hazard events. Critical facilities include, but are not limited to, shelters, police and fire stations, and hospitals.

Debris - (Seismic) The scattered remains of something broken or destroyed; ruins; rubble; fragments. (Flooding, Coastal) Solid objects or masses carried by or floating on the surface of moving water.

Debris flow - A saturated, rapidly moving saturated earth flow with 50 percent rock fragments coarser than 2 mm in size which can occur on natural and graded slopes.

Duration - How long a hazard event lasts.

Earthquake - Vibratory motion propagating within the Earth or along its surface caused by the abrupt release of strain from elastically deformed rock by displacement along a fault.

Epicenter - The point at the Earth's surface directly above where an earthquake originated.

Erosion - Under the National Flood Insurance Program, the process of the gradual wearing away of landmasses. In general, erosion involves the detachment and movement of soil and rock fragments, during a flood or storm or over a period of years, through the action of wind, water, or other geologic processes.

Essential facility - Elements that are important to ensure a full recovery of a community or state following a hazard event. These would include government functions, major employers, banks, schools, and certain commercial establishments, such as grocery stores, hardware stores, and gas stations.

Extent - The size of an area affected by a hazard or hazard event.

Fault - A fracture in the continuity of a rock formation caused by a shifting or dislodging of the earth's crust, in which adjacent surfaces are differentially displaced parallel to the plane of fracture.

Fault slip rate - The average long-term movement of a fault (measured in cm/year or mm/year) as determined from geologic evidence.

Federal Emergency Management Agency (FEMA) - Independent agency created in 1978 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

Flash flood - A flood event occurring with little or no warning where water levels rise at an extremely fast rate.

Flood - A general and temporary condition of partial or complete inundation of normally dry land areas from (1) the overflow of inland or tidal waters, (2) the unusual and rapid accumulation or runoff of surface waters from any source, or (3) mudflows or the sudden collapse of shoreline land.

Floodplain - Any land area, including watercourse, susceptible to partial or complete inundation by water from any source.

Frequency - A measure of how often events of a particular magnitude are expected to occur. Frequency describes how often a hazard of a specific magnitude, duration, and/or extent typically occurs, on average. Statistically, a hazard with a 100-year recurrence interval is expected to occur once every 100 years on average and would have a 1 percent chance – its probability – of happening in any given year. The reliability of this information varies depending on the kind of hazard being considered.

Geographic Information Systems (GIS) - A computer software application that relates physical features on the Earth to a database to be used for mapping and analysis.

Ground motion - The vibration or shaking of the ground during an earthquake. When a fault ruptures, seismic waves radiate, causing the ground to vibrate. The severity of the vibration increases with the amount of energy released and decreases with distance from the causative fault or epicenter, but soft soils can further amplify ground motions.

Ground rupture - Displacement of the earth's surface as a result of fault movement associated with an earthquake.

Hailstorm – Storm associated with spherical balls of ice. Hail is a product of thunderstorms or intense showers. It is generally white and translucent, consisting of liquid or snow particles encased with layers of ice. Hail is formed within the higher reaches of a well-developed thunderstorm. When hailstones become too heavy to be caught in an updraft back into the clouds of the thunderstorm (hailstones can be caught in numerous updrafts adding a coating of ice to the original frozen droplet of rain each time), they fall as hail, and a hailstorm ensues.

Hazard - A source of potential danger or adverse condition. Hazards in this how-to series will include naturally occurring events such as floods, earthquakes, tornadoes, tsunamis, coastal storms, landslides, and wildfires that strike populated areas. A natural event is a hazard when it has the potential to harm people or property.

Hazard event - A specific occurrence of a particular type of hazard.

Hazard identification - The process of identifying hazards that threaten an area.

Hazard mitigation - Sustained actions taken to reduce or eliminate long-term risk from hazards and their effects.

Hazard Mitigation Grant Program (HMGP) – Authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, HMGP is administered by FEMA and provides grants to states, tribes, and local governments to implement hazard mitigation actions after a major disaster declaration. The purpose of the program is to

reduce the loss of life and property due to disasters and to enable mitigation activities to be implemented as a community recovers from a disaster.

Hazard Mitigation Plan – A collaborative document in which hazards affecting the community are identified, vulnerability to hazards assessed, and consensus reached on how to minimize or eliminate the effects of these hazards.

Hazard profile - A description of the physical characteristics of hazards and a determination of various descriptors including magnitude, duration, frequency, probability, and extent. In most cases, a community can most easily use these descriptors when they are recorded and displayed as maps.

Hazardous Material Facilities – Facilities housing industrial and hazardous materials, such as corrosives, explosives, flammable materials, radioactive materials, and toxins.

HAZUS (Hazards U.S.) - A GIS-based nationally standardized earthquake loss estimation tool developed by FEMA.

Hurricane - An intense tropical cyclone, formed in the atmosphere over warm ocean areas, in which wind speeds reach 74-miles-per-hour or more and blow in a large spiral around a relatively calm center or "eye." Hurricanes develop over the north Atlantic Ocean, northeast Pacific Ocean, or the south Pacific Ocean east of 160°E longitude. Hurricane circulation is counterclockwise in the Northern Hemisphere and clockwise in the Southern Hemisphere.

Hydrology - The science of dealing with the waters of the earth. A flood discharge is developed by a hydrologic study.

Infrastructure - Refers to the public services of a community that have a direct impact on the quality of life. Infrastructure includes communication technology such as phone lines or Internet access, vital services such as public water supplies and sewer treatment facilities, and includes an area's transportation system such as airports, heliports; highways, bridges, tunnels, roadbeds, overpasses, railways, bridges, rail yards, depots; and waterways, canals, locks, seaports, ferries, harbors, drydocks, piers and regional dams.

Landslide - A general term covering a wide variety of mass-movement landforms and processes involving the downslope transport, under gravitational influence, of soil and rock material en masse.

Liquefaction - Changing of soils (unconsolidated alluvium) from a solid state to weaker state unable to support structures; where the material behaves similar to a liquid as a

consequence of earthquake shaking. The transformation of cohesionless soils from a solid or liquid state as a result of increased pore pressure and reduced effective stress.

Magnitude - A measure of the strength of a hazard event. The magnitude (also referred to as severity) of a given hazard event is usually determined using technical measures specific to the hazard.

Mitigation plan - A systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards typically present in the state and includes a description of actions to minimize future vulnerability to hazards.

Nor'easter - An extra-tropical cyclone producing gale-force winds and precipitation in the form of heavy snow or rain.

Peak Ground Acceleration (PGA) - The greatest amplitude of acceleration measured for a single frequency on an earthquake accelerogram. The maximum horizontal ground motion generated by an earthquake. The measure of this motion is the acceleration of gravity (equal to 32 feet per second squared, or 980 centimeter per second squared), and generally expressed as a percentage of gravity.

Potentially active fault - A fault showing evidence of movement within the last 1.6 million years (750,000 years according to the U.S. Geological Survey) but before about 11,000 years ago, and that is capable of generating damaging earthquakes.

Probability - A statistical measure of the likelihood that a hazard event will occur.

Replacement value - The cost of rebuilding a structure. This is usually expressed in terms of cost per square foot and reflects the present-day cost of labor and materials to construct a building of a particular size, type, and quality.

Retrofit - Any change made to an existing structure to reduce or eliminate damage to that structure from flooding, erosion, high winds, earthquakes, or other hazards

Richter scale - A numerical scale of earthquake magnitude devised by seismologist C.F. Richter in 1935. Seismologists no longer use this magnitude scale because of limitations in how it measures large earthquakes and prefer instead to use moment magnitude as a measure of the energy released during an earthquake.

Risk - The estimated impact that a hazard would have on people, services, facilities, and structures in a community; the likelihood of a hazard event resulting in an adverse condition that causes injury or damage. Risk is often expressed in relative terms such as a high, moderate, or low likelihood of sustaining damage above a particular threshold due

to a specific type of hazard event. It also can be expressed in terms of potential monetary losses associated with the intensity of the hazard.

Seismicity - Describes the likelihood of an area being subject to earthquakes.

Tectonic plate - Torsionally rigid, thin segments of the earth's lithosphere that may be assumed to move horizontally and adjoin other plates. It is the friction between plate boundaries that cause seismic activity.

Topographic - Characterizes maps that show natural features and indicate the physical shape of the land using contour lines. These maps may also include manmade features.

Tornado - A violently rotating column of air extending from a thunderstorm to the ground.

Tsunami - Great sea wave produced by a submarine earthquake, landslide, or volcanic eruption.

Vulnerability - Describes how exposed or susceptible to damage an asset is. Vulnerability depends on an asset's construction, contents, and the economic value of its functions. Like indirect damages, the vulnerability of one element of the community is often related to the vulnerability of another. For example, many businesses depend on uninterrupted electrical power – if an electric substation is flooded, it will affect not only the substation itself, but a number of businesses as well. Often, indirect effects can be much more widespread and damaging than direct ones.

Vulnerability assessment - The extent of injury and damage that may result from a hazard event of a given intensity in a given area. The vulnerability assessment should address impacts of hazard events on the existing and future built environment.

Wildfire - An uncontrolled fire spreading through vegetative fuels, exposing and possibly consuming structures.

Zone - A geographical area shown on a Flood Insurance Rate Map.

100-year flood – A flood that has a 1-percent chance of being equaled or exceeded in any given year. This flood event is also referred to as the base flood. The term "100-year flood" can be misleading; it is not the flood that will occur once every 100 years. Rather, it is the flood elevation that has a 1- percent chance of being equaled or exceeded each year. Therefore, the 100-year flood could occur more than once in a relatively short period of time. The 100-year flood, which is the standard used by most federal and state agencies, is used by the National Flood Insurance Program (NFIP) as the standard for floodplain management to determine the need for flood insurance.

500-year flood – A flood that has a 0.2-percent chance of being equaled or exceeded in any one year.

B REGULATIONS

The Disaster Mitigation Act of 2000 (P.L. 106-390) facilitates a new and revitalized approach to mitigation planning. DMA 2000 amended the Robert T. Stafford Disaster Relief and Emergency Assistance Act by repealing the previous mitigation planning provisions (Section 409) and replacing them with a new set of mitigation plan requirements (Section 322). This new section emphasizes the need for state, Tribal, and local entities to closely coordinate mitigation planning and implementation efforts. The following pages provide a description of the Disaster Mitigation Act of 2000, as well as the Interim Final Rule for mitigation planning.

PUBLIC LAW 106-390—OCT. 30, 2000

DISASTER MITIGATION ACT OF 2000

Public Law 106–390
106th Congress

An Act

Oct. 30, 2000
[H.R. 707]

To amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for predisaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.

Disaster
Mitigation Act of
2000.
42 USC 5121
note.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SECTION 1. SHORT TITLE; TABLE OF CONTENTS.

(a) **SHORT TITLE.**—This Act may be cited as the “Disaster Mitigation Act of 2000”.

(b) **TABLE OF CONTENTS.**—The table of contents of this Act is as follows:

Sec. 1. Short title; table of contents.

TITLE I—PREDISASTER HAZARD MITIGATION

Sec. 101. Findings and purpose.

Sec. 102. Predisaster hazard mitigation.

Sec. 103. Interagency task force.

Sec. 104. Mitigation planning; minimum standards for public and private structures.

TITLE II—STREAMLINING AND COST REDUCTION

Sec. 201. Technical amendments.

Sec. 202. Management costs.

Sec. 203. Public notice, comment, and consultation requirements.

Sec. 204. State administration of hazard mitigation grant program.

Sec. 205. Assistance to repair, restore, reconstruct, or replace damaged facilities.

Sec. 206. Federal assistance to individuals and households.

Sec. 207. Community disaster loans.

Sec. 208. Report on State management of small disasters initiative.

Sec. 209. Study regarding cost reduction.

TITLE III—MISCELLANEOUS

Sec. 301. Technical correction of short title.

Sec. 302. Definitions.

Sec. 303. Fire management assistance.

Sec. 304. Disaster grant closeout procedures.

Sec. 305. Public safety officer benefits for certain Federal and State employees.

Sec. 306. Buy American.

Sec. 307. Treatment of certain real property.

Sec. 308. Study of participation by Indian tribes in emergency management.

**TITLE I—PREDISASTER HAZARD
MITIGATION**

42 USC 5133
note.

SEC. 101. FINDINGS AND PURPOSE.

(a) **FINDINGS.**—Congress finds that—

(1) natural disasters, including earthquakes, tsunamis, tornadoes, hurricanes, flooding, and wildfires, pose great danger to human life and to property throughout the United States;

(2) greater emphasis needs to be placed on—

(A) identifying and assessing the risks to States and local governments (including Indian tribes) from natural disasters;

(B) implementing adequate measures to reduce losses from natural disasters; and

(C) ensuring that the critical services and facilities of communities will continue to function after a natural disaster;

(3) expenditures for postdisaster assistance are increasing without commensurate reductions in the likelihood of future losses from natural disasters;

(4) in the expenditure of Federal funds under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.), high priority should be given to mitigation of hazards at the local level; and

(5) with a unified effort of economic incentives, awareness and education, technical assistance, and demonstrated Federal support, States and local governments (including Indian tribes) will be able to—

(A) form effective community-based partnerships for hazard mitigation purposes;

(B) implement effective hazard mitigation measures that reduce the potential damage from natural disasters;

(C) ensure continued functionality of critical services;

(D) leverage additional non-Federal resources in meeting natural disaster resistance goals; and

(E) make commitments to long-term hazard mitigation efforts to be applied to new and existing structures.

(b) **PURPOSE.**—The purpose of this title is to establish a national disaster hazard mitigation program—

(1) to reduce the loss of life and property, human suffering, economic disruption, and disaster assistance costs resulting from natural disasters; and

(2) to provide a source of predisaster hazard mitigation funding that will assist States and local governments (including Indian tribes) in implementing effective hazard mitigation measures that are designed to ensure the continued functionality of critical services and facilities after a natural disaster.

SEC. 102. PREDISASTER HAZARD MITIGATION.

(a) **IN GENERAL.**—Title II of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5131 et seq.) is amended by adding at the end the following:

“SEC. 203. PREDISASTER HAZARD MITIGATION.

“(a) **DEFINITION OF SMALL IMPOVERISHED COMMUNITY.**—In this section, the term ‘small impoverished community’ means a community of 3,000 or fewer individuals that is economically disadvantaged, as determined by the State in which the community is located and based on criteria established by the President.

“(b) **ESTABLISHMENT OF PROGRAM.**—The President may establish a program to provide technical and financial assistance to States and local governments to assist in the implementation of

President.
42 USC 5133.

predisaster hazard mitigation measures that are cost-effective and are designed to reduce injuries, loss of life, and damage and destruction of property, including damage to critical services and facilities under the jurisdiction of the States or local governments.

“(c) APPROVAL BY PRESIDENT.—If the President determines that a State or local government has identified natural disaster hazards in areas under its jurisdiction and has demonstrated the ability to form effective public-private natural disaster hazard mitigation partnerships, the President, using amounts in the National Predisaster Mitigation Fund established under subsection (i) (referred to in this section as the ‘Fund’), may provide technical and financial assistance to the State or local government to be used in accordance with subsection (e).

“(d) STATE RECOMMENDATIONS.—

“(1) IN GENERAL.—

“(A) RECOMMENDATIONS.—The Governor of each State may recommend to the President not fewer than five local governments to receive assistance under this section.

“(B) DEADLINE FOR SUBMISSION.—The recommendations under subparagraph (A) shall be submitted to the President not later than October 1, 2001, and each October 1st thereafter or such later date in the year as the President may establish.

“(C) CRITERIA.—In making recommendations under subparagraph (A), a Governor shall consider the criteria specified in subsection (g).

“(2) USE.—

“(A) IN GENERAL.—Except as provided in subparagraph (B), in providing assistance to local governments under this section, the President shall select from local governments recommended by the Governors under this subsection.

“(B) EXTRAORDINARY CIRCUMSTANCES.—In providing assistance to local governments under this section, the President may select a local government that has not been recommended by a Governor under this subsection if the President determines that extraordinary circumstances justify the selection and that making the selection will further the purpose of this section.

“(3) EFFECT OF FAILURE TO NOMINATE.—If a Governor of a State fails to submit recommendations under this subsection in a timely manner, the President may select, subject to the criteria specified in subsection (g), any local governments of the State to receive assistance under this section.

“(e) USES OF TECHNICAL AND FINANCIAL ASSISTANCE.—

“(1) IN GENERAL.—Technical and financial assistance provided under this section—

“(A) shall be used by States and local governments principally to implement predisaster hazard mitigation measures that are cost-effective and are described in proposals approved by the President under this section; and

“(B) may be used—

“(i) to support effective public-private natural disaster hazard mitigation partnerships;

“(ii) to improve the assessment of a community’s vulnerability to natural hazards; or

President.

“(iii) to establish hazard mitigation priorities, and an appropriate hazard mitigation plan, for a community.

“(2) DISSEMINATION.—A State or local government may use not more than 10 percent of the financial assistance received by the State or local government under this section for a fiscal year to fund activities to disseminate information regarding cost-effective mitigation technologies.

“(f) ALLOCATION OF FUNDS.—The amount of financial assistance made available to a State (including amounts made available to local governments of the State) under this section for a fiscal year—

“(1) shall be not less than the lesser of—

“(A) \$500,000; or

“(B) the amount that is equal to 1.0 percent of the total funds appropriated to carry out this section for the fiscal year;

“(2) shall not exceed 15 percent of the total funds described in paragraph (1)(B); and

“(3) shall be subject to the criteria specified in subsection (g).

“(g) CRITERIA FOR ASSISTANCE AWARDS.—In determining whether to provide technical and financial assistance to a State or local government under this section, the President shall take into account—

“(1) the extent and nature of the hazards to be mitigated;

“(2) the degree of commitment of the State or local government to reduce damages from future natural disasters;

“(3) the degree of commitment by the State or local government to support ongoing non-Federal support for the hazard mitigation measures to be carried out using the technical and financial assistance;

“(4) the extent to which the hazard mitigation measures to be carried out using the technical and financial assistance contribute to the mitigation goals and priorities established by the State;

“(5) the extent to which the technical and financial assistance is consistent with other assistance provided under this Act;

“(6) the extent to which prioritized, cost-effective mitigation activities that produce meaningful and definable outcomes are clearly identified;

“(7) if the State or local government has submitted a mitigation plan under section 322, the extent to which the activities identified under paragraph (6) are consistent with the mitigation plan;

“(8) the opportunity to fund activities that maximize net benefits to society;

“(9) the extent to which assistance will fund mitigation activities in small impoverished communities; and

“(10) such other criteria as the President establishes in consultation with State and local governments. President.

“(h) FEDERAL SHARE.—

“(1) IN GENERAL.—Financial assistance provided under this section may contribute up to 75 percent of the total cost of mitigation activities approved by the President.

“(2) SMALL IMPOVERISHED COMMUNITIES.—Notwithstanding paragraph (1), the President may contribute up to 90 percent of the total cost of a mitigation activity carried out in a small impoverished community.

“(i) NATIONAL PREDISASTER MITIGATION FUND.—

“(1) ESTABLISHMENT.—The President may establish in the Treasury of the United States a fund to be known as the ‘National Predisaster Mitigation Fund’, to be used in carrying out this section.

“(2) TRANSFERS TO FUND.—There shall be deposited in the Fund—

“(A) amounts appropriated to carry out this section, which shall remain available until expended; and

“(B) sums available from gifts, bequests, or donations of services or property received by the President for the purpose of predisaster hazard mitigation.

“(3) EXPENDITURES FROM FUND.—Upon request by the President, the Secretary of the Treasury shall transfer from the Fund to the President such amounts as the President determines are necessary to provide technical and financial assistance under this section.

“(4) INVESTMENT OF AMOUNTS.—

“(A) IN GENERAL.—The Secretary of the Treasury shall invest such portion of the Fund as is not, in the judgment of the Secretary of the Treasury, required to meet current withdrawals. Investments may be made only in interest-bearing obligations of the United States.

“(B) ACQUISITION OF OBLIGATIONS.—For the purpose of investments under subparagraph (A), obligations may be acquired—

“(i) on original issue at the issue price; or

“(ii) by purchase of outstanding obligations at the market price.

“(C) SALE OF OBLIGATIONS.—Any obligation acquired by the Fund may be sold by the Secretary of the Treasury at the market price.

“(D) CREDITS TO FUND.—The interest on, and the proceeds from the sale or redemption of, any obligations held in the Fund shall be credited to and form a part of the Fund.

“(E) TRANSFERS OF AMOUNTS.—

“(i) IN GENERAL.—The amounts required to be transferred to the Fund under this subsection shall be transferred at least monthly from the general fund of the Treasury to the Fund on the basis of estimates made by the Secretary of the Treasury.

“(ii) ADJUSTMENTS.—Proper adjustment shall be made in amounts subsequently transferred to the extent prior estimates were in excess of or less than the amounts required to be transferred.

“(j) LIMITATION ON TOTAL AMOUNT OF FINANCIAL ASSISTANCE.—The President shall not provide financial assistance under this section in an amount greater than the amount available in the Fund.

“(k) MULTHAZARD ADVISORY MAPS.—

“(1) DEFINITION OF MULTHAZARD ADVISORY MAP.—In this subsection, the term ‘multihazard advisory map’ means a map

on which hazard data concerning each type of natural disaster is identified simultaneously for the purpose of showing areas of hazard overlap.

“(2) DEVELOPMENT OF MAPS.—In consultation with States, local governments, and appropriate Federal agencies, the President shall develop multihazard advisory maps for areas, in not fewer than five States, that are subject to commonly recurring natural hazards (including flooding, hurricanes and severe winds, and seismic events). President.

“(3) USE OF TECHNOLOGY.—In developing multihazard advisory maps under this subsection, the President shall use, to the maximum extent practicable, the most cost-effective and efficient technology available.

“(4) USE OF MAPS.—

“(A) ADVISORY NATURE.—The multihazard advisory maps shall be considered to be advisory and shall not require the development of any new policy by, or impose any new policy on, any government or private entity.

“(B) AVAILABILITY OF MAPS.—The multihazard advisory maps shall be made available to the appropriate State and local governments for the purposes of—

“(i) informing the general public about the risks of natural hazards in the areas described in paragraph (2);

“(ii) supporting the activities described in subsection (e); and

“(iii) other public uses.

“(1) REPORT ON FEDERAL AND STATE ADMINISTRATION.—Not later than 18 months after the date of the enactment of this section, the President, in consultation with State and local governments, shall submit to Congress a report evaluating efforts to implement this section and recommending a process for transferring greater authority and responsibility for administering the assistance program established under this section to capable States. Deadline.

“(m) TERMINATION OF AUTHORITY.—The authority provided by this section terminates December 31, 2003.”

(b) CONFORMING AMENDMENT.—Title II of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5131 et seq.) is amended by striking the title heading and inserting the following:

“TITLE II—DISASTER PREPAREDNESS AND MITIGATION ASSISTANCE”.

SEC. 103. INTERAGENCY TASK FORCE.

Title II of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5131 et seq.) (as amended by section 102(a)) is amended by adding at the end the following:

“SEC. 204. INTERAGENCY TASK FORCE.

42 USC 5134.

“(a) IN GENERAL.—The President shall establish a Federal interagency task force for the purpose of coordinating the implementation of predisaster hazard mitigation programs administered by the Federal Government.

“(b) CHAIRPERSON.—The Director of the Federal Emergency Management Agency shall serve as the chairperson of the task force.

“(c) MEMBERSHIP.—The membership of the task force shall include representatives of—

“(1) relevant Federal agencies;

“(2) State and local government organizations (including Indian tribes); and

“(3) the American Red Cross.”.

SEC. 104. MITIGATION PLANNING; MINIMUM STANDARDS FOR PUBLIC AND PRIVATE STRUCTURES.

(a) IN GENERAL.—Title III of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5141 et seq.) is amended by adding at the end the following:

42 USC 5165.

“SEC. 322. MITIGATION PLANNING.

“(a) REQUIREMENT OF MITIGATION PLAN.—As a condition of receipt of an increased Federal share for hazard mitigation measures under subsection (e), a State, local, or tribal government shall develop and submit for approval to the President a mitigation plan that outlines processes for identifying the natural hazards, risks, and vulnerabilities of the area under the jurisdiction of the government.

“(b) LOCAL AND TRIBAL PLANS.—Each mitigation plan developed by a local or tribal government shall—

“(1) describe actions to mitigate hazards, risks, and vulnerabilities identified under the plan; and

“(2) establish a strategy to implement those actions.

“(c) STATE PLANS.—The State process of development of a mitigation plan under this section shall—

“(1) identify the natural hazards, risks, and vulnerabilities of areas in the State;

“(2) support development of local mitigation plans;

“(3) provide for technical assistance to local and tribal governments for mitigation planning; and

“(4) identify and prioritize mitigation actions that the State will support, as resources become available.

“(d) FUNDING.—

“(1) IN GENERAL.—Federal contributions under section 404 may be used to fund the development and updating of mitigation plans under this section.

“(2) MAXIMUM FEDERAL CONTRIBUTION.—With respect to any mitigation plan, a State, local, or tribal government may use an amount of Federal contributions under section 404 not to exceed 7 percent of the amount of such contributions available to the government as of a date determined by the government.

“(e) INCREASED FEDERAL SHARE FOR HAZARD MITIGATION MEASURES.—

“(1) IN GENERAL.—If, at the time of the declaration of a major disaster, a State has in effect an approved mitigation plan under this section, the President may increase to 20 percent, with respect to the major disaster, the maximum percentage specified in the last sentence of section 404(a).

President.

“(2) FACTORS FOR CONSIDERATION.—In determining whether to increase the maximum percentage under paragraph (1), the President shall consider whether the State has established—

“(A) eligibility criteria for property acquisition and other types of mitigation measures;

“(B) requirements for cost effectiveness that are related to the eligibility criteria;

“(C) a system of priorities that is related to the eligibility criteria; and

“(D) a process by which an assessment of the effectiveness of a mitigation action may be carried out after the mitigation action is complete.

“SEC. 323. MINIMUM STANDARDS FOR PUBLIC AND PRIVATE STRUCTURES.

42 USC 5165a.

“(a) IN GENERAL.—As a condition of receipt of a disaster loan or grant under this Act—

“(1) the recipient shall carry out any repair or construction to be financed with the loan or grant in accordance with applicable standards of safety, decency, and sanitation and in conformity with applicable codes, specifications, and standards; and

“(2) the President may require safe land use and construction practices, after adequate consultation with appropriate State and local government officials.

“(b) EVIDENCE OF COMPLIANCE.—A recipient of a disaster loan or grant under this Act shall provide such evidence of compliance with this section as the President may require by regulation.”.

(b) LOSSES FROM STRAIGHT LINE WINDS.—The President shall increase the maximum percentage specified in the last sentence of section 404(a) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170c(a)) from 15 percent to 20 percent with respect to any major disaster that is in the State of Minnesota and for which assistance is being provided as of the date of the enactment of this Act, except that additional assistance provided under this subsection shall not exceed \$6,000,000. The mitigation measures assisted under this subsection shall be related to losses in the State of Minnesota from straight line winds.

President.

(c) CONFORMING AMENDMENTS.—

(1) Section 404(a) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170c(a)) is amended—

(A) in the second sentence, by striking “section 409” and inserting “section 322”; and

(B) in the third sentence, by striking “The total” and inserting “Subject to section 322, the total”.

(2) Section 409 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5176) is repealed.

TITLE II—STREAMLINING AND COST REDUCTION

SEC. 201. TECHNICAL AMENDMENTS.

Section 311 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5154) is amended in subsections (a)(1), (b), and (c) by striking “section 803 of the Public Works and Economic Development Act of 1965” each place it appears

and inserting “section 209(c)(2) of the Public Works and Economic Development Act of 1965 (42 U.S.C. 3149(c)(2))”.

SEC. 202. MANAGEMENT COSTS.

(a) **IN GENERAL.**—Title III of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5141 et seq.) (as amended by section 104(a)) is amended by adding at the end the following:

42 USC 5165b.

“SEC. 324. MANAGEMENT COSTS.

“(a) **DEFINITION OF MANAGEMENT COST.**—In this section, the term ‘management cost’ includes any indirect cost, any administrative expense, and any other expense not directly chargeable to a specific project under a major disaster, emergency, or disaster preparedness or mitigation activity or measure.

Regulations.

“(b) **ESTABLISHMENT OF MANAGEMENT COST RATES.**—Notwithstanding any other provision of law (including any administrative rule or guidance), the President shall by regulation establish management cost rates, for grantees and subgrantees, that shall be used to determine contributions under this Act for management costs.

Deadline.

“(c) **REVIEW.**—The President shall review the management cost rates established under subsection (b) not later than 3 years after the date of establishment of the rates and periodically thereafter.”.

42 USC 5165b
note.

(b) APPLICABILITY.—

(1) **IN GENERAL.**—Subject to paragraph (2), subsections (a) and (b) of section 324 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (as added by subsection (a)) shall apply to major disasters declared under that Act on or after the date of the enactment of this Act.

(2) **INTERIM AUTHORITY.**—Until the date on which the President establishes the management cost rates under section 324 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (as added by subsection (a)), section 406(f) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5172(f)) (as in effect on the day before the date of the enactment of this Act) shall be used to establish management cost rates.

SEC. 203. PUBLIC NOTICE, COMMENT, AND CONSULTATION REQUIREMENTS.

Title III of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5141 et seq.) (as amended by section 202(a)) is amended by adding at the end the following:

42 USC 5165c.

“SEC. 325. PUBLIC NOTICE, COMMENT, AND CONSULTATION REQUIREMENTS.

“(a) **PUBLIC NOTICE AND COMMENT CONCERNING NEW OR MODIFIED POLICIES.—**

President.

“(1) **IN GENERAL.**—The President shall provide for public notice and opportunity for comment before adopting any new or modified policy that—

“(A) governs implementation of the public assistance program administered by the Federal Emergency Management Agency under this Act; and

“(B) could result in a significant reduction of assistance under the program.

“(2) APPLICATION.—Any policy adopted under paragraph (1) shall apply only to a major disaster or emergency declared on or after the date on which the policy is adopted.

“(b) CONSULTATION CONCERNING INTERIM POLICIES.—

“(1) IN GENERAL.—Before adopting any interim policy under the public assistance program to address specific conditions that relate to a major disaster or emergency that has been declared under this Act, the President, to the maximum extent practicable, shall solicit the views and recommendations of grantees and subgrantees with respect to the major disaster or emergency concerning the potential interim policy, if the interim policy is likely—

“(A) to result in a significant reduction of assistance to applicants for the assistance with respect to the major disaster or emergency; or

“(B) to change the terms of a written agreement to which the Federal Government is a party concerning the declaration of the major disaster or emergency.

“(2) NO LEGAL RIGHT OF ACTION.—Nothing in this subsection confers a legal right of action on any party.

“(c) PUBLIC ACCESS.—The President shall promote public access to policies governing the implementation of the public assistance program.”. President.

SEC. 204. STATE ADMINISTRATION OF HAZARD MITIGATION GRANT PROGRAM.

Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170c) is amended by adding at the end the following:

“(c) PROGRAM ADMINISTRATION BY STATES.—

“(1) IN GENERAL.—A State desiring to administer the hazard mitigation grant program established by this section with respect to hazard mitigation assistance in the State may submit to the President an application for the delegation of the authority to administer the program.

“(2) CRITERIA.—The President, in consultation and coordination with States and local governments, shall establish criteria for the approval of applications submitted under paragraph (1). The criteria shall include, at a minimum—

“(A) the demonstrated ability of the State to manage the grant program under this section;

“(B) there being in effect an approved mitigation plan under section 322; and

“(C) a demonstrated commitment to mitigation activities.

“(3) APPROVAL.—The President shall approve an application submitted under paragraph (1) that meets the criteria established under paragraph (2). President.

“(4) WITHDRAWAL OF APPROVAL.—If, after approving an application of a State submitted under paragraph (1), the President determines that the State is not administering the hazard mitigation grant program established by this section in a manner satisfactory to the President, the President shall withdraw the approval.

“(5) AUDITS.—The President shall provide for periodic audits of the hazard mitigation grant programs administered by States under this subsection.”. President.

SEC. 205. ASSISTANCE TO REPAIR, RESTORE, RECONSTRUCT, OR REPLACE DAMAGED FACILITIES.

(a) CONTRIBUTIONS.—Section 406 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5172) is amended by striking subsection (a) and inserting the following:

“(a) CONTRIBUTIONS.—

“(1) IN GENERAL.—The President may make contributions—

“(A) to a State or local government for the repair, restoration, reconstruction, or replacement of a public facility damaged or destroyed by a major disaster and for associated expenses incurred by the government; and

“(B) subject to paragraph (3), to a person that owns or operates a private nonprofit facility damaged or destroyed by a major disaster for the repair, restoration, reconstruction, or replacement of the facility and for associated expenses incurred by the person.

“(2) ASSOCIATED EXPENSES.—For the purposes of this section, associated expenses shall include—

“(A) the costs of mobilizing and employing the National Guard for performance of eligible work;

“(B) the costs of using prison labor to perform eligible work, including wages actually paid, transportation to a worksite, and extraordinary costs of guards, food, and lodging; and

“(C) base and overtime wages for the employees and extra hires of a State, local government, or person described in paragraph (1) that perform eligible work, plus fringe benefits on such wages to the extent that such benefits were being paid before the major disaster.

“(3) CONDITIONS FOR ASSISTANCE TO PRIVATE NONPROFIT FACILITIES.—

“(A) IN GENERAL.—The President may make contributions to a private nonprofit facility under paragraph (1)(B) only if—

“(i) the facility provides critical services (as defined by the President) in the event of a major disaster; or

“(ii) the owner or operator of the facility—

“(I) has applied for a disaster loan under section 7(b) of the Small Business Act (15 U.S.C. 636(b)); and

“(II)(aa) has been determined to be ineligible for such a loan; or

“(bb) has obtained such a loan in the maximum amount for which the Small Business Administration determines the facility is eligible.

“(B) DEFINITION OF CRITICAL SERVICES.—In this paragraph, the term ‘critical services’ includes power, water (including water provided by an irrigation organization or facility), sewer, wastewater treatment, communications, and emergency medical care.

“(4) NOTIFICATION TO CONGRESS.—Before making any contribution under this section in an amount greater than \$20,000,000, the President shall notify—

“(A) the Committee on Environment and Public Works of the Senate;

“(B) the Committee on Transportation and Infrastructure of the House of Representatives;

“(C) the Committee on Appropriations of the Senate; and

“(D) the Committee on Appropriations of the House of Representatives.”

(b) **FEDERAL SHARE.**—Section 406 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5172) is amended by striking subsection (b) and inserting the following:

“(b) **FEDERAL SHARE.**—

“(1) **MINIMUM FEDERAL SHARE.**—Except as provided in paragraph (2), the Federal share of assistance under this section shall be not less than 75 percent of the eligible cost of repair, restoration, reconstruction, or replacement carried out under this section.

“(2) **REDUCED FEDERAL SHARE.**—The President shall promulgate regulations to reduce the Federal share of assistance under this section to not less than 25 percent in the case of the repair, restoration, reconstruction, or replacement of any eligible public facility or private nonprofit facility following an event associated with a major disaster—

President.
Regulations.

“(A) that has been damaged, on more than one occasion within the preceding 10-year period, by the same type of event; and

“(B) the owner of which has failed to implement appropriate mitigation measures to address the hazard that caused the damage to the facility.”

(c) **LARGE IN-LIEU CONTRIBUTIONS.**—Section 406 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5172) is amended by striking subsection (c) and inserting the following:

“(c) **LARGE IN-LIEU CONTRIBUTIONS.**—

“(1) **FOR PUBLIC FACILITIES.**—

“(A) **IN GENERAL.**—In any case in which a State or local government determines that the public welfare would not best be served by repairing, restoring, reconstructing, or replacing any public facility owned or controlled by the State or local government, the State or local government may elect to receive, in lieu of a contribution under subsection (a)(1)(A), a contribution in an amount equal to 75 percent of the Federal share of the Federal estimate of the cost of repairing, restoring, reconstructing, or replacing the facility and of management expenses.

“(B) **AREAS WITH UNSTABLE SOIL.**—In any case in which a State or local government determines that the public welfare would not best be served by repairing, restoring, reconstructing, or replacing any public facility owned or controlled by the State or local government because soil instability in the disaster area makes repair, restoration, reconstruction, or replacement infeasible, the State or local government may elect to receive, in lieu of a contribution under subsection (a)(1)(A), a contribution in an amount equal to 90 percent of the Federal share of the Federal estimate of the cost of repairing, restoring, reconstructing, or replacing the facility and of management expenses.

“(C) **USE OF FUNDS.**—Funds contributed to a State or local government under this paragraph may be used—

“(i) to repair, restore, or expand other selected public facilities;

“(ii) to construct new facilities; or

“(iii) to fund hazard mitigation measures that the State or local government determines to be necessary to meet a need for governmental services and functions in the area affected by the major disaster.

“(D) LIMITATIONS.—Funds made available to a State or local government under this paragraph may not be used for—

“(i) any public facility located in a regulatory floodway (as defined in section 59.1 of title 44, Code of Federal Regulations (or a successor regulation)); or

“(ii) any uninsured public facility located in a special flood hazard area identified by the Director of the Federal Emergency Management Agency under the National Flood Insurance Act of 1968 (42 U.S.C. 4001 et seq.).

“(2) FOR PRIVATE NONPROFIT FACILITIES.—

“(A) IN GENERAL.—In any case in which a person that owns or operates a private nonprofit facility determines that the public welfare would not best be served by repairing, restoring, reconstructing, or replacing the facility, the person may elect to receive, in lieu of a contribution under subsection (a)(1)(B), a contribution in an amount equal to 75 percent of the Federal share of the Federal estimate of the cost of repairing, restoring, reconstructing, or replacing the facility and of management expenses.

“(B) USE OF FUNDS.—Funds contributed to a person under this paragraph may be used—

“(i) to repair, restore, or expand other selected private nonprofit facilities owned or operated by the person;

“(ii) to construct new private nonprofit facilities to be owned or operated by the person; or

“(iii) to fund hazard mitigation measures that the person determines to be necessary to meet a need for the person’s services and functions in the area affected by the major disaster.

“(C) LIMITATIONS.—Funds made available to a person under this paragraph may not be used for—

“(i) any private nonprofit facility located in a regulatory floodway (as defined in section 59.1 of title 44, Code of Federal Regulations (or a successor regulation)); or

“(ii) any uninsured private nonprofit facility located in a special flood hazard area identified by the Director of the Federal Emergency Management Agency under the National Flood Insurance Act of 1968 (42 U.S.C. 4001 et seq.).”.

(d) ELIGIBLE COST.—

(1) IN GENERAL.—Section 406 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5172) is amended by striking subsection (e) and inserting the following:

“(e) ELIGIBLE COST.—

“(1) DETERMINATION.—

“(A) IN GENERAL.—For the purposes of this section, the President shall estimate the eligible cost of repairing, restoring, reconstructing, or replacing a public facility or private nonprofit facility—

“(i) on the basis of the design of the facility as the facility existed immediately before the major disaster; and

“(ii) in conformity with codes, specifications, and standards (including floodplain management and hazard mitigation criteria required by the President or under the Coastal Barrier Resources Act (16 U.S.C. 3501 et seq.)) applicable at the time at which the disaster occurred.

“(B) COST ESTIMATION PROCEDURES.—

“(i) IN GENERAL.—Subject to paragraph (2), the President shall use the cost estimation procedures established under paragraph (3) to determine the eligible cost under this subsection.

“(ii) APPLICABILITY.—The procedures specified in this paragraph and paragraph (2) shall apply only to projects the eligible cost of which is equal to or greater than the amount specified in section 422.

“(2) MODIFICATION OF ELIGIBLE COST.—

“(A) ACTUAL COST GREATER THAN CEILING PERCENTAGE OF ESTIMATED COST.—In any case in which the actual cost of repairing, restoring, reconstructing, or replacing a facility under this section is greater than the ceiling percentage established under paragraph (3) of the cost estimated under paragraph (1), the President may determine that the eligible cost includes a portion of the actual cost of the repair, restoration, reconstruction, or replacement that exceeds the cost estimated under paragraph (1).

“(B) ACTUAL COST LESS THAN ESTIMATED COST.—

“(i) GREATER THAN OR EQUAL TO FLOOR PERCENTAGE OF ESTIMATED COST.—In any case in which the actual cost of repairing, restoring, reconstructing, or replacing a facility under this section is less than 100 percent of the cost estimated under paragraph (1), but is greater than or equal to the floor percentage established under paragraph (3) of the cost estimated under paragraph (1), the State or local government or person receiving funds under this section shall use the excess funds to carry out cost-effective activities that reduce the risk of future damage, hardship, or suffering from a major disaster.

“(ii) LESS THAN FLOOR PERCENTAGE OF ESTIMATED COST.—In any case in which the actual cost of repairing, restoring, reconstructing, or replacing a facility under this section is less than the floor percentage established under paragraph (3) of the cost estimated under paragraph (1), the State or local government or person receiving assistance under this section shall reimburse the President in the amount of the difference.

“(C) NO EFFECT ON APPEALS PROCESS.—Nothing in this paragraph affects any right of appeal under section 423.

“(3) EXPERT PANEL.—

“(A) ESTABLISHMENT.—Not later than 18 months after the date of the enactment of this paragraph, the President, acting through the Director of the Federal Emergency Management Agency, shall establish an expert panel, which shall include representatives from the construction industry and State and local government.

“(B) DUTIES.—The expert panel shall develop recommendations concerning—

“(i) procedures for estimating the cost of repairing, restoring, reconstructing, or replacing a facility consistent with industry practices; and

“(ii) the ceiling and floor percentages referred to in paragraph (2).

President.

“(C) REGULATIONS.—Taking into account the recommendations of the expert panel under subparagraph (B), the President shall promulgate regulations that establish—

“(i) cost estimation procedures described in subparagraph (B)(i); and

“(ii) the ceiling and floor percentages referred to in paragraph (2).

Deadline.

“(D) REVIEW BY PRESIDENT.—Not later than 2 years after the date of promulgation of regulations under subparagraph (C) and periodically thereafter, the President shall review the cost estimation procedures and the ceiling and floor percentages established under this paragraph.

Deadline.

“(E) REPORT TO CONGRESS.—Not later than 1 year after the date of promulgation of regulations under subparagraph (C), 3 years after that date, and at the end of each 2-year period thereafter, the expert panel shall submit to Congress a report on the appropriateness of the cost estimation procedures.

“(4) SPECIAL RULE.—In any case in which the facility being repaired, restored, reconstructed, or replaced under this section was under construction on the date of the major disaster, the cost of repairing, restoring, reconstructing, or replacing the facility shall include, for the purposes of this section, only those costs that, under the contract for the construction, are the owner’s responsibility and not the contractor’s responsibility.”.

42 USC 5172
note.

(2) EFFECTIVE DATE.—The amendment made by paragraph (1) takes effect on the date of the enactment of this Act and applies to funds appropriated after the date of the enactment of this Act, except that paragraph (1) of section 406(e) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (as amended by paragraph (1)) takes effect on the date on which the cost estimation procedures established under paragraph (3) of that section take effect.

(e) CONFORMING AMENDMENT.—Section 406 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5172) is amended by striking subsection (f).

SEC. 206. FEDERAL ASSISTANCE TO INDIVIDUALS AND HOUSEHOLDS.

(a) IN GENERAL.—Section 408 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5174) is amended to read as follows:

“SEC. 408. FEDERAL ASSISTANCE TO INDIVIDUALS AND HOUSEHOLDS.

“(a) IN GENERAL.—

“(1) PROVISION OF ASSISTANCE.—In accordance with this section, the President, in consultation with the Governor of a State, may provide financial assistance, and, if necessary, direct services, to individuals and households in the State who, as a direct result of a major disaster, have necessary expenses and serious needs in cases in which the individuals and households are unable to meet such expenses or needs through other means.

“(2) RELATIONSHIP TO OTHER ASSISTANCE.—Under paragraph (1), an individual or household shall not be denied assistance under paragraph (1), (3), or (4) of subsection (c) solely on the basis that the individual or household has not applied for or received any loan or other financial assistance from the Small Business Administration or any other Federal agency.

“(b) HOUSING ASSISTANCE.—

“(1) ELIGIBILITY.—The President may provide financial or other assistance under this section to individuals and households to respond to the disaster-related housing needs of individuals and households who are displaced from their predisaster primary residences or whose predisaster primary residences are rendered uninhabitable as a result of damage caused by a major disaster.

“(2) DETERMINATION OF APPROPRIATE TYPES OF ASSISTANCE.—

“(A) IN GENERAL.—The President shall determine appropriate types of housing assistance to be provided under this section to individuals and households described in subsection (a)(1) based on considerations of cost effectiveness, convenience to the individuals and households, and such other factors as the President may consider appropriate. President.

“(B) MULTIPLE TYPES OF ASSISTANCE.—One or more types of housing assistance may be made available under this section, based on the suitability and availability of the types of assistance, to meet the needs of individuals and households in the particular disaster situation.

“(c) TYPES OF HOUSING ASSISTANCE.—

“(1) TEMPORARY HOUSING.—

“(A) FINANCIAL ASSISTANCE.—

“(i) IN GENERAL.—The President may provide financial assistance to individuals or households to rent alternate housing accommodations, existing rental units, manufactured housing, recreational vehicles, or other readily fabricated dwellings.

“(ii) AMOUNT.—The amount of assistance under clause (i) shall be based on the fair market rent for the accommodation provided plus the cost of any transportation, utility hookups, or unit installation not provided directly by the President.

“(B) DIRECT ASSISTANCE.—

“(i) IN GENERAL.—The President may provide temporary housing units, acquired by purchase or lease, directly to individuals or households who, because of a lack of available housing resources, would be unable

to make use of the assistance provided under subparagraph (A).

“(ii) PERIOD OF ASSISTANCE.—The President may not provide direct assistance under clause (i) with respect to a major disaster after the end of the 18-month period beginning on the date of the declaration of the major disaster by the President, except that the President may extend that period if the President determines that due to extraordinary circumstances an extension would be in the public interest.

“(iii) COLLECTION OF RENTAL CHARGES.—After the end of the 18-month period referred to in clause (ii), the President may charge fair market rent for each temporary housing unit provided.

“(2) REPAIRS.—

“(A) IN GENERAL.—The President may provide financial assistance for—

“(i) the repair of owner-occupied private residences, utilities, and residential infrastructure (such as a private access route) damaged by a major disaster to a safe and sanitary living or functioning condition; and

“(ii) eligible hazard mitigation measures that reduce the likelihood of future damage to such residences, utilities, or infrastructure.

“(B) RELATIONSHIP TO OTHER ASSISTANCE.—A recipient of assistance provided under this paragraph shall not be required to show that the assistance can be met through other means, except insurance proceeds.

“(C) MAXIMUM AMOUNT OF ASSISTANCE.—The amount of assistance provided to a household under this paragraph shall not exceed \$5,000, as adjusted annually to reflect changes in the Consumer Price Index for All Urban Consumers published by the Department of Labor.

“(3) REPLACEMENT.—

“(A) IN GENERAL.—The President may provide financial assistance for the replacement of owner-occupied private residences damaged by a major disaster.

“(B) MAXIMUM AMOUNT OF ASSISTANCE.—The amount of assistance provided to a household under this paragraph shall not exceed \$10,000, as adjusted annually to reflect changes in the Consumer Price Index for All Urban Consumers published by the Department of Labor.

“(C) APPLICABILITY OF FLOOD INSURANCE REQUIREMENT.—With respect to assistance provided under this paragraph, the President may not waive any provision of Federal law requiring the purchase of flood insurance as a condition of the receipt of Federal disaster assistance.

“(4) PERMANENT HOUSING CONSTRUCTION.—The President may provide financial assistance or direct assistance to individuals or households to construct permanent housing in insular areas outside the continental United States and in other remote locations in cases in which—

“(A) no alternative housing resources are available; and

“(B) the types of temporary housing assistance described in paragraph (1) are unavailable, infeasible, or not cost-effective.

“(d) TERMS AND CONDITIONS RELATING TO HOUSING ASSISTANCE.—

“(1) SITES.—

“(A) IN GENERAL.—Any readily fabricated dwelling provided under this section shall, whenever practicable, be located on a site that—

“(i) is complete with utilities; and

“(ii) is provided by the State or local government, by the owner of the site, or by the occupant who was displaced by the major disaster.

“(B) SITES PROVIDED BY THE PRESIDENT.—A readily fabricated dwelling may be located on a site provided by the President if the President determines that such a site would be more economical or accessible.

“(2) DISPOSAL OF UNITS.—

“(A) SALE TO OCCUPANTS.—

“(i) IN GENERAL.—Notwithstanding any other provision of law, a temporary housing unit purchased under this section by the President for the purpose of housing disaster victims may be sold directly to the individual or household who is occupying the unit if the individual or household lacks permanent housing.

“(ii) SALE PRICE.—A sale of a temporary housing unit under clause (i) shall be at a price that is fair and equitable.

“(iii) DEPOSIT OF PROCEEDS.—Notwithstanding any other provision of law, the proceeds of a sale under clause (i) shall be deposited in the appropriate Disaster Relief Fund account.

“(iv) HAZARD AND FLOOD INSURANCE.—A sale of a temporary housing unit under clause (i) shall be made on the condition that the individual or household purchasing the housing unit agrees to obtain and maintain hazard and flood insurance on the housing unit.

“(v) USE OF GSA SERVICES.—The President may use the services of the General Services Administration to accomplish a sale under clause (i).

“(B) OTHER METHODS OF DISPOSAL.—If not disposed of under subparagraph (A), a temporary housing unit purchased under this section by the President for the purpose of housing disaster victims—

“(i) may be sold to any person; or

“(ii) may be sold, transferred, donated, or otherwise made available directly to a State or other governmental entity or to a voluntary organization for the sole purpose of providing temporary housing to disaster victims in major disasters and emergencies if, as a condition of the sale, transfer, or donation, the State, other governmental agency, or voluntary organization agrees—

“(I) to comply with the nondiscrimination provisions of section 308; and

“(II) to obtain and maintain hazard and flood insurance on the housing unit.

“(e) FINANCIAL ASSISTANCE TO ADDRESS OTHER NEEDS.—

“(1) MEDICAL, DENTAL, AND FUNERAL EXPENSES.—The President, in consultation with the Governor of a State, may provide financial assistance under this section to an individual or household in the State who is adversely affected by a major disaster to meet disaster-related medical, dental, and funeral expenses.

“(2) PERSONAL PROPERTY, TRANSPORTATION, AND OTHER EXPENSES.—The President, in consultation with the Governor of a State, may provide financial assistance under this section to an individual or household described in paragraph (1) to address personal property, transportation, and other necessary expenses or serious needs resulting from the major disaster.

“(f) STATE ROLE.—

“(1) FINANCIAL ASSISTANCE TO ADDRESS OTHER NEEDS.—

“(A) GRANT TO STATE.—Subject to subsection (g), a Governor may request a grant from the President to provide financial assistance to individuals and households in the State under subsection (e).

“(B) ADMINISTRATIVE COSTS.—A State that receives a grant under subparagraph (A) may expend not more than 5 percent of the amount of the grant for the administrative costs of providing financial assistance to individuals and households in the State under subsection (e).

“(2) ACCESS TO RECORDS.—In providing assistance to individuals and households under this section, the President shall provide for the substantial and ongoing involvement of the States in which the individuals and households are located, including by providing to the States access to the electronic records of individuals and households receiving assistance under this section in order for the States to make available any additional State and local assistance to the individuals and households.

“(g) COST SHARING.—

“(1) FEDERAL SHARE.—Except as provided in paragraph (2), the Federal share of the costs eligible to be paid using assistance provided under this section shall be 100 percent.

“(2) FINANCIAL ASSISTANCE TO ADDRESS OTHER NEEDS.—In the case of financial assistance provided under subsection (e)—

“(A) the Federal share shall be 75 percent; and

“(B) the non-Federal share shall be paid from funds made available by the State.

“(h) MAXIMUM AMOUNT OF ASSISTANCE.—

“(1) IN GENERAL.—No individual or household shall receive financial assistance greater than \$25,000 under this section with respect to a single major disaster.

“(2) ADJUSTMENT OF LIMIT.—The limit established under paragraph (1) shall be adjusted annually to reflect changes in the Consumer Price Index for All Urban Consumers published by the Department of Labor.

President.

“(i) RULES AND REGULATIONS.—The President shall prescribe rules and regulations to carry out this section, including criteria, standards, and procedures for determining eligibility for assistance.”.

“(b) CONFORMING AMENDMENT.—Section 502(a)(6) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5192(a)(6)) is amended by striking “temporary housing”.

(c) **ELIMINATION OF INDIVIDUAL AND FAMILY GRANT PROGRAMS.**—Section 411 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5178) is repealed.

(d) **EFFECTIVE DATE.**—The amendments made by this section take effect 18 months after the date of the enactment of this Act. 42 USC 5174 note.

SEC. 207. COMMUNITY DISASTER LOANS.

Section 417 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5184) is amended—

(1) by striking “(a) The President” and inserting the following:

“(a) **IN GENERAL.**—The President”;

(2) by striking “The amount” and inserting the following:

“(b) **AMOUNT.**—The amount”;

(3) by striking “Repayment” and inserting the following:

“(c) **REPAYMENT.**—

“(1) **CANCELLATION.**—Repayment”;

(4) by striking “(b) Any loans” and inserting the following:

“(d) **EFFECT ON OTHER ASSISTANCE.**—Any loans”;

(5) in subsection (b) (as designated by paragraph (2))—

(A) by striking “and shall” and inserting “shall”; and

(B) by inserting before the period at the end the following: “, and shall not exceed \$5,000,000”; and

(6) in subsection (c) (as designated by paragraph (3)), by

adding at the end the following:

“(2) **CONDITION ON CONTINUING ELIGIBILITY.**—A local government shall not be eligible for further assistance under this section during any period in which the local government is in arrears with respect to a required repayment of a loan under this section.”.

SEC. 208. REPORT ON STATE MANAGEMENT OF SMALL DISASTERS INITIATIVE.

42 USC 5121 note.

Not later than 3 years after the date of the enactment of this Act, the President shall submit to Congress a report describing the results of the State Management of Small Disasters Initiative, including—

Deadline.

(1) identification of any administrative or financial benefits of the initiative; and

(2) recommendations concerning the conditions, if any, under which States should be allowed the option to administer parts of the assistance program under section 406 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5172).

SEC. 209. STUDY REGARDING COST REDUCTION.

42 USC 5121 note.
Deadline.

Not later than 3 years after the date of the enactment of this Act, the Director of the Congressional Budget Office shall complete a study estimating the reduction in Federal disaster assistance that has resulted and is likely to result from the enactment of this Act.

TITLE III—MISCELLANEOUS

SEC. 301. TECHNICAL CORRECTION OF SHORT TITLE.

The first section of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 note) is amended to read as follows:

“SECTION 1. SHORT TITLE.

“This Act may be cited as the ‘Robert T. Stafford Disaster Relief and Emergency Assistance Act’.”.

SEC. 302. DEFINITIONS.

Section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122) is amended—

(1) in each of paragraphs (3) and (4), by striking “the Northern” and all that follows through “Pacific Islands” and inserting “and the Commonwealth of the Northern Mariana Islands”;

(2) by striking paragraph (6) and inserting the following:
 “(6) LOCAL GOVERNMENT.—The term ‘local government’ means—

“(A) a county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government;

“(B) an Indian tribe or authorized tribal organization, or Alaska Native village or organization; and

“(C) a rural community, unincorporated town or village, or other public entity, for which an application for assistance is made by a State or political subdivision of a State.”; and

(3) in paragraph (9), by inserting “irrigation,” after “utility,”.

SEC. 303. FIRE MANAGEMENT ASSISTANCE.

(a) IN GENERAL.—Section 420 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5187) is amended to read as follows:

“SEC. 420. FIRE MANAGEMENT ASSISTANCE.

“(a) IN GENERAL.—The President is authorized to provide assistance, including grants, equipment, supplies, and personnel, to any State or local government for the mitigation, management, and control of any fire on public or private forest land or grassland that threatens such destruction as would constitute a major disaster.

“(b) COORDINATION WITH STATE AND TRIBAL DEPARTMENTS OF FORESTRY.—In providing assistance under this section, the President shall coordinate with State and tribal departments of forestry.

“(c) ESSENTIAL ASSISTANCE.—In providing assistance under this section, the President may use the authority provided under section 403.

President.

“(d) RULES AND REGULATIONS.—The President shall prescribe such rules and regulations as are necessary to carry out this section.” President.

(b) EFFECTIVE DATE.—The amendment made by subsection (a) takes effect 1 year after the date of the enactment of this Act. 42 USC 5187 note.

SEC. 304. DISASTER GRANT CLOSEOUT PROCEDURES. 42 USC 5205.

Title VII of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5101 et seq.) is amended by adding at the end the following:

“SEC. 705. DISASTER GRANT CLOSEOUT PROCEDURES.

“(a) STATUTE OF LIMITATIONS.—

“(1) IN GENERAL.—Except as provided in paragraph (2), no administrative action to recover any payment made to a State or local government for disaster or emergency assistance under this Act shall be initiated in any forum after the date that is 3 years after the date of transmission of the final expenditure report for the disaster or emergency.

“(2) FRAUD EXCEPTION.—The limitation under paragraph (1) shall apply unless there is evidence of civil or criminal fraud.

“(b) REBUTTAL OF PRESUMPTION OF RECORD MAINTENANCE.—

“(1) IN GENERAL.—In any dispute arising under this section after the date that is 3 years after the date of transmission of the final expenditure report for the disaster or emergency, there shall be a presumption that accounting records were maintained that adequately identify the source and application of funds provided for financially assisted activities.

“(2) AFFIRMATIVE EVIDENCE.—The presumption described in paragraph (1) may be rebutted only on production of affirmative evidence that the State or local government did not maintain documentation described in that paragraph.

“(3) INABILITY TO PRODUCE DOCUMENTATION.—The inability of the Federal, State, or local government to produce source documentation supporting expenditure reports later than 3 years after the date of transmission of the final expenditure report shall not constitute evidence to rebut the presumption described in paragraph (1).

“(4) RIGHT OF ACCESS.—The period during which the Federal, State, or local government has the right to access source documentation shall not be limited to the required 3-year retention period referred to in paragraph (3), but shall last as long as the records are maintained.

“(c) BINDING NATURE OF GRANT REQUIREMENTS.—A State or local government shall not be liable for reimbursement or any other penalty for any payment made under this Act if—

“(1) the payment was authorized by an approved agreement specifying the costs;

“(2) the costs were reasonable; and

“(3) the purpose of the grant was accomplished.”.

SEC. 305. PUBLIC SAFETY OFFICER BENEFITS FOR CERTAIN FEDERAL AND STATE EMPLOYEES.

(a) IN GENERAL.—Section 1204 of the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3796b) is amended by striking paragraph (7) and inserting the following:

“(7) ‘public safety officer’ means—

“(A) an individual serving a public agency in an official capacity, with or without compensation, as a law enforcement officer, as a firefighter, or as a member of a rescue squad or ambulance crew;

“(B) an employee of the Federal Emergency Management Agency who is performing official duties of the Agency in an area, if those official duties—

“(i) are related to a major disaster or emergency that has been, or is later, declared to exist with respect to the area under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.); and

“(ii) are determined by the Director of the Federal Emergency Management Agency to be hazardous duties; or

“(C) an employee of a State, local, or tribal emergency management or civil defense agency who is performing official duties in cooperation with the Federal Emergency Management Agency in an area, if those official duties—

“(i) are related to a major disaster or emergency that has been, or is later, declared to exist with respect to the area under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.); and

“(ii) are determined by the head of the agency to be hazardous duties.”.

42 USC 3796b
note.

(b) **EFFECTIVE DATE.**—The amendment made by subsection (a) applies only to employees described in subparagraphs (B) and (C) of section 1204(7) of the Omnibus Crime Control and Safe Streets Act of 1968 (as amended by subsection (a)) who are injured or who die in the line of duty on or after the date of the enactment of this Act.

42 USC 5206.

SEC. 306. BUY AMERICAN.

(a) **COMPLIANCE WITH BUY AMERICAN ACT.**—No funds authorized to be appropriated under this Act or any amendment made by this Act may be expended by an entity unless the entity, in expending the funds, complies with the Buy American Act (41 U.S.C. 10a et seq.).

(b) **DEBARMENT OF PERSONS CONVICTED OF FRAUDULENT USE OF “MADE IN AMERICA” LABELS.**—

Deadline.

(1) **IN GENERAL.**—If the Director of the Federal Emergency Management Agency determines that a person has been convicted of intentionally affixing a label bearing a “Made in America” inscription to any product sold in or shipped to the United States that is not made in America, the Director shall determine, not later than 90 days after determining that the person has been so convicted, whether the person should be debarred from contracting under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.).

(2) **DEFINITION OF DEBAR.**—In this subsection, the term “debar” has the meaning given the term in section 2393(c) of title 10, United States Code.

SEC. 307. TREATMENT OF CERTAIN REAL PROPERTY.

(a) **IN GENERAL.**—Notwithstanding the National Flood Insurance Act of 1968 (42 U.S.C. 4001 et seq.), the Flood Disaster

Protection Act of 1973 (42 U.S.C. 4002 et seq.), or any other provision of law, or any flood risk zone identified, delineated, or established under any such law (by flood insurance rate map or otherwise), the real property described in subsection (b) shall not be considered to be, or to have been, located in any area having special flood hazards (including any floodway or floodplain).

(b) REAL PROPERTY.—The real property described in this subsection is all land and improvements on the land located in the Maple Terrace Subdivisions in the City of Sycamore, DeKalb County, Illinois, including—

- (1) Maple Terrace Phase I;
- (2) Maple Terrace Phase II;
- (3) Maple Terrace Phase III Unit 1;
- (4) Maple Terrace Phase III Unit 2;
- (5) Maple Terrace Phase III Unit 3;
- (6) Maple Terrace Phase IV Unit 1;
- (7) Maple Terrace Phase IV Unit 2; and
- (8) Maple Terrace Phase IV Unit 3.

(c) REVISION OF FLOOD INSURANCE RATE LOT MAPS.—As soon as practicable after the date of the enactment of this Act, the Director of the Federal Emergency Management Agency shall revise the appropriate flood insurance rate lot maps of the agency to reflect the treatment under subsection (a) of the real property described in subsection (b).

SEC. 308. STUDY OF PARTICIPATION BY INDIAN TRIBES IN EMERGENCY MANAGEMENT.

42 USC 5121
note.

(a) DEFINITION OF INDIAN TRIBE.—In this section, the term “Indian tribe” has the meaning given the term in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450b).

(b) STUDY.—

(1) IN GENERAL.—The Director of the Federal Emergency Management Agency shall conduct a study of participation by Indian tribes in emergency management.

(2) REQUIRED ELEMENTS.—The study shall—

(A) survey participation by Indian tribes in training, predisaster and postdisaster mitigation, disaster preparedness, and disaster recovery programs at the Federal and State levels; and

(B) review and assess the capacity of Indian tribes to participate in cost-shared emergency management programs and to participate in the management of the programs.

(3) CONSULTATION.—In conducting the study, the Director shall consult with Indian tribes.

(c) REPORT.—Not later than 1 year after the date of the enactment of this Act, the Director shall submit a report on the study under subsection (b) to—

Deadline.

(1) the Committee on Environment and Public Works of the Senate;

(2) the Committee on Transportation and Infrastructure of the House of Representatives;

(3) the Committee on Appropriations of the Senate; and

(4) the Committee on Appropriations of the House of Representatives.

Approved October 30, 2000.

LEGISLATIVE HISTORY—H.R. 707 (S. 1691):

HOUSE REPORTS: No. 106–40 (Comm. on Transportation and Infrastructure).

SENATE REPORTS: No. 106–295 accompanying S. 1691 (Comm. on Environment and Public Works).

CONGRESSIONAL RECORD:

Vol. 145 (1999): Mar. 4, considered and passed House.

Vol. 146 (2000): July 19, considered and passed Senate, amended.

Oct. 3, House concurred in Senate amendment with an amendment.

Oct. 5, Senate concurred in House amendment with an amendment.

Oct. 10, House concurred in Senate amendment.





Federal Register

**Tuesday,
February 26, 2002**

Part III

Federal Emergency Management Agency

44 CFR Parts 201 and 206

**Hazard Mitigation Planning and Hazard
Mitigation Grant Program; Interim Final
Rule**

FEDERAL EMERGENCY MANAGEMENT AGENCY

44 CFR Parts 201 and 206

RIN 3067-AD22

Hazard Mitigation Planning and Hazard Mitigation Grant Program

AGENCY: Federal Emergency
Management Agency.

ACTION: Interim final rule.

SUMMARY: This rule addresses State mitigation planning, identifies new local mitigation planning requirements, authorizes Hazard Mitigation Grant Program (HMGP) funds for planning activities, and increases the amount of HMGP funds available to States that develop a comprehensive, enhanced mitigation plan. This rule also requires that repairs or construction funded by a disaster loan or grant must be carried out in accordance with applicable standards and says that FEMA may require safe land use and construction practices as a condition of grantees receiving disaster assistance under the Stafford Act.

DATES: *Effective Date:* February 26, 2002.

Comment Date: We will accept written comments through April 29, 2002.

ADDRESSES: Please send written comments to the Rules Docket Clerk, Office of the General Counsel, Federal Emergency Management Agency, 500 C Street, SW., room 840, Washington, DC 20472, (facsimile) 202-646-4536, or (email) rules@fema.gov.

FOR FURTHER INFORMATION CONTACT: Margaret E. Lawless, Federal Insurance and Mitigation Administration, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC, 20472, 202-646-3027, (facsimile) 202-646-3104, or (email) margaret.lawless@fema.gov.

SUPPLEMENTARY INFORMATION:

Introduction

Throughout the preamble and the rule the terms “we”, “our” and “us” refer to FEMA.

Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act or the Act), 42 U.S.C. 5165, enacted under § 104 the Disaster Mitigation Act of 2000, (DMA 2000) P.L. 106-390, provides new and revitalized approaches to mitigation planning. This section: (1) Continues the requirement for a Standard State Mitigation plan as a condition of disaster assistance; (2) provides for States to receive an increased

percentage of HMGP funds (from 15 to 20 percent of the total estimated eligible Federal assistance) if, at the time of the declaration of a major disaster, they have in effect a FEMA-approved Enhanced State Mitigation Plan that meets the factors listed in this rule; (3) establishes a new requirement for local mitigation plans; and (4) authorizes up to 7 percent of the HMGP funds available to a State to be used for development of State, tribal, and local mitigation plans. We will give Indian tribal governments the opportunity to fulfill the requirements of § 322 either as a grantee or a subgrantee. An Indian tribal government may choose to apply for HMGP funding directly to us and would then serve as a grantee, meeting the State level responsibilities, or it may apply through the State, meeting the local government or subgrantee responsibilities.

Section 322, in concert with other sections of the Act, provides a significant opportunity to reduce the Nation's disaster losses through mitigation planning. In addition, implementation of planned, pre-identified, cost-effective mitigation measures will streamline the disaster recovery process. The Act provides a framework for linking pre- and post-disaster mitigation planning and initiatives with public and private interests to ensure an integrated, comprehensive approach to disaster loss reduction. The language in the Act, taken as a whole, emphasizes the importance of strong State and local planning processes and comprehensive program management at the State level. The new planning criteria also support State administration of the HMGP, and contemplate a significant State commitment to mitigation activities, comprehensive State mitigation planning, and strong program management.

The planning process also provides a link between State and local mitigation programs. Both State level and local plans should address strategies for incorporating post-disaster early mitigation implementation strategies and sustainable recovery actions. We also recognize that governments are involved in a range of planning activities and that mitigation plans may be linked to or reference hazardous materials and other non-natural hazard plans. Improved mitigation planning will result in a better understanding of risks and vulnerabilities, as well as to expedite implementation of measures and activities to reduce those risks, both pre- and post-disaster.

Section 409 of the Stafford Act, 42 U.S.C. 5176, which required mitigation

plans and the use of minimum codes and standards, was repealed by the DMA 2000. These issues are now addressed in two separate sections of the law: mitigation planning is in section 322 of the Act, and minimum codes and standards are in section 323 of the Act. We previously implemented section 409 through 44 CFR Part 206, Subpart M. Since current law now distinguishes the planning from the codes and standards in separate sections, we will address them in different sections of the CFR. We address the new planning regulations in Part 201 to reflect the broader relevance of planning to all FEMA mitigation programs, while the minimum standards remain in Part 206, Federal Disaster Assistance, Subpart M. The regulations implementing the Hazard Mitigation Grant Program are in Part 206, Subpart N. This rule also contains changes to Subpart N, to reflect the new planning criteria identified in section 322 of the Act.

The administration is considering changes to FEMA's mitigation programs in the President's Budget for FY 2003. However, States and localities still would be required to have plans in effect, which meet the minimum requirements under this rule, as a condition of receiving mitigation assistance after November 1, 2003.

Implementation Strategy. States must have an approved hazard mitigation plan in order to receive Stafford Act assistance, excluding assistance provided pursuant to emergency provisions. These regulations provide criteria for the new two-tiered State mitigation plan process: Standard State Mitigation Plans, which allow a State to receive HMGP funding based on 15 percent of the total estimated eligible Stafford Act disaster assistance, and Enhanced State Mitigation Plans, which allow a State to receive HMGP funds based on 20 percent of the total estimated eligible Stafford Act disaster assistance. Enhanced State Mitigation Plans must demonstrate that the State has developed a comprehensive mitigation program, that it effectively uses available mitigation funding, and that it is capable of managing the increased funding. All State Mitigation Plans must be reviewed, revised, and re-approved by FEMA every three years. An important requirement of the legislation is that we must approve a completed enhanced plan *before* a disaster declaration, in order for the State to be eligible for the increased funding.

We will no longer require States to revise their mitigation plan after every disaster declaration, as under former

section 409 of the Act, 42 U.S.C. 5176. We recommend, however, that States consider revising their plan if a disaster or other circumstances significantly affect its mitigation priorities. States with existing mitigation plans, approved under former section 409, will continue to be eligible for the 15 percent HMGP funding until November 1, 2003, when all State mitigation plans must meet the requirements of these regulations. If State plans are not revised and approved to meet the Standard State Mitigation Plan requirements by that time, they will be ineligible for Stafford Act assistance, excluding emergency assistance.

Indian tribal governments may choose to apply directly to us for HMGP funding, and would therefore be responsible for having an approved State level mitigation plan, and would act as the grantee. If an Indian tribal government chooses to apply for HMGP grants through the State, they would be responsible for having an approved local level mitigation plan, and would serve as a subgrantee accountable to the State as grantee.

This rule also establishes local planning criteria so that these jurisdictions can actively begin the hazard mitigation planning process. This requirement is to encourage the development of comprehensive mitigation plans before disaster events. Section 322 requires local governments to have an approved local mitigation plan to be eligible to receive an HMGP project grant; however, this requirement will not fully take effect until November 1, 2003. FEMA Regional Directors may grant an exception to this requirement in extenuating circumstances. Until November 1, 2003, local governments will be able to receive HMGP project grant funds and may prepare a mitigation plan concurrently with implementation of their project grant. We anticipate that the Predisaster Mitigation program authorized by section 203 of the Act, 42 U.S.C. 5133, will also support this local mitigation planning by making funds available for the development of comprehensive local mitigation plans. Managing States that we approve under new criteria established under section 404 of the Act, 42 U.S.C. 5170c(c), as amended by section 204 of DMA 2000 will have approval authority for local mitigation plans. This provision does not apply to States that we approved under the Managing State program in effect before enactment of DMA 2000.

Our goal is for State and local governments to develop comprehensive and integrated plans that are coordinated through appropriate State,

local, and regional agencies, as well as non-governmental interest groups. To the extent feasible and practicable, we would also like to consolidate the planning requirements for different FEMA mitigation programs. This will ensure that one local plan will meet the minimum requirements for all of the different FEMA mitigation programs, such as the Flood Mitigation Assistance Program (authorized by sections 553 and 554 of the National Flood Insurance Reform Act of 1994, 42 U.S.C. 4104c and 42 U.S.C. 4104d), the Community Rating System (authorized by section 541 of the National Flood Insurance Reform Act of 1994, 42 U.S.C. 4022), the Pre-Disaster Mitigation Program (authorized by section 203 of the Stafford Act), the Hazard Mitigation Grant Program (authorized by section 404 of the Stafford Act), and the mitigation activities that are based upon the provisions of section 323 and subsections 406(b) and (e) of the Stafford Act. The mitigation plans may also serve to integrate documents and plans produced under other emergency management programs. State level plans should identify overall goals and priorities, incorporating the more specific local risk assessments, when available, and including projects identified through the local planning process.

Under section 322(d), up to 7 percent of the available HMGP funds may now be used for planning, and we encourage States to use these funds for local plan development. In a memorandum to FEMA Regional Directors dated December 21, 2000, we announced that this provision of section 322 was effective for disasters declared on or after October 30, 2000, the date on which the Disaster Mitigation Act of 2000 became law. Regional Directors are encouraging States to make these funds immediately available to local and Indian tribal governments, although the funds can be used for plan development and review at the State level as well.

As discussed earlier in this Supplementary Information, subsection 323(a) of the Stafford Act, 42 U.S.C. 5166(a), requires as a precondition to receiving disaster assistance under the Act that State and local governments, as well as eligible private nonprofit entities, must agree to carry out repair and reconstruction activities "in accordance with applicable standards of safety, decency, and sanitation and in conformity with applicable codes, specifications, and standards." In addition, that subsection authorizes the President (FEMA, by virtue of Executive Order 12148, as amended) to "require safe land use and construction practices,

after adequate consultation with appropriate State and local officials" in the course of the use of Federal disaster assistance by eligible applicants to repair and restore disaster-damaged facilities.

At the same time that we implement the planning mandates of section 322 of the Stafford Act, we are also implementing the Minimum Standards for Public and Private Structures provision of section 323 of the Act. This rule appears at Subpart M of Part 206 of Title 44 of the Code of Federal Regulations. As mentioned earlier, the section 322 planning regulations are in Part 201, while Part 206, Subpart M includes only the minimum codes and standards regulations mandated in § 323. The rule to implement § 323 of the Act reinforces the link between pre-disaster planning, building and construction standards, and post-disaster reconstruction efforts.

We encourage comments on this interim final rule, and we will make every effort to involve all interested parties prior to the development of the Final Rule.

Justification for Interim Final Rule

In general, FEMA publishes a rule for public comment before issuing a final rule, under the Administrative Procedure Act, 5 U.S.C. 533 and 44 CFR 1.12. The Administrative Procedure Act, however, provides an exception from that general rule where the agency for good cause finds the procedures for comment and response contrary to public interest. Section 322 of the Stafford Act allows States to receive increased post-disaster grant funding for projects designed to reduce future disaster losses. States will only be eligible for these increased funds if they have a FEMA-approved Enhanced State Mitigation Plan.

This interim final rule provides the criteria for development and approval of these plans, as well as criteria for local mitigation plans required by this legislation. In order for State and local governments to be positioned to receive these mitigation funds as soon as possible, these regulations must be in effect. The public benefit of this rule will be to assist States and communities assess their risks and identify activities to strengthen the larger community and the built environment in order to become less susceptible to disasters. Planning serves as the vital foundation to saving lives and protecting properties, having integrated plans in place can serve to both streamline recovery efforts and lessen potential future damages. Therefore, we believe it is contrary to the public interest to delay

the benefits of this rule. In accordance with the Administrative Procedure Act, 5 U.S.C. 553(d)(3), we find that there is good cause for the interim final rule to take effect immediately upon publication in the **Federal Register** in order to meet the needs of States and communities by identifying criteria for mitigation plans in order to reduce risks nationwide, establish criteria for minimum codes and standards in post-disaster reconstruction, and to allow States to adjust their mitigation plans to receive the increase in mitigation funding.

In addition, we believe that, under the circumstances, delaying the effective date of this rule until after the comment period would not further the public interest. Prior to this rulemaking, FEMA hosted a meeting where interested parties provided comments and suggestions on how we could implement these planning requirements. Participants in this meeting included representatives from the National Emergency Management Association, the Association of State Floodplain Managers, the National Governors' Association, the International Association of Emergency Managers, the National Association of Development Organizations, the American Public Works Association, the National League of Cities, the National Association of Counties, the National Conference of State Legislatures, the International City/County Management Association, and the Bureau of Indian Affairs. We took comments and suggestions provided at this meeting into account in developing this interim final rule. Therefore, we find that prior notice and comment on this rule would not further the public interest. We actively encourage and solicit comments on this interim final rule from interested parties, and we will consider them in preparing the final rule. For these reasons, we believe we have good cause to publish an interim final rule.

National Environmental Policy Act

44 CFR 10.8(d)(2)(ii) excludes this rule from the preparation of an environmental assessment or environmental impact statement, where the rule relates to actions that qualify for categorical exclusion under 44 CFR 10.8(d)(2)(iii), such as the development of plans under this section.

Executive Order 12866, Regulatory Planning and Review

We have prepared and reviewed this rule under the provisions of E.O. 12866, Regulatory Planning and Review. Under Executive Order 12866, 58 FR 51735, October 4, 1993, a significant regulatory

action is subject to OMB review and the requirements of the Executive Order. The Executive Order defines "significant regulatory action" as one that is likely to result in a rule that may:

(1) Have an annual effect on the economy of \$100 million or more or adversely affect in a material way the economy, a sector of the economy, productivity, competition, jobs, the environment, public health or safety, or State, local, or tribal governments or communities;

(2) Create a serious inconsistency or otherwise interfere with an action taken or planned by another agency;

(3) Materially alter the budgetary impact of entitlements, grants, user fees, or loan programs or the rights and obligations of recipients thereof; or

(4) Raise novel legal or policy issues arising out of legal mandates, the President's priorities, or the principles set forth in the Executive Order.

The purpose of this rule is to implement section 322 of the Stafford Act which addresses mitigation planning at the State, tribal, and local levels, identifies new local planning requirements, allows Hazard Mitigation Grant Program (HMGP) funds for planning activities, and increases the amount of HMGP funds available to States that develop a comprehensive, enhanced mitigation plan. The rule identifies local mitigation planning requirements before approval of project grants, and requires our approval of an Enhanced State Mitigation plan as a condition for increased mitigation funding. The rule also implements section 323 of the Stafford Act, which requires that repairs or construction funded by disaster loans or grants must comply with applicable standards and safe land use and construction practices. As such the rule itself will not have an effect on the economy of more than \$100,000,000.

Therefore, this rule is a significant regulatory action and is not an economically significant rule under Executive Order 12866. The Office of Management and Budget (OMB) has reviewed this rule under Executive Order 12866.

Executive Order 12898, Environmental Justice

Under Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 59 FR 7629, February 16, 1994, we incorporate environmental justice into our policies and programs. The Executive Order requires each Federal agency to conduct its programs, policies, and activities that substantially affect human health or the

environment, in a manner that ensures that those programs, policies, and activities do not have the effect of excluding persons from participation in our programs, denying persons the benefits of our programs, or subjecting persons to discrimination because of their race, color, or national origin.

No action that we can anticipate under the final rule will have a disproportionately high or adverse human health and environmental effect on any segment of the population. Section 322 focuses specifically on mitigation planning to: Identify the natural hazards, risks, and vulnerabilities of areas in States, localities, and tribal areas; support development of local mitigation plans; provide for technical assistance to local and tribal governments for mitigation planning; and identify and prioritize mitigation actions that the State will support, as resources become available. Section 323 requires compliance with applicable codes and standards in repair and construction, and use of safe land use and construction standards. Accordingly, the requirements of Executive Order 12898 do not apply to this interim final rule.

Paperwork Reduction Act of 1995

As required by the Paperwork Reduction Act of 1995 (44 U.S.C. 3507(d)) and concurrent with the publication of this interim final rule, we have submitted a request for review and approval of a new collection of information, which is contained in this interim final rule. Under the Paperwork Reduction Act of 1995, a person may not be penalized for failing to comply with an information collection that does not display a currently valid Office of Management and Budget (OMB) control number. The request was submitted to OMB for approval under the emergency processing procedures in OMB regulation 5 CFR 1320.1. OMB has approved this collection of information for use through August 31, 2002, under OMB Number 3067-0297.

We expect to follow this emergency request with a request for OMB approval to continue the use of the collection of information for a term of three years. The request will be processed under OMB's normal clearance procedures in accordance with provisions of OMB regulation 5 CFR 1320.10. To help us with the timely processing of the emergency and normal clearance submissions to OMB, we invite the general public to comment on the collection of information. This notice and request for comments complies with the provisions of the Paperwork

Reduction Act of 1995 (44 U.S.C. 3506(c)(2)(A)).

Collection of Information

Title: State/Local/Tribal Hazard Mitigation Plans under Section 322 of the Disaster Mitigation Act of 2000.

Abstract: Section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended by Section 104 of the Disaster Mitigation Act of 2000, provides new and revitalized approaches to mitigation planning. To obtain Federal assistance, new planning provisions require that each state, local, and tribal government prepare a hazard mitigation plan to include sections that describe the planning process, an assessment of the risks, a mitigation strategy, and identification of the plan maintenance and updating process. The Act provides a framework for linking pre- and post-disaster mitigation planning and initiatives with public and

private interests to ensure an integrated, comprehensive approach to disaster loss reduction. Under Section 322 there is a two-tiered State mitigation plan process. State mitigation plans must be reviewed, revised, and submitted to us every 3 years.

(1) A *Standard State Mitigation Plan* must be approved by us in order for States to be eligible to receive Hazard Mitigation Grant Program (HMGP) funding based on 15 percent of the total estimated eligible Federal disaster assistance. This plan demonstrates the State's goals, priorities, and commitment to reduce risks from natural hazards and serves as a guide for State and local decision makers as they commit resources to reducing the effects of natural hazards.

(2) An *Enhanced State Mitigation Plan* must be approved by us for a State to be eligible to receive HMGP funds based on 20 percent of the total

estimated eligible Federal disaster assistance. This plan must be approved by us within the 3 years prior to the current major disaster declaration. It must demonstrate that a State has developed a comprehensive mitigation program, is effectively using available mitigation funding, and is capable of managing the increased funding.

To be eligible to receive HMGP project grants, *local governments* must develop Local Mitigation Plans that include a risk assessment and mitigation strategy to reduce potential losses and target resources. Plans must be reviewed, revised, and submitted to us for approval every 5 years.

To receive HMGP project grants, *tribal governments* may apply as a grantee or subgrantee, and will be required to meet the planning requirements of a State or local government.

Estimated Total Annual Burden:

Type of collection/forms	No. of respondents	Hours per response	Annual burden hours
Update state or tribal mitigation plans (standard state mitigation plans)	18	320	5,760
State review of local plans	500 local plans	8	4,000
States develop Enhanced State Mitigation Plans	7	100	700
Local or tribal governments develop mitigation plans	500 local plans	300	150,000
Total burden	160,460

Comments: We are soliciting written comments to: (a) Evaluate whether the proposed data collection is necessary for the proper performance of the agency, including whether the information shall have practical utility; (b) evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information; (c) obtain recommendations to enhance the quality, utility, and clarity of the information to be collected; and (d) evaluate the extent to which automated, electronic, mechanical, or other technological collection techniques may further reduce the respondents' burden. FEMA will accept comments through April 29, 2002.

Addressee: Interested persons should submit written comments to Muriel B. Anderson, Chief, Records Management Section, Program Services and Systems Branch, Facilities Management and Services Division, Administration and Resource Planning Directorate, Federal Emergency Management Agency, 500 C Street, Street, SW., Washington, DC 20472.

FOR FURTHER INFORMATION CONTACT: You may obtain copies of the OMB paperwork clearance package by

contacting Ms. Anderson at (202) 646-2625 (voice), (202) 646-3347 (facsimile), or by e-mail at muriel.anderson@fema.gov.

Executive Order 13132, Federalism

Executive Order 13132, Federalism, dated August 4, 1999, sets forth principles and criteria that agencies must adhere to in formulating and implementing policies that have federalism implications, that is, regulations that have substantial direct effects on the States, or on the distribution of power and responsibilities among the various levels of government. Federal agencies must closely examine the statutory authority supporting any action that would limit the policymaking discretion of the States, and to the extent practicable, must consult with State and local officials before implementing any such action.

We have reviewed this rule under E.O.13132 and have concluded that the rule does not have federalism implications as defined by the Executive Order. We have determined that the rule does not significantly affect the rights, roles, and responsibilities of States, and involves no preemption of State law nor

does it limit State policymaking discretion.

However, we have consulted with State and local officials. In order to assist us in the development of this rule, we hosted a meeting to allow interested parties an opportunity to provide their perspectives on the legislation and options for implementation of § 322. Stakeholders who attended the meeting included representatives from the National Emergency Management Association, the Association of State Floodplain Managers, the National Governors' Association, the International Association of Emergency Managers, the National Association of Development Organizations, the American Public Works Association, the National League of Cities, the National Association of Counties, the National Conference of State Legislatures, the International City/County Management Association, and the Bureau of Indian Affairs. We received valuable input from all parties at the meeting, which we took into account in the development of this rule. Additionally, we actively encourage and solicit comments on this interim final rule from interested parties, and we will

consider them in preparing the final rule.

Executive Order 13175, Consultation and Coordination With Indian Tribal Governments

We have reviewed this interim final rule under Executive Order 13175, which became effective on February 6, 2001. Under the Hazard Mitigation Grant Program (HMGP), Indian tribal governments will have the option to apply for grants directly to us and to serve as "grantee", carrying out "State" roles. If they choose this option, tribal governments may submit either a State-level Standard Mitigation Plan for the 15 percent HMGP funding or a State-level Enhanced Mitigation Plan for 20 percent HMGP funding. In either case, Indian tribal governments would be able to spend up to 7 percent of those funds on planning. Before developing this rule, we met with representatives from State and local governments and the Bureau of Indian Affairs, to discuss the new planning opportunities and requirements of § 322 of the Stafford Act. We received valuable input from all parties, which helped us to develop this interim final rule.

In reviewing the interim final rule, we find that it does not have "tribal implications" as defined in Executive Order 13175 because it will not have a substantial direct effect on one or more Indian tribes, on the relationship between the Federal Government and Indian tribes, or on the distribution of power and responsibilities between the Federal Government and Indian tribes. Moreover, the interim final rule does not impose substantial direct compliance costs on tribal governments, nor does it preempt tribal law, impair treaty rights or limit the self-governing powers of tribal governments.

Congressional Review of Agency Rulemaking

We have sent this interim final rule to the Congress and to the General Accounting Office under the Congressional Review of Agency Rulemaking Act, Public Law 104-121. The rule is a not "major rule" within the meaning of that Act. It is an administrative action in support of normal day-to-day mitigation planning activities required by section 322 and compliance under section 323 of the Stafford Act, as enacted in DMA 2000.

The rule will not result in a major increase in costs or prices for consumers, individual industries, Federal, State, or local government agencies, or geographic regions. It will not have "significant adverse effects" on competition, employment, investment,

productivity, innovation, or on the ability of United States-based enterprises to compete with foreign-based enterprises. This final rule is subject to the information collection requirements of the Paperwork Reduction Act, and OMB has assigned Control No. 3067-0297. The rule is not an unfunded Federal mandate within the meaning of the Unfunded Mandates Reform Act of 1995, Public Law 104-4, and any enforceable duties that we impose are a condition of Federal assistance or a duty arising from participation in a voluntary Federal program.

List of Subjects in 44 CFR Part 201 and Part 206

Administrative practice and procedure, Disaster assistance, Grant programs, Mitigation planning, Reporting and recordkeeping requirements.

Accordingly, Amend 44 CFR, Subchapter D—Disaster Assistance, as follows:

1. Add Part 201 to read as follows:

PART 201—MITIGATION PLANNING

Sec.

- 201.1 Purpose.
- 201.2 Definitions.
- 201.3 Responsibilities.
- 201.4 Standard State Mitigation Plans.
- 201.5 Enhanced State Mitigation Plans.
- 201.6 Local Mitigation Plans.

Authority: Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5206; Reorganization Plan No. 3 of 1978, 43 FR 41943, 3 CFR, 1978 Comp., p. 329; E.O. 12127, 44 FR 19367, 3 CFR, 1979 Comp., p. 376; E.O. 12148, 44 FR 43239, 3 CFR, 1979 Comp., p. 412; and E.O. 12673, 54 FR 12571, 3 CFR, 1989 Comp., p. 214.

§ 201.1 Purpose.

(a) The purpose of this part is to provide information on the policies and procedures for mitigation planning as required by the provisions of section 322 of the Stafford Act, 42 U.S.C. 5165.

(b) The purpose of mitigation planning is for State, local, and Indian tribal governments to identify the natural hazards that impact them, to identify actions and activities to reduce any losses from those hazards, and to establish a coordinated process to implement the plan, taking advantage of a wide range of resources.

§ 201.2 Definitions.

Grantee means the government to which a grant is awarded, which is accountable for the use of the funds provided. The grantee is the entire legal entity even if only a particular component of the entity is designated in the grant award document. Generally,

the State is the grantee. However, after a declaration, an Indian tribal government may choose to be a grantee, or may act as a subgrantee under the State. An Indian tribal government acting as grantee will assume the responsibilities of a "state", as described in this part, for the purposes of administering the grant.

Hazard mitigation means any sustained action taken to reduce or eliminate the long-term risk to human life and property from hazards.

Hazard Mitigation Grant Program means the program authorized under section 404 of the Stafford Act, 42 U.S.C. 5170c and implemented at 44 CFR Part 206, Subpart N, which authorizes funding for certain mitigation measures identified through the evaluation of natural hazards conducted under section 322 of the Stafford Act 42 U.S.C. 5165.

Indian tribal government means any Federally recognized governing body of an Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the Secretary of Interior acknowledges to exist as an Indian tribe under the Federally Recognized Tribe List Act of 1994, 25 U.S.C. 479a. This does not include Alaska Native corporations, the ownership of which is vested in private individuals.

Local government is any county, municipality, city, town, township, public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; any Indian tribe or authorized tribal organization, or Alaska Native village or organization; and any rural community, unincorporated town or village, or other public entity.

Managing State means a State to which FEMA has delegated the authority to administer and manage the HMGP under the criteria established by FEMA pursuant to 42 U.S.C. 5170c(c). FEMA may also delegate authority to tribal governments to administer and manage the HMGP as a Managing State.

Regional Director is a director of a regional office of FEMA, or his/her designated representative.

Small and impoverished communities means a community of 3,000 or fewer individuals that is identified by the State as a rural community, and is not a remote area within the corporate boundaries of a larger city; is economically disadvantaged, by having an average per capita annual income of residents not exceeding 80 percent of national, per capita income, based on

best available data; the local unemployment rate exceeds by one percentage point or more, the most recently reported, average yearly national unemployment rate; and any other factors identified in the State Plan in which the community is located.

The Stafford Act refers to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93–288, as amended (42 U.S.C. 5121–5206).

State is any State of the United States, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

State Hazard Mitigation Officer is the official representative of State government who is the primary point of contact with FEMA, other Federal agencies, and local governments in mitigation planning and implementation of mitigation programs and activities required under the Stafford Act.

Subgrantee means the government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided. Subgrantees can be a State agency, local government, private non-profit organizations, or Indian tribal government. Indian tribal governments acting as a subgrantee are accountable to the State grantee.

§ 201.3 Responsibilities.

(a) *General.* This section identifies the key responsibilities of FEMA, States, and local/tribal governments in carrying out section 322 of the Stafford Act, 42 U.S.C. 5165.

(b) *FEMA.* The key responsibilities of the Regional Director are to:

(1) Oversee all FEMA related pre- and post-disaster hazard mitigation programs and activities;

(2) Provide technical assistance and training to State, local, and Indian tribal governments regarding the mitigation planning process;

(3) Review and approve all Standard and Enhanced State Mitigation Plans;

(4) Review and approve all local mitigation plans, unless that authority has been delegated to the State in accordance with § 201.6(d);

(5) Conduct reviews, at least once every three years, of State mitigation activities, plans, and programs to ensure that mitigation commitments are fulfilled, and when necessary, take action, including recovery of funds or denial of future funds, if mitigation commitments are not fulfilled.

(c) *State.* The key responsibilities of the State are to coordinate all State and

local activities relating to hazard evaluation and mitigation and to:

(1) Prepare and submit to FEMA a Standard State Mitigation Plan following the criteria established in § 201.4 as a condition of receiving Stafford Act assistance (except emergency assistance).

(2) In order to be considered for the 20 percent HMGP funding, prepare and submit an Enhanced State Mitigation Plan in accordance with § 201.5, which must be reviewed and updated, if necessary, every three years from the date of the approval of the previous plan.

(3) At a minimum, review and, if necessary, update the Standard State Mitigation Plan by November 1, 2003 and every three years from the date of the approval of the previous plan in order to continue program eligibility.

(4) Make available the use of up to the 7 percent of HMGP funding for planning in accordance with § 206.434.

(5) Provide technical assistance and training to local governments to assist them in applying for HMGP planning grants, and in developing local mitigation plans.

(6) For Managing States that have been approved under the criteria established by FEMA pursuant to 42 U.S.C. 5170c(c), review and approve local mitigation plans in accordance with § 201.6(d).

(d) *Local governments.* The key responsibilities of local governments are to:

(1) Prepare and adopt a jurisdiction-wide natural hazard mitigation plan as a condition of receiving project grant funds under the HMGP, in accordance with § 201.6.

(2) At a minimum, review and, if necessary, update the local mitigation plan every five years from date of plan approval to continue program eligibility.

(e) *Indian tribal governments.* Indian tribal governments will be given the option of applying directly to us for Hazard Mitigation Grant Program funding, or they may choose to apply through the State. If they apply directly to us, they will assume the responsibilities of the State, or grantee, and if they apply through the State, they will assume the responsibilities of the local government, or subgrantee.

§ 201.4 Standard State Mitigation Plans.

(a) *Plan requirement.* By November 1, 2003, States must have an approved Standard State Mitigation plan meeting the requirements of this section, in order to receive assistance under the Stafford Act, although assistance authorized under disasters declared prior to November 1, 2003 will continue

to be made available. In any case, emergency assistance provided under 42 U.S.C. 5170a, 5170b, 5173, 5174, 5177, 5179, 5180, 5182, 5183, 5184, 5192 will not be affected. The mitigation plan is the demonstration of the State's commitment to reduce risks from natural hazards and serves as a guide for State decision makers as they commit resources to reducing the effects of natural hazards. States may choose to include the requirements of the HMGP Administrative Plan in their mitigation plan.

(b) *Planning process.* An effective planning process is essential in developing and maintaining a good plan. The mitigation planning process should include coordination with other State agencies, appropriate Federal agencies, interested groups, and be integrated to the extent possible with other ongoing State planning efforts as well as other FEMA mitigation programs and initiatives.

(c) *Plan content.* To be effective the plan must include the following elements:

(1) Description of the *planning process* used to develop the plan, including how it was prepared, who was involved in the process, and how other agencies participated.

(2) *Risk assessments* that provide the factual basis for activities proposed in the strategy portion of the mitigation plan. Statewide risk assessments must characterize and analyze natural hazards and risks to provide a statewide overview. This overview will allow the State to compare potential losses throughout the State and to determine their priorities for implementing mitigation measures under the strategy, and to prioritize jurisdictions for receiving technical and financial support in developing more detailed local risk and vulnerability assessments. The risk assessment shall include the following:

(i) An overview of the type and location of all natural hazards that can affect the State, including information on previous occurrences of hazard events, as well as the probability of future hazard events, using maps where appropriate;

(ii) An overview and analysis of the State's vulnerability to the hazards described in this paragraph (c)(2), based on estimates provided in local risk assessments as well as the State risk assessment. The State shall describe vulnerability in terms of the jurisdictions most threatened by the identified hazards, and most vulnerable to damage and loss associated with hazard events. State owned critical or operated facilities located in the

identified hazard areas shall also be addressed;

(iii) An overview and analysis of potential losses to the identified vulnerable structures, based on estimates provided in local risk assessments as well as the State risk assessment. The State shall estimate the potential dollar losses to State owned or operated buildings, infrastructure, and critical facilities located in the identified hazard areas.

(3) A *Mitigation Strategy* that provides the State's blueprint for reducing the losses identified in the risk assessment. This section shall include:

(i) A description of State goals to guide the selection of activities to mitigate and reduce potential losses.

(ii) A discussion of the State's pre- and post-disaster hazard management policies, programs, and capabilities to mitigate the hazards in the area, including: an evaluation of State laws, regulations, policies, and programs related to hazard mitigation as well as to development in hazard-prone areas; a discussion of State funding capabilities for hazard mitigation projects; and a general description and analysis of the effectiveness of local mitigation policies, programs, and capabilities.

(iii) An identification, evaluation, and prioritization of cost-effective, environmentally sound, and technically feasible mitigation actions and activities the State is considering and an explanation of how each activity contributes to the overall mitigation strategy. This section should be linked to local plans, where specific local actions and projects are identified.

(iv) Identification of current and potential sources of Federal, State, local, or private funding to implement mitigation activities.

(4) A section on the *Coordination of Local Mitigation Planning* that includes the following:

(i) A description of the State process to support, through funding and technical assistance, the development of local mitigation plans.

(ii) A description of the State process and timeframe by which the local plans will be reviewed, coordinated, and linked to the State Mitigation Plan.

(iii) Criteria for prioritizing communities and local jurisdictions that would receive planning and project grants under available funding programs, which should include consideration for communities with the highest risks, repetitive loss properties, and most intense development pressures. Further, that for non-planning grants, a principal criterion for prioritizing grants shall be the extent to which benefits are maximized according

to a cost benefit review of proposed projects and their associated costs.

(5) A *Plan Maintenance Process* that includes:

(i) An established method and schedule for monitoring, evaluating, and updating the plan.

(ii) A system for monitoring implementation of mitigation measures and project closeouts.

(iii) A system for reviewing progress on achieving goals as well as activities and projects identified in the Mitigation Strategy.

(6) A *Plan Adoption Process*. The plan must be formally adopted by the State prior to submittal to us for final review and approval.

(7) *Assurances*. The plan must include assurances that the State will comply with all applicable Federal statutes and regulations in effect with respect to the periods for which it receives grant funding, in compliance with 44 CFR 13.11(c). The State will amend its plan whenever necessary to reflect changes in State or Federal laws and statutes as required in 44 CFR 13.11(d).

(d) *Review and updates*. Plan must be reviewed and revised to reflect changes in development, progress in statewide mitigation efforts, and changes in priorities and resubmitted for approval to the appropriate Regional Director every three years. The Regional review will be completed within 45 days after receipt from the State, whenever possible. We also encourage a State to review its plan in the post-disaster timeframe to reflect changing priorities, but it is not required.

§ 201.5 Enhanced State Mitigation Plans.

(a) A State with a FEMA approved Enhanced State Mitigation Plan at the time of a disaster declaration is eligible to receive increased funds under the HMGP, based on twenty percent of the total estimated eligible Stafford Act disaster assistance. The Enhanced State Mitigation Plan must demonstrate that a State has developed a comprehensive mitigation program, that the State effectively uses available mitigation funding, and that it is capable of managing the increased funding. In order for the State to be eligible for the 20 percent HMGP funding, FEMA must have approved the plan within three years prior to the disaster declaration.

(b) Enhanced State Mitigation Plans must include all elements of the Standard State Mitigation Plan identified in § 201.4, as well as document the following:

(1) Demonstration that the plan is integrated to the extent practicable with other State and/or regional planning

initiatives (comprehensive, growth management, economic development, capital improvement, land development, and/or emergency management plans) and FEMA mitigation programs and initiatives that provide guidance to State and regional agencies.

(2) Documentation of the State's project implementation capability, identifying and demonstrating the ability to implement the plan, including:

(i) Established eligibility criteria for multi-hazard mitigation measures.

(ii) A system to determine the cost effectiveness of mitigation measures, consistent with OMB Circular A-94, Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs, and to rank the measures according to the State's eligibility criteria.

(iii) Demonstration that the State has the capability to effectively manage the HMGP as well as other mitigation grant programs, including a record of the following:

(A) Meeting HMGP and other mitigation grant application timeframes and submitting complete, technically feasible, and eligible project applications with appropriate supporting documentation;

(B) Preparing and submitting accurate environmental reviews and benefit-cost analyses;

(C) Submitting complete and accurate quarterly progress and financial reports on time; and

(D) Completing HMGP and other mitigation grant projects within established performance periods, including financial reconciliation.

(iv) A system and strategy by which the State will conduct an assessment of the completed mitigation actions and include a record of the effectiveness (actual cost avoidance) of each mitigation action.

(3) Demonstration that the State effectively uses existing mitigation programs to achieve its mitigation goals.

(4) Demonstration that the State is committed to a comprehensive state mitigation program, which might include any of the following:

(i) A commitment to support local mitigation planning by providing workshops and training, State planning grants, or coordinated capability development of local officials, including Emergency Management and Floodplain Management certifications.

(ii) A statewide program of hazard mitigation through the development of legislative initiatives, mitigation councils, formation of public/private

partnerships, and/or other executive actions that promote hazard mitigation.

(iii) The State provides a portion of the non-Federal match for HMGP and/or other mitigation projects.

(iv) To the extent allowed by State law, the State requires or encourages local governments to use a current version of a nationally applicable model building code or standard that addresses natural hazards as a basis for design and construction of State sponsored mitigation projects.

(v) A comprehensive, multi-year plan to mitigate the risks posed to existing buildings that have been identified as necessary for post-disaster response and recovery operations.

(vi) A comprehensive description of how the State integrates mitigation into its post-disaster recovery operations.

(c) *Review and updates.* (1) A State must review and revise its plan to reflect changes in development, progress in statewide mitigation efforts, and changes in priorities, and resubmit it for approval to the appropriate Regional Director every three years. The Regional review will be completed within 45 days after receipt from the State, whenever possible.

(2) In order for a State to be eligible for the 20 percent HMGP funding, the Enhanced State Mitigation plan must be approved by FEMA within the three years prior to the current major disaster declaration.

§ 201.6 Local Mitigation Plans.

The local mitigation plan is the representation of the jurisdiction's commitment to reduce risks from natural hazards, serving as a guide for decision makers as they commit resources to reducing the effects of natural hazards. Local plans will also serve as the basis for the State to provide technical assistance and to prioritize project funding.

(a) *Plan requirement.* (1) For disasters declared after November 1, 2003, a local government must have a mitigation plan approved pursuant to this section in order to receive HMGP project grants. Until November 1, 2003, local mitigation plans may be developed concurrent with the implementation of the project grant.

(2) Regional Directors may grant an exception to the plan requirement in extraordinary circumstances, such as in a small and impoverished community, when justification is provided. In these cases, a plan will be completed within 12 months of the award of the project grant. If a plan is not provided within this timeframe, the project grant will be terminated, and any costs incurred after

notice of grant's termination will not be reimbursed by FEMA.

(3) Multi-jurisdictional plans (e.g. watershed plans) may be accepted, as appropriate, as long as each jurisdiction has participated in the process and has officially adopted the plan. State-wide plans will not be accepted as multi-jurisdictional plans.

(b) *Planning process.* An open public involvement process is essential to the development of an effective plan. In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process shall include:

(1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval;

(2) An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests to be involved in the planning process; and

(3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.

(c) *Plan content.* The plan shall include the following:

(1) Documentation of the *planning process* used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.

(2) A *risk assessment* that provides the factual basis for activities proposed in the strategy to reduce losses from identified hazards. Local risk assessments must provide sufficient information to enable the jurisdiction to identify and prioritize appropriate mitigation actions to reduce losses from identified hazards. The risk assessment shall include:

(i) A description of the type, location, and extent of all natural hazards that can affect the jurisdiction. The plan shall include information on previous occurrences of hazard events and on the probability of future hazard events.

(ii) A description of the jurisdiction's vulnerability to the hazards described in paragraph (c)(2)(i) of this section. This description shall include an overall summary of each hazard and its impact on the community. The plan should describe vulnerability in terms of:

(A) The types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazard areas;

(B) An estimate of the potential dollar losses to vulnerable structures identified in paragraph (c)(2)(i)(A) of this section

and a description of the methodology used to prepare the estimate;

(C) Providing a general description of land uses and development trends within the community so that mitigation options can be considered in future land use decisions.

(iii) For multi-jurisdictional plans, the risk assessment section must assess each jurisdiction's risks where they vary from the risks facing the entire planning area.

(3) A *mitigation strategy* that provides the jurisdiction's blueprint for reducing the potential losses identified in the risk assessment, based on existing authorities, policies, programs and resources, and its ability to expand on and improve these existing tools. This section shall include:

(i) A description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.

(ii) A section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure.

(iii) An action plan describing how the actions identified in paragraph (c)(2)(ii) of this section will be prioritized, implemented, and administered by the local jurisdiction. Prioritization shall include a special emphasis on the extent to which benefits are maximized according to a cost benefit review of the proposed projects and their associated costs.

(iv) For multi-jurisdictional plans, there must be identifiable action items specific to the jurisdiction requesting FEMA approval or credit of the plan.

(4) A *plan maintenance process* that includes:

(i) A section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.

(ii) A process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate.

(iii) Discussion on how the community will continue public participation in the plan maintenance process.

(5) *Documentation* that the plan has been formally adopted by the governing body of the jurisdiction requesting approval of the plan (e.g., City Council, County Commissioner, Tribal Council). For multi-jurisdictional plans, each jurisdiction requesting approval of the plan must document that it has been formally adopted.

(d) *Plan review.* (1) Plans must be submitted to the State Hazard Mitigation Officer for initial review and coordination. The State will then send the plan to the appropriate FEMA Regional Office for formal review and approval.

(2) The Regional review will be completed within 45 days after receipt from the State, whenever possible.

(3) Plans must be reviewed, revised if appropriate, and resubmitted for approval within five years in order to continue to be eligible for HMGP project grant funding.

(4) Managing States that have been approved under the criteria established by FEMA pursuant to 42 U.S.C. 5170c(c) will be delegated approval authority for local mitigation plans, and the review will be based on the criteria in this part. Managing States will review the plans within 45 days of receipt of the plans, whenever possible, and provide a copy of the approved plans to the Regional Office.

PART 206—FEDERAL DISASTER ASSISTANCE FOR DISASTERS DECLARED ON OR AFTER NOVEMBER 23, 1988

2. The authority citation for part 206 is revised to read as follows:

Authority: Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121–5206; Reorganization Plan No. 3 of 1978, 43 FR 41943, 3 CFR, 1978 Comp., p. 329; E.O. 12127, 44 FR 19367, 3 CFR, 1979 Comp., p. 376; E.O. 12148, 44 FR 43239, 3 CFR, 1979 Comp., p. 412; and E.O. 12673, 54 FR 12571, 3 CFR, 1989 Comp., p. 214.

2a. Revise Part 206, Subpart M to read as follows:

Subpart M—Minimum Standards

Sec.
206.400 General.
206.401 Local standards.
206.402 Compliance.

§ 206.400 General.

(a) As a condition of the receipt of any disaster assistance under the Stafford Act, the applicant shall carry out any repair or construction to be financed with the disaster assistance in accordance with applicable standards of safety, decency, and sanitation and in conformity with applicable codes, specifications and standards.

(b) Applicable codes, specifications, and standards shall include any disaster resistant building code that meets the minimum requirements of the National Flood Insurance Program (NFIP) as well as being substantially equivalent to the recommended provisions of the National Earthquake Hazards Reduction

Program (NEHRP). In addition, the applicant shall comply with any requirements necessary in regards to Executive Order 11988, Floodplain Management, Executive Order 12699, Seismic Safety of Federal and Federally Assisted or Regulated New Building Construction, and any other applicable Executive orders.

(c) In situations where there are no locally applicable standards of safety, decency and sanitation, or where there are no applicable local codes, specifications and standards governing repair or construction activities, or where the Regional Director determines that otherwise applicable codes, specifications, and standards are inadequate, then the Regional Director may, after consultation with appropriate State and local officials, require the use of nationally applicable codes, specifications, and standards, as well as safe land use and construction practices in the course of repair or construction activities.

(d) The mitigation planning process that is mandated by section 322 of the Stafford Act and 44 CFR part 201 can assist State and local governments in determining where codes, specifications, and standards are inadequate, and may need to be upgraded.

§ 206.401 Local standards.

The cost of repairing or constructing a facility in conformity with minimum codes, specifications and standards may be eligible for reimbursement under section 406 of the Stafford Act, as long as such codes, specifications and standards meet the criteria that are listed at 44 CFR 206.226(b).

§ 206.402 Compliance.

A recipient of disaster assistance under the Stafford Act must document for the Regional Director its compliance with this subpart following the completion of any repair or construction activities.

Subpart N—Hazard Mitigation Grant Program

3. Revise § 206.431 to read as follows:

§ 206.431 Definitions.

Activity means any mitigation measure, project, or action proposed to reduce risk of future damage, hardship, loss or suffering from disasters.

Applicant means a State agency, local government, Indian tribal government, or eligible private nonprofit organization, submitting an application to the grantee for assistance under the HMGP.

Enhanced State Mitigation Plan is the hazard mitigation plan approved under 44 CFR part 201 as a condition of receiving increased funding under the HMGP.

Grant application means the request to FEMA for HMGP funding, as outlined in § 206.436, by a State or tribal government that will act as grantee.

Grant award means total of Federal and non-Federal contributions to complete the approved scope of work.

Grantee means the government to which a grant is awarded and which is accountable for the use of the funds provided. The grantee is the entire legal entity even if only a particular component of the entity is designated in the grant award document. Generally, the State is the grantee. However, an Indian tribal government may choose to be a grantee, or it may act as a subgrantee under the State. An Indian tribal government acting as a grantee will assume the responsibilities of a “state”, under this subpart, for the purposes of administering the grant.

Indian tribal government means any Federally recognized governing body of an Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the Secretary of Interior acknowledges to exist as an Indian tribe under the Federally Recognized Tribe List Act of 1994, 25 U.S.C. 479a. This does not include Alaska Native corporations, the ownership of which is vested in private individuals.

Local Mitigation Plan is the hazard mitigation plan required of a local or Indian tribal government acting as a subgrantee as a condition of receiving a project subgrant under the HMGP as outlined in 44 CFR 201.6.

Standard State Mitigation Plan is the hazard mitigation plan approved under 44 CFR part 201, as a condition of receiving Stafford Act assistance as outlined in § 201.4.

State Administrative Plan for the Hazard Mitigation Grant Program means the plan developed by the State to describe the procedures for administration of the HMGP.

Subgrant means an award of financial assistance under a grant by a grantee to an eligible subgrantee.

Subgrant application means the request to the grantee for HMGP funding by the eligible subgrantee, as outlined in § 206.436.

Subgrantee means the government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided. Subgrantees can be a State agency, local government, private nonprofit organizations, or Indian tribal government as outlined in § 206.433.

Indian tribal governments acting as a subgrantee are accountable to the State grantee.

4. Revise § 206.432(b) to read as follows:

§ 206.432 Federal grant assistance.

* * * * *

(b) *Amounts of assistance.* The total of Federal assistance under this subpart shall not exceed either 15 or 20 percent of the total estimated Federal assistance (excluding administrative costs) provided for a major disaster under 42 U.S.C. 5170b, 5172, 5173, 5174, 5177, 5178, 5183, and 5201 as follows:

(1) *Fifteen (15) percent.* Effective November 1, 2003, a State with an approved Standard State Mitigation Plan, which meets the requirements outlined in 44 CFR 201.4, shall be eligible for assistance under the HMGP not to exceed 15 percent of the total estimated Federal assistance described in this paragraph. Until that date, existing, approved State Mitigation Plans will be accepted.

(2) *Twenty (20) percent.* A State with an approved Enhanced State Mitigation Plan, in effect prior to the disaster declaration, which meets the requirements outlined in 44 CFR 201.5 shall be eligible for assistance under the HMGP not to exceed 20 percent of the total estimated Federal assistance described in this paragraph.

(3) The estimates of Federal assistance under this paragraph (b) shall be based on the Regional Director's estimate of all eligible costs, actual grants, and appropriate mission assignments.

* * * * *

5. Section 206.434 is amended by redesignating paragraphs (b) through (g) as paragraphs (c) through (h), respectively; adding a new paragraph (b); revising redesignated paragraphs (c) introductory text and (c)(1); and revising redesignated paragraph (d) to read as follows:

§ 206.434 Eligibility.

* * * * *

(b) *Plan requirement.* (1) For all disasters declared on or after November 1, 2003, local and tribal government applicants for subgrants, must have an approved local mitigation plan in accordance with 44 CFR 201.6 prior to receipt of HMGP subgrant funding. Until November 1, 2003, local mitigation plans may be developed concurrent with the implementation of subgrants.

(2) Regional Directors may grant an exception to this requirement in extraordinary circumstances, such as in a small and impoverished community

when justification is provided. In these cases, a plan will be completed within 12 months of the award of the project grant. If a plan is not provided within this timeframe, the project grant will be terminated, and any costs incurred after notice of grant's termination will not be reimbursed by FEMA.

(c) *Minimum project criteria.* To be eligible for the Hazard Mitigation Grant Program, a project must:

(1) Be in conformance with the State Mitigation Plan and Local Mitigation Plan approved under 44 CFR part 201;

* * * * *

(d) *Eligible activities.* (1) *Planning.* Up to 7% of the State's HMGP grant may be used to develop State, tribal and/or local mitigation plans to meet the planning criteria outlined in 44 CFR part 201.

(2) *Types of projects.* Projects may be of any nature that will result in protection to public or private property. Eligible projects include, but are not limited to:

(i) Structural hazard control or protection projects;

(ii) Construction activities that will result in protection from hazards;

(iii) Retrofitting of facilities;

(iv) Property acquisition or relocation, as defined in paragraph (e) of this section;

(v) Development of State or local mitigation standards;

(vi) Development of comprehensive mitigation programs with implementation as an essential component;

(vii) Development or improvement of warning systems.

* * * * *

6. Revise § 206.435(a) to read as follows:

§ 206.435 Project identification and selection criteria.

(a) *Identification.* It is the State's responsibility to identify and select eligible hazard mitigation projects. All funded projects must be consistent with the State Mitigation Plan. Hazard Mitigation projects shall be identified and prioritized through the State, Indian tribal, and local planning process.

* * * * *

7. Revise § 206.436 to read as follows:

§ 206.436 Application procedures.

(a) *General.* This section describes the procedures to be used by the grantee in submitting an application for HMGP funding. Under the HMGP, the State or Indian tribal government is the grantee and is responsible for processing subgrants to applicants in accordance with 44 CFR part 13 and this part 206. Subgrantees are accountable to the grantee.

(b) *Governor's Authorized Representative.* The Governor's Authorized Representative serves as the grant administrator for all funds provided under the Hazard Mitigation Grant Program. The Governor's Authorized Representative's responsibilities as they pertain to procedures outlined in this section include providing technical advice and assistance to eligible subgrantees, and ensuring that all potential applicants are aware of assistance available and submission of those documents necessary for grant award.

(c) *Hazard mitigation application.* Upon identification of mitigation measures, the State (Governor's Authorized Representative) will submit its Hazard Mitigation Grant Program application to the FEMA Regional Director. The application will identify one or more mitigation measures for which funding is requested. The application must include a Standard Form (SF) 424, Application for Federal Assistance, SF 424D, Assurances for Construction Programs, if appropriate, and a narrative statement. The narrative statement will contain any pertinent project management information not included in the State's administrative plan for Hazard Mitigation. The narrative statement will also serve to identify the specific mitigation measures for which funding is requested. Information required for each mitigation measure shall include the following:

- (1) Name of the subgrantee, if any;
- (2) State or local contact for the measure;
- (3) Location of the project;
- (4) Description of the measure;
- (5) Cost estimate for the measure;
- (6) Analysis of the measure's cost-effectiveness and substantial risk reduction, consistent with § 206.434(c);
- (7) Work schedule;
- (8) Justification for selection;
- (9) Alternatives considered;
- (10) Environmental information consistent with 44 CFR part 9, Floodplain Management and Protection of Wetlands, and 44 CFR part 10, Environmental Considerations.

(d) *Application submission time limit.* The State's application may be amended as the State identifies and selects local project applications to be funded. The State must submit all local HMGP applications and funding requests for the purpose of identifying new projects to the Regional Director within 12 months of the date of disaster declaration.

(e) *Extensions.* The State may request the Regional Director to extend the application time limit by 30 to 90 day

increments, not to exceed a total of 180 days. The grantee must include a justification in its request.

(f) *FEMA approval.* The application and supplement(s) will be submitted to the FEMA Regional Director for approval. FEMA has final approval authority for funding of all projects.

(g) *Indian tribal grantees.* Indian tribal governments may submit a SF 424 directly to the Regional Director.

Subpart H—Public Assistance
Eligibility

* * * * *

8. Revise § 206.220 to read as follows:

§ 206.220 General.

This subpart provides policies and procedures for determinations of eligibility of applicants for public assistance, eligibility of work, and eligibility of costs for assistance under sections 402, 403, 406, 407, 418, 419,

421(d), 502, and 503 of the Stafford Act. Assistance under this subpart must also conform to requirements of 44 CFR part 201, Mitigation Planning, and 44 CFR part 206, subparts G—Public Assistance Project Administration, I—Public Assistance Insurance Requirements, J—Coastal Barrier Resources Act, and M—Minimum Standards. Regulations under 44 CFR part 9—Floodplain Management and 44 CFR part 10—Environmental Considerations, also apply to this assistance.

9. Section 206.226 is amended by redesignating paragraphs

(b) through (j) as paragraphs (c) through (k), respectively; adding a new paragraph (b); and revising redesignated paragraph (g)(5) to read as follows:

§ 206.226 Restoration of damaged facilities.

* * * * *

(b) *Mitigation planning.* In order to receive assistance under this section, as

of November 1, 2003, the State must have in place a FEMA approved State Mitigation Plan in accordance with 44 CFR part 201.

* * * * *

(g) * * *

(5) If relocation of a facility is not feasible or cost effective, the Regional Director shall disapprove Federal funding for the original location when he/she determines in accordance with 44 CFR parts 9, 10, 201, or subpart M of this part 206, that restoration in the original location is not allowed. In such cases, an alternative project may be applied for.

* * * * *

Dated: February 19, 2002.

Michael D. Brown,
General Counsel.

[FR Doc. 02–4321 Filed 2–25–02; 8:45 am]

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Hazard Mitigation Assistance Unified Guidance

Hazard Mitigation Grant Program, Pre-Disaster Mitigation Program,
and Flood Mitigation Assistance Program

July 12, 2013



FEMA

Federal Emergency Management Agency
Department of Homeland Security
500 C Street, S.W.
Washington, DC 20472

Titles of Opportunities:

- ◆ Hazard Mitigation Grant Program (HMGP)
- ◆ Pre-Disaster Mitigation (PDM) Program
- ◆ Flood Mitigation Assistance (FMA)

Funding Opportunity Numbers:

The Catalog of Federal Domestic Assistance (CFDA) numbers for the three Hazard Mitigation Assistance (HMA) programs are:

- ◆ 97.039 Hazard Mitigation Grant Program (HMGP)
- ◆ 97.047 Pre-Disaster Mitigation (PDM) Program
- ◆ 97.029 Flood Mitigation Assistance (FMA)

Federal Agency Name:

U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA)

Announcement Type:

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PART I. FUNDING OPPORTUNITY DESCRIPTION

Part I of the Hazard Mitigation Assistance (HMA) Unified Guidance introduces the three HMA programs and outlines the organization of the document.

The U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) HMA programs present a critical opportunity to reduce the risk to individuals and property from natural hazards while simultaneously reducing reliance on Federal disaster funds. On March 30, 2011, the President signed Presidential Policy Directive 8: National Preparedness (PPD-8), and the National Mitigation Framework was finalized in May 2013. The National Mitigation Framework comprises seven core capabilities, including Threats and Hazard Identification, Risk and Disaster Resilience Assessment, Planning, Community Resilience, Public Information and Warning, Long-term Vulnerability Reduction, and Operational Coordination. HMA programs provide funding for eligible activities that are consistent with the National Mitigation Framework's Long-term Vulnerability Reduction capability. HMA programs reduce community vulnerability to disasters and their effects, promote individual and community safety and resilience, and promote community vitality after an incident. Furthermore, HMA programs reduce response and recovery resource requirements in the wake of a disaster or incident, which results in a safer community that is less reliant on external financial assistance.

Hazard mitigation is any sustained action taken to reduce or eliminate long-term risk to people and property from natural hazards and their effects. This definition distinguishes actions that have a long-term impact from those that are more closely associated with immediate preparedness, response, and recovery activities. Hazard mitigation is the only phase of emergency management specifically dedicated to breaking the cycle of damage, reconstruction, and repeated damage. Accordingly, States, Territories, Indian Tribal governments, and communities are encouraged to take advantage of funding that HMA programs provide in both the pre- and post-disaster timelines.

Together, these programs provide significant opportunities to reduce or eliminate potential losses to State, Indian Tribal government, and local assets through hazard mitigation planning and project grant funding. Each HMA program was authorized by separate legislative action, and as such, each program differs slightly in scope and intent.

The Hazard Mitigation Grant Program (HMGP) provides funds to States, Territories, Indian Tribal governments, local governments, and eligible private non-profits (PNPs) following a Presidential major disaster declaration. The Pre-Disaster Mitigation (PDM) Program and Flood Mitigation Assistance (FMA) programs provide funds annually to States, Territories, Indian Tribal governments, and local governments. Although the statutory origins of the programs

differ, both share the common goal of reducing the risk of loss of life and property due to natural hazards.

This guidance applies to HMGP funds available for disasters declared on or after the date of publication. The guidance in this document is subject to change based on new laws or regulations enacted after publication. This guidance is applicable to the PDM and FMA programs; the application cycles are announced via <http://www.grants.gov/>. For additional information, please contact FEMA.

State, Territory, or Indian Tribal governments are eligible Applicants for HMA programs. The Applicant is responsible for soliciting subapplications from eligible subapplicants, assisting in the preparation of them, and submitting eligible, complete applications to FEMA in priority order. HMA grant funds are awarded to Applicants. When funding is awarded, the Applicant then becomes the “Grantee” and is accountable for the use of the funds, responsible for administering the grant, and responsible for complying with program requirements and other applicable Federal, State, Territorial, and Indian Tribal laws and regulations. As the Grantee, the Applicant is also responsible for financial management of the program and overseeing all approved projects. In general, the “subapplicant” is a State-level agency, Indian Tribal government, local government, or other eligible entity that submits a subapplication for FEMA assistance to the Applicant. If HMA funding is awarded, the subapplicant becomes the “subgrantee” and is responsible for managing the subgrant and complying with program requirements and other applicable Federal, State, Territorial, Indian Tribal, and local laws and regulations. An Indian Tribal government may participate as either the Applicant/Grantee or the subapplicant/subgrantee (see [Part IV, A](#)). For **HMGP**, “subapplicant” has the same meaning given to the term “Applicant” in the HMGP regulations at Title 44 of the Code of Federal Regulations (CFR) Part 206.431.

A. Authorization and Appropriation

HMGP is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act), Title 42, U.S. Code (U.S.C.) 5170c. The key purpose of HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HMGP is available, when authorized under a Presidential major disaster declaration, in the areas of the State requested by the Governor. Indian Tribal governments may also submit a request for a major disaster declaration within their impacted area. The amount of HMGP funding available to the Applicant is based upon the estimated total of Federal assistance, subject to the sliding scale formula outlined in 44 CFR Section 206.432(b) that FEMA provides for disaster recovery under the Presidential major disaster declaration. The formula provides for up to 15 percent of the first \$2 billion of estimated aggregate amounts of disaster assistance, up to 10 percent for amounts between \$2 billion and \$10 billion, and up to 7.5 percent for amounts between \$10 billion and \$35.333 billion. For States with enhanced

plans, the eligible assistance is up to 20 percent for estimated aggregate amounts of disaster assistance not to exceed \$35.333 billion.

The **PDM** Program is authorized by Section 203 of the Stafford Act, 42 U.S.C. 5133. The PDM Program is designed to assist States, Territories, Indian Tribal governments, and local communities to implement a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding in future disasters.

The **FMA** program is authorized by Section 1366 of the National Flood Insurance Act of 1968, as amended (NFIA), 42 U.S.C. 4104c, with the goal of reducing or eliminating claims under the National Flood Insurance Program (NFIP).

The National Flood Insurance Fund (NFIF) provides the funding for the FMA program. The PDM and FMA programs are subject to the availability of appropriation funding, as well as any program-specific directive or restriction made with respect to such funds.

More information about each program can be found on the FEMA HMA Web site at <https://www.fema.gov/hazard-mitigation-assistance>.

B. Additional Program Information

This guidance consolidates the common requirements for all HMA programs and explains the unique elements of the programs in individual sections. Additionally, it provides information for Federal, State, Indian Tribal, and local officials on how to apply for HMA funding for a proposed mitigation activity.

The organization of this HMA Unified Guidance provides clarity and ease of use by presenting information common to all programs in general order of the grant life cycle. As a result, closely related topics may be presented in different sections of the guidance. This guidance is organized in the following manner:

- ◆ [Part I](#), Funding Opportunity Description, introduces the HMA programs;
- ◆ [Part II](#), Frontloading HMA Program Eligibility Requirements, provides general information to facilitate project scoping and the overall decision-making process;
- ◆ [Part III](#), Award Information, provides information about available funding and application deadlines;
- ◆ [Part IV](#), Eligibility Information, provides information about eligible Applicants and subapplicants, cost-sharing requirements, and other program requirements;
- ◆ [Part V](#), Application and Submission Information, provides information regarding application development including funding restrictions;

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- ◆ [Part VI](#), Application Review Information, summarizes the FEMA review and selection process;
 - ◆ [Part VII](#), Award Administration Information, highlights grants management requirements from the time an award is made through closeout;
 - ◆ [Part VIII](#), FEMA Contacts, provides Regional and State contact information;
 - ◆ [Part IX](#), Additional Program Guidance, provides information that is unique to each program; and
 - ◆ [Part X](#), Appendices, includes acronyms, a glossary, additional resources, and referenced regulations and statutes.
 - ◆ Additional guidance for particular activity types is provided as an Addendum to this guidance. This additional guidance provides information specific to property acquisition and structure demolition or relocation, wildfire mitigation, safe room construction, mitigation reconstruction, and structure elevation projects.

B.1 Programmatic Changes

Although many of the specific requirements of each program remain the same, significant revisions to programmatic requirements included in this HMA Unified Guidance are:

- ◆ Per the Sandy Recovery Improvement Act of 2013 (SRIA), Indian Tribal governments can submit a request for a major disaster declaration within their impacted areas;
- ◆ A new [Part II](#) has been created to outline the importance of “frontloading” HMA program requirements in the project scoping and development process;
- ◆ The Biggert-Waters Flood Insurance Reform Act of 2012 eliminated the Repetitive Flood Claims and Severe Repetitive Loss programs and made the following significant changes to the FMA program:
 - The definitions of repetitive loss and severe repetitive loss properties have been modified ([Part IX, C.1](#));
 - There is no longer a State cap of \$10 million or a community cap of \$3.3 million for any 5-year period;
 - There is no longer a limit on in-kind contributions for the non-Federal cost share (previously limited to one-half of the non-Federal share);
 - Mitigation reconstruction is an eligible activity;
 - Cost-share requirements have changed to allow more Federal funds for properties with repetitive flood claims and severe repetitive loss properties ([Part IV, B](#));

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- The development or update of mitigation plans shall not exceed \$50,000 Federal share to any Applicant or \$25,000 Federal share to any subapplicant ([Part V, E.3](#)); and
 - There is no longer a restriction that a planning grant can only be awarded not more than once every 5 years to a State or community.
- ◆ For Duplication of Benefits (DOB), HMA does not require that property owners seek assistance from other sources (with the exception of insurance);
 - ◆ However, other assistance anticipated or received must be reported ([Part IV, C.4](#)). A Privacy Act notice is required to be provided to homeowners participating in mitigation projects;
 - ◆ For **HMGP**, the purchase and installation of stand-alone generators are eligible under regular HMGP funding if they protect a critical facility and meet all other program eligibility criteria ([Part IV, D.1.1](#));
 - ◆ For **HMGP** and the **PDM Program**, generators and/or related equipment purchases (e.g., generator hook-ups) that are not stand-alone are considered eligible when the generator and related equipment directly relates to the hazard being mitigated and is part of a more comprehensive project ([Part IV, D.1.1](#));
 - ◆ For non-structural retrofits, the elevation of utilities is an eligible activity ([Part IV, D.1.1](#));
 - ◆ FEMA Policy 104-008-01, “Hazard Mitigation Assistance for Wind Retrofit Projects for Existing Residential Buildings” dated November 16, 2012, has been incorporated ([Part IV, D.1.1](#)). With the release of this HMA Unified Guidance, the policy has been superseded;
 - ◆ A mitigation planning subgrant award can result in a mitigation plan adopted by the jurisdiction(s) and approved by FEMA or it can also include planning-related activities as outlined in 44 CFR Parts 201 and 206 ([Part IV, D.1.2](#));
 - ◆ FEMA Mitigation Planning Memorandum (MT-PL) #2 “Guidance For FEMA Regional Directors Regarding “Extraordinary Circumstances” under which an HMGP Project Grant may be awarded to Local Jurisdictions without an Approved Local Mitigation Plan” dated October 28, 2005, has been incorporated. With the release of this HMA Unified Guidance, the memo has been superseded;
 - ◆ For **PDM** and **FMA** project subgrants, the Region may apply extraordinary circumstances, when justification is provided, with concurrence received from FEMA Headquarters (Risk Reduction and Risk Analysis Divisions) prior to granting an exception ([Part IV, D.5](#));
 - ◆ For the PDM Program, the Federal share to update a hazard mitigation plan has been reduced to \$300,000 ([Part V, E.2](#));
 - ◆ Applications must contain minimal information in order for FEMA to be able to make a general eligibility determination ([Part V, G.2](#));

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- ◆ Applications or subapplications submitted to FEMA that do not contain the minimal eligibility criteria are subject to immediate denial ([Part V, G.2](#));
 - ◆ Greatest Savings to the Fund (GSTF) extends to properties under HMA ([Part V, I](#));
 - ◆ An expedited cost-effectiveness methodology (substantial damage waiver) is available for property acquisition projects when certain conditions are met under all HMA programs; this was previously limited to HMGP ([Part V, I](#));
 - ◆ FEMA Policy 108-024-01, “Consideration of Environmental Benefits in the Evaluation of Acquisition Projects under the Hazard Mitigation Assistance (HMA) Programs” dated June 18, 2013, has been incorporated ([Part V, I](#)). With the release of this HMA Unified Guidance, this policy has been incorporated;
 - ◆ Green open space and riparian area benefits can now be included in the project benefit cost ratio (BCR) once the project BCR reaches 0.75 or greater. The inclusion of environmental benefits in the project BCR is limited to acquisition-related activities;
 - ◆ FEMA recommends several HMA efficiencies to facilitate FEMA review and approval ([Part VI, A.5](#));
 - ◆ FEMA provides timelines for Applicants to comply with requests for information (RFI) ([Part VI, B.2.1](#));
 - ◆ FEMA clarifies the consideration of additional information in support of a subapplication ([Part VI, B.5](#));
 - ◆ FEMA clarifies that requests for Scope of Work Changes must address the need for the change through a revised scope, schedule, and budget ([Part VII, B.2](#));
 - ◆ FEMA clarifies when prior FEMA approval is needed for a budget change ([Part VII, B.3](#));
 - ◆ With the publication of this HMA Unified Guidance, the Period of Performance (POP) for the programs begins with the opening of the application period and ends no later than 36 months from the close of the application period. All requests to extend the grant POP beyond 12 months from the original grant POP termination date must be approved by FEMA Headquarters ([Part VII, B.4](#));
 - ◆ FEMA may elect to provide funding for certain projects in incremental amounts (Strategic Funds Management [SFM]) ([Part VII, B.5.1](#));
 - ◆ The Grantee must notify FEMA of each property for which settlement was completed in that quarter ([Part VII, C.2](#));
 - ◆ The HMGP final lock-in will be established 12 months after date of declaration. The final lock-in amount may be greater than or less than the previous calculations. Because the lock-in estimate is subject to change, FEMA will not obligate more than 75 percent of any estimate prior to the calculation of the final lock-in without concurrence of the Regional Administrator or Federal Coordinating Officer with Disaster Recovery Manager

Authority and the Office of Chief Financial Officer ([Part IX, A.3](#));

- ◆ With the release of this guidance, Section 1104 of the SRIA is incorporated as Advance Assistance in ([Part IX, A.9](#));
- ◆ Advance Assistance can be used to accelerate the implementation of the HMGP. Applicants may use Advance Assistance to develop mitigation strategies and obtain data to prioritize, select, and develop complete HMGP applications in a timely manner ([Part IX, A.9](#));
- ◆ For acquisition projects, clarifications were made regarding the purchase of vacant land, land already owned by an eligible entity, and outstanding tax liens (Addendum, Part A);
- ◆ FEMA will make a determination on the open space compatibility of access to a subsurface resource (e.g., mineral rights) on a case-by-case basis (Addendum, Part A);
- ◆ Acquisitions in Coastal Barrier Resource System (CBRS) units and Other Protected Areas (OPAs) are eligible under all HMA programs if the projects are otherwise eligible under the requirements in the 44 CFR and this guidance (Addendum, Part A);
- ◆ FEMA clarifies that the relevant event may vary under the HMA programs; however, pre-market value or current market value can be used at the Applicant's discretion for all HMA programs (Addendum, Part A);
- ◆ In accordance with Section 203(a)(1) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act, the replacement housing allowance for homeowners may increase from \$22,500 to \$31,000 on October 1, 2014 (Addendum, Part A);
- ◆ With the release of this HMA Unified Guidance, certified clean is defined as a letter from the appropriate local, State, Indian Tribal, or Federal entity determining that no further remedial action is required to protect human health or the environment (Addendum, Part A);
- ◆ FEMA Policy MRR-2-08-1, "Wildfire Mitigation Policy for the Hazard Mitigation Grant Program (HMGP) and Pre-Disaster Mitigation (PDM) Program," dated September 8, 2008, has been incorporated. With the release of this HMA Unified Guidance, this policy has now been superseded (Addendum, Part B);
- ◆ FEMA urges communities to implement wildfire projects using the materials and technologies that are in accordance with the International Code Council, FEMA, U.S. Fire Administration, and the National Fire Protection Association (NFPA) Firewise recommendations, whenever applicable (Addendum, Part B);
- ◆ For wildfire projects, the application will include a narrative statement acknowledging the information required in the final operations and maintenance plan. The final operations and maintenance plans must be submitted to FEMA prior to project closeout (Addendum, Part B);

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- ◆ FEMA Interim Policy MRR-2-09-1, “Hazard Mitigation Assistance for Safe Rooms,” dated April 30, 2009, and FEMA Memorandum, subject “Waiver of Two Provisions of Mitigation Interim Policy MRR-2-09-1, “Hazard Mitigation Assistance for Safe Rooms,” dated February 07, 2012, have been incorporated. With the release of this HMA Unified Guidance both policies are now superseded (Addendum, Part C);
 - ◆ For safe room projects, costs associated with the acquisition of land for a community safe room are eligible costs (Addendum, Part C);
 - ◆ For safe room projects, FEMA will review final operations and maintenance plans during project closeout (Addendum, Part C); and
 - ◆ For safe room projects, costs associated with fire suppression sprinklers and heating, ventilation, and air-conditioning (HVAC) systems are an eligible cost (Addendum, Part C).

PART II. FRONTLOADING HMA PROGRAM ELIGIBILITY REQUIREMENTS

Part II provides general information on the importance of “frontloading” HMA Program eligibility requirements in the project scoping and the overall decision-making process. Project scoping and project development are two of the earliest steps in the overall project lifecycle (see [Figure 1](#)) and can have a significant impact on the course an application or subapplication takes through the HMA grant process.

Project scoping (as shown in [Figure 2](#)) is the process by which subapplicants develop effective mitigation alternatives based on a defined set of requirements that meet the stated purpose and need of the proposed project. Applicants are encouraged to include representatives of the whole community in planning and scoping the project to gain broad community participation and support.

The scoping process includes the identification and evaluation of technical feasibility, cost review, cost-effectiveness, and environmental and cultural resource considerations. Based on potential impacts to environmental and cultural resources, there may be a legal requirement to alter the project. The process results in the development of a preferred project alternative that is then documented through the preparation of the application or subapplication. Applicants and subapplicants should consider the whole range of program requirements at the beginning stages of project development. The incorporation of these considerations into the scoping process can increase the efficiency of program review and ensure that all HMA program requirements are addressed.

Figure 1: Overall Project Lifecycle

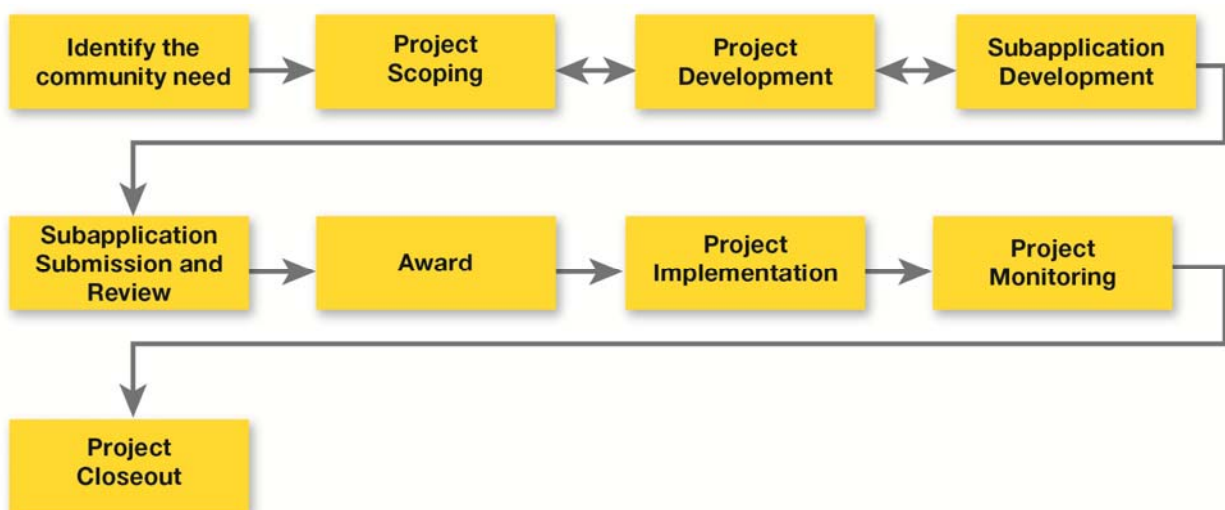
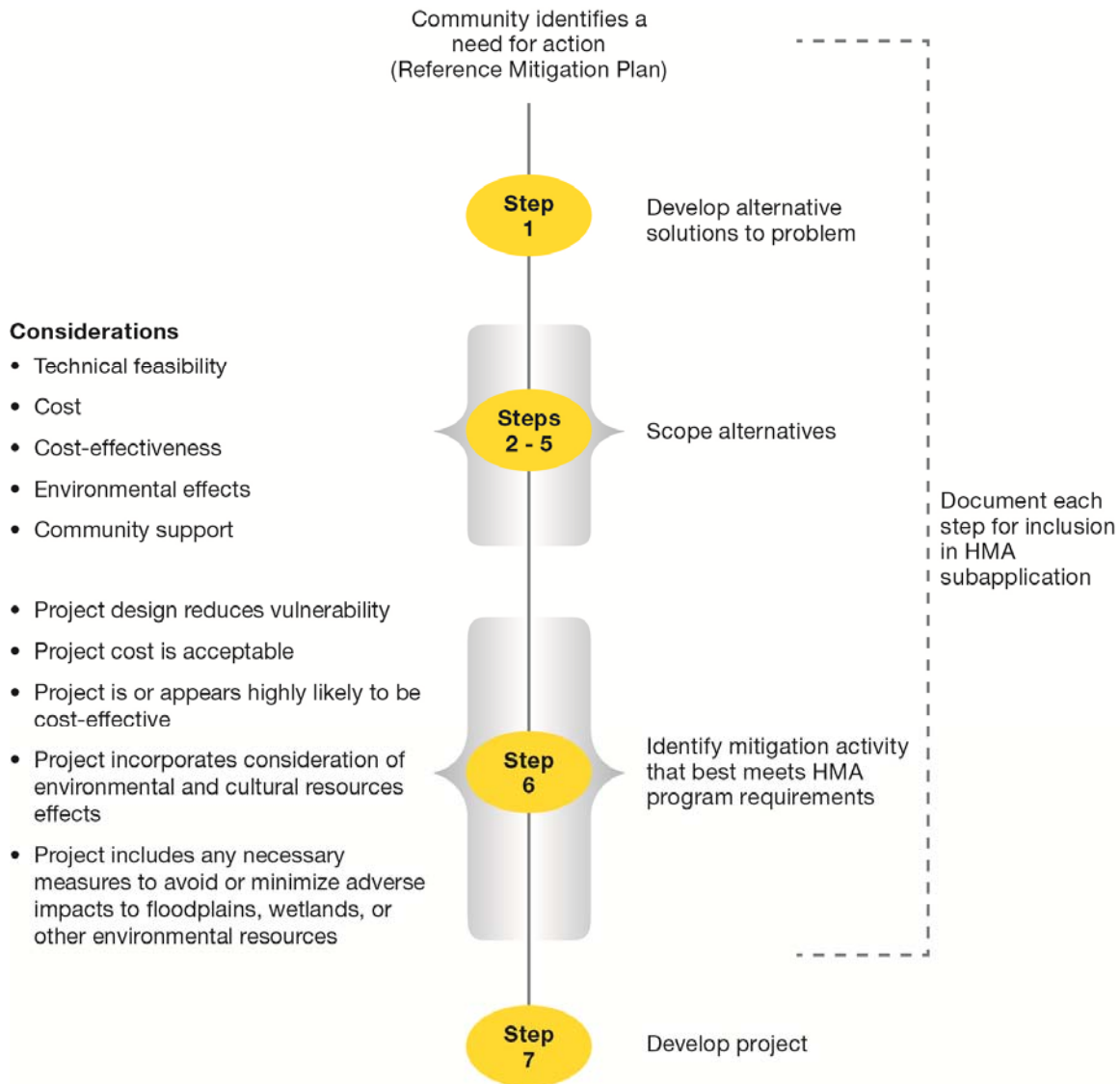


Figure 2: General Steps in Project Scoping Process



Addressing the following HMA program requirements at the earliest stage possible in the decision-making process is important because it can lead to enhanced project scoping as well as development and prevent delays later:

- ◆ Mitigation Planning;
- ◆ Technical Feasibility and Effectiveness;
- ◆ Floodplain Management and Protection of Wetlands;
- ◆ Environmental Planning and Historic Preservation Review and Compliance;
- ◆ Cost-Effectiveness; and
- ◆ Cost Review.

“Frontloading” of these requirements at the earliest point in the decision-making process increases the efficacy of the overall HMA Program. It also reduces the need for RFIs, which may result in quicker selections of projects for further review or approval. Additionally, early consideration of Advance Assistance, SFM, project monitoring, and project closeout in the decision-making process can facilitate the scoping and development of viable projects.

A. Mitigation Planning

Reviewing and incorporating information from the State, Indian Tribal, or local mitigation plan can help an Applicant or subapplicant facilitate the development of mitigation project alternatives. Linking the existing mitigation plan to project scoping can support the Applicant and the subapplicant in selecting the most appropriate mitigation activity that best addresses the identified hazard(s) while taking into account community priorities. In particular, the mitigation strategy section of the plan identifies a range of specific mitigation activities that can reduce vulnerability and includes information on the process that was used to identify, prioritize, and implement the range of mitigation actions considered. Another resource that may be useful in developing mitigation alternatives is the “Mitigation Ideas” guide available from the FEMA Library (see <http://www.fema.gov/library/viewRecord.do?id=6938>). It is important to reference the mitigation plan as potential project alternatives may have been considered during the planning process. If these alternatives were not considered during the mitigation planning process, please include this information in the next mitigation plan update. For more information on hazard mitigation planning, see [Part IV, D.1.2](#) (eligible activities), [Part V, H.2](#) (scope of work), [Part V, H.5.2](#) (cost estimate), or [Part X, C](#) (additional resources).

B. Technical Feasibility and Effectiveness

Mitigation projects submitted for the HMA grants must be both feasible and effective at mitigating the risks of the hazard for which the project was designed. The feasibility of the project is demonstrated through conformance with accepted engineering practices, established codes, standards, modeling techniques, or best practices. Effective mitigation measures funded under HMA should provide a long-term or permanent solution. Consideration of technical feasibility and effectiveness during the project scoping process facilitates project development. For more information on technical feasibility and effectiveness, see [Part VI, A.3](#) (application review criteria), [Part IV, D.4](#) (eligibility program requirements), or [Part V, J](#) (documentation).

C. Floodplain Management and Protection of Wetlands

HMA programs and grants must conform to 44 CFR Part 9, which incorporates the requirements of Executive Order (EO) 11988 (*Floodplain Management*) and EO 11990 (*Protection of Wetlands*). All proposed actions should be reviewed to determine if they are in the floodplain or a wetland. Any actions located in the 100-year floodplain (500-year for critical actions), or adversely increasing the base flood or adversely affecting a wetland, trigger the requirement to

complete the 8-step decision-making process outlined in 44 CFR Section 9.6, see [Part X, Appendix J](#). As part of that process, FEMA must consider alternative locations to determine whether the floodplain or wetland is the only practicable location for that action. If the floodplain or wetland is the only practicable location, FEMA must avoid or must minimize adverse impacts to the floodplain or wetland. For more information on floodplain management and the protection of wetlands, see [Part IV, D.6.1](#) (general program requirements) and [Part X, Appendix J](#) (8-Step Decision Making Process for Floodplain Management Considerations).

D. Environmental Planning and Historic Preservation Review and Compliance

HMA programs and grants must comply with all environmental and historic preservation (EHP) laws and with 44 CFR Part 10, which may include identifying alternate locations and, as necessary, modifying the project. See the EHP Checklist in [Part X, Appendix I](#). Completion of this list is not a substitute for environmental compliance. The front-loading of EHP into the decision-making process allows for development of mitigation measures that reduce or eliminate the proposed project's impact to the human environment; see [Figure 3](#) for an overview of frontloading the EHP and National Environmental Policy Act (NEPA) process. Moreover, compliance with all environmental laws and regulations is a condition of the grant. Two key considerations are whether the proposed project is located in an area that has endangered or threatened species or critical habitat and whether the proposed project might impact historic or cultural resources. If the project could result in adverse impacts to those resources, it might be necessary to change the scope of the project to avoid those impacts or incorporate mitigation measures to minimize the impacts to those resources. To determine whether any EHP issues may be associated with the proposed project, Applicants should review FEMA's HMA EHP Resources At-a-Glance Guide, located at <http://www.fema.gov/library/viewRecord.do?id=6976>. For more information on EHP, see [Part IV, D.6](#) (general program requirements), [Part V, K](#) (documentation), and [Part VI, A.4](#) (application review).

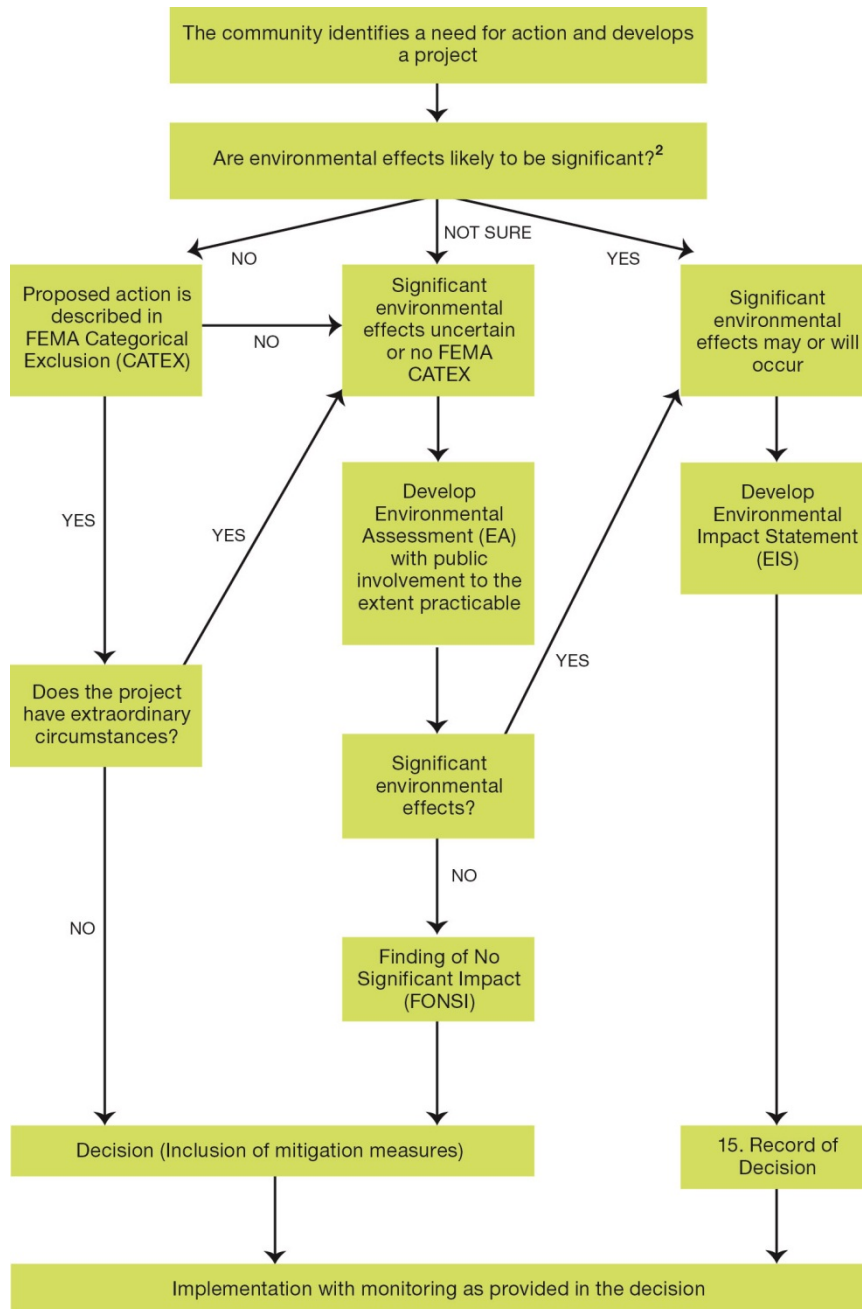
E. Cost-effectiveness

Mitigation activities are required by statute and regulation to be cost-effective or be in the interest of the NFIF. Consideration of the cost-effectiveness requirement at the earliest possible stage of the decision-making process can facilitate project scoping and improve project design. For more information on cost-effectiveness, see [Part IV, D.3](#) (general program requirements) and [Part V, I](#) (documentation).

F. Cost Review

All costs included in the subapplication should be reviewed to ensure that they are necessary, reasonable, and allocable consistent with the provisions of Office of Management and Budget (OMB) Circular A-87 and 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal

Figure 3: Frontloading EHP Considerations and the NEPA Process



Note: 1. Significant new circumstances or information relevant to environmental concerns or substantial changes in the proposed action that are relevant to environmental concerns may necessitate preparation of a supplemental EIS following either the draft or final EIS or the Record of Decision (CEQ NEPA Regulations, 40 C.F.R. § 1502.9(c)).

2. ²Are other environmental and historical preservation laws/EOs triggered by this action? (e.g., ESA, MTBA, EO 11988, EO 1990, CAA, RCRA, CBRA, etc.) If so, coordinate with appropriate agencies as necessary.

3. Figure adapted from "A Citizen's Guide to the NEPA" by the Council on Environmental Quality

Governments. Conducting this cost review at the earliest possible stage allows for improved project scoping and facilitates project development, which facilitates FEMA project review.

G. Project Development

Project scoping is not a separate, stand-alone process from project development. It can be considered the initial stage of project development, during which the details of mitigation activities are evaluated and developed. State, Local, and Indian Tribal governments that actively participate in and document their project scoping process put themselves in a greater position for success during project development. The information gathered in the scoping process serves as the basis for the development of a more detailed and robust technical design, cost, and environmental compliance components of the mitigation activity.

During the project development process, the subapplicant may encounter project considerations such as technical feasibility, cost-effectiveness, and EHP that necessitate the refinement or adjustment of the mitigation activity. When these situations are encountered, the reason for the refinement or re-scoping should be fully documented and included with the subapplication.

H. Advance Assistance

Section 1104 of the SRIA authorizes the use of Advance Assistance to accelerate the implementation of the HMGP. Applicants may use Advance Assistance to develop mitigation strategies and obtain data to prioritize, select, and develop complete HMGP applications in a timely manner. Using Advance Assistance can help Applicants develop eligible and complete applications that include a feasible project budget and an appropriate project milestone. See [Part IX, A.9](#) for additional information on Advance Assistance.

ADVANCE ASSISTANCE

Advance Assistance can be used to develop mitigation strategies and obtain data to prioritize, select, and develop complete HMGP applications. Consideration of Advance Assistance early in the decision-making process can help facilitate the development of a viable project, as well as project administration.

I. Strategic Funds Management

FEMA has implemented SFM. SFM, or incremental funding, is the concept of fiscal program management designed to provide funds as they are needed to implement approved HMGP activities. Through SFM, Applicant recovery and preparedness, communication and partnership, and the overall fiscal accuracy are expected to be improved. Considering SFM early in the decision-making process can help facilitate the development of a feasible project budget and

STRATEGIC FUNDS MANAGEMENT

SFM is a fiscal management approach designed to provide funds to the Grantee as needed to implement approved HMGP activities.

appropriate project milestones. At the beginning of an SFM project, FEMA and the State will work together to develop a work schedule.

See [Part VII, B.5.1](#) for additional information on SFM.

J. Project Monitoring

After a grant or subgrant is awarded, the Grantee and subgrantee are required to monitor and evaluate the progress of the mitigation activity in accordance with the:

- ◆ Approved original scope of work (SOW) and budget;
- ◆ Administrative requirements of 44 CFR Part 13; and
- ◆ Any applicable State requirements.

Sound project monitoring improves the efficiency of the project implementation process and the obligation of funds process. The satisfactory use of quarterly reporting facilitates project management and allows the Grantee, subgrantee, and FEMA to monitor obligations and any unliquidated funds. For additional information on project monitoring (reporting requirements) see [Part VII, C](#).

K. Closeout

Upon project completion, the Grantee and subgrantee are required to closeout the subgrant or grant in accordance 44 CFR Section 13.50 (Closeout). The project file should document that the:

- ◆ Approved SOW was fully implemented;
- ◆ All obligated funds were liquidated and in a manner consistent with the approved SOW;
- ◆ All environmental compliance measures or mitigations were implemented;
- ◆ The project was implemented in a manner consistent with the grant or subgrant agreement;
- ◆ Grantees submitted the required quarterly financial and performance reports; and
- ◆ The grant and subgrant were closed out in accordance with the provisions outlined in [Part VII, C](#) and [D](#) (subgrant and grant closeout).

For more information on closeout, see [Part VII, D](#).

PART III. AWARD INFORMATION

Funding under HMA programs is subject to the availability of appropriations (as well as any directive or restriction made with respect to such funds in the law) and, for HMGP, to the amount of FEMA disaster recovery assistance under the Presidential major disaster declaration.

For additional information about available funding for HMGP, see [Part IX, A.3](#); for the PDM Program, see [Part IX, B.1](#); and for FMA, see [Part IX, C](#).

PART IV. ELIGIBILITY INFORMATION

Part IV identifies common eligibility requirements for all HMA programs, such as eligible Applicants and subapplicants, cost-sharing requirements, restrictions on the use of HMA funds, activities that are eligible for HMA funding, and other program requirements. Additional program-specific requirements are found in [Part IX](#) of this guidance. Additional project-specific requirements can be found in the Addendum to this guidance. To be eligible for funding, Applicants and subapplicants must apply for funds as described in this guidance.

A. Eligible Applicants

Entities eligible to apply for HMA grants include the emergency management agency or a similar office of the 50 States (e.g., the office that has primary emergency management or floodplain management responsibility), the District of Columbia, American Samoa, Guam, the U.S. Virgin Islands, Puerto Rico, the Northern Mariana Islands, and Indian Tribal governments. Each State, Territory, Commonwealth, or Indian Tribal government shall designate one agency to serve as the Applicant for each HMA program. For the definition of the term Indian Tribal government refer to 44 CFR Section 206.431.

An Indian Tribal government may have the option to apply for HMA grants through the State as a subapplicant or directly to FEMA as an Applicant. The option for an Indian Tribal government to apply directly to FEMA reflects FEMA recognition that Indian Tribal governments are sovereign nations and share a government-to-government relationship with the United States. This choice is independent of a designation under other FEMA grants and programs, but is not available on a project-by-project basis within a single grant program. If an Indian Tribal government chooses to apply directly to FEMA and is awarded the grant, it bears the full responsibility of a Grantee for the purposes of administering the grant. For plan requirements relevant to the options to apply as a subapplicant or an Applicant, see [Part IV, D.5.1](#).

A.1 Eligible Subapplicants

All interested subapplicants must apply to the Applicant. [Table 1](#) identifies, in general, eligible subapplicants. For specific details regarding eligible subapplicants, refer to 44 CFR Section 206.434(a) for HMGP and 44 CFR Section 79.6(a) for FMA. For HMGP and the PDM Program, see 44 CFR Section 206.2(a)(16) for a definition of local governments.

Individuals and businesses are not eligible to apply for HMA funds; however, an eligible Applicant or subapplicant may apply for funding on behalf of individuals and businesses. For additional information about the eligibility of PNPs for HMGP, see Part IX, A.5.

Table 1: Eligible Subapplicants

Entity	HMGP	PDM	FMA
State agencies	√	√	√
Indian Tribal governments	√	√	√
Local governments/communities	√	√	√
Private non-profit organizations (PNPs)	√		

B. Cost Sharing

Under the HMA programs, the total cost to implement approved mitigation activities is generally funded by a combination of Federal and non-Federal sources. Both the Federal and the non-Federal cost shares must be for eligible costs used in direct support of the approved activities under this guidance and the grant award. Contributions of cash, third-party in-kind services, materials, or any combination thereof, may be accepted as part of the non-Federal cost share.

FEMA administers cost-sharing requirements consistent with 44 CFR Section 13.24 and 2 CFR Section 215.23. To meet cost-sharing requirements, the non-Federal contributions must be reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations.

In general, HMA funds may be used to pay up to 75 percent of the eligible activity costs. The remaining 25 percent of eligible activity costs are derived from non-Federal sources. Exceptions to the 75 percent Federal and 25 percent non-Federal share (see [Table 2](#)) are as follows:

- ◆ **PDM Program** – Small impoverished communities may be eligible for up to a 90 percent Federal cost share. For information about small impoverished communities, see [Part IX, B.2.](#)
- ◆ **FMA**
 - FEMA may contribute up to 100 percent Federal cost share for severe repetitive loss properties or the expected savings to the NFIF for acquisition or relocation activities (the GSTF value for property acquisition may be offered to the property owner if the project is not cost-effective using pre-event or current market value);
 - FEMA may contribute up to 90 percent Federal cost share for repetitive loss properties; and
 - FEMA may contribute up to 75 percent Federal cost share for NFIP-insured properties.
- ◆ **Insular areas, including American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands** – FEMA automatically waives the non-Federal cost share when the non-Federal cost share for the entire grant is under \$200,000, not an individual subgrant. If the non-Federal cost share for the entire grant is \$200,000 or

greater, FEMA may waive all or part of the cost share, such a waiver is usually consistent with that provided for Public Assistance under the disaster declaration. If FEMA does not waive the cost share, the insular area must pay the entire cost-share amount, not only the amount over \$200,000.

Cost-share requirements also extend to management costs with the following exceptions:

- ◆ For **HMGP**, available HMGP management costs are calculated as a percentage of the Federal funds provided. There is no additional cost-share requirement for management costs.
- ◆ Under the **PDM Program**, only Indian Tribal Grantees meeting the definition of a small impoverished community are eligible for a non-Federal cost share of 10 percent for management costs.

See [Part IX, A.7](#) for further information about HMGP cost-share requirements and [Part V, E.4](#) for further information on funding restrictions for management costs.

HMA Federal funds, or funds used to meet HMA cost-share requirements, may not be used as a cost share for other Federal funds, for lobbying, or intervention in Federal regulatory or adjudicatory proceedings.

Table 2: Cost-Share Requirements

Programs	Mitigation Activity	Grantee Management Costs	Subgrantee Management Costs
	(Percent of Federal / Non-Federal Share)	(Percent of Federal / Non-Federal Share)	(Percent of Federal / Non-Federal Share)
HMGP	75/25	100/0	—/— ⁽¹⁾
PDM	75/25	75/25	75/25
PDM – subgrantee is small impoverished community	90/10	75/25	90/10
PDM – Tribal Grantee is small impoverished community	90/10	90/10	90/10
FMA – insured properties and planning grants	75/25	75/25	75/25
FMA – repetitive loss property ⁽²⁾	90/10	90/10	90/10
FMA – severe repetitive loss property ⁽²⁾	100/0	100/0	100/0

(1) Subapplicants should consult their State Hazard Mitigation Officer (SHMO) for the amount or percentage of HMGP subgrantee management cost funding their State has determined to be passed through to subgrantees.

(2) To be eligible for an increased Federal cost share a FEMA-approved State or Tribal (Standard or Enhanced) Mitigation Plan that addresses repetitive loss properties must be in effect at the time of grant award, and the property that is being submitted for consideration must be a repetitive loss property.

B.1 Federal Funds Allowed to Be Used as Non-Federal Cost Share

In general, the non-Federal cost-share requirement may not be met with funds from other Federal agencies; however, authorizing statutes explicitly allow some Federal funds to be used as a cost share for other Federal grants. Federal funds that are used to meet a non-Federal cost-share requirement must meet the purpose and eligibility requirements of both the Federal source program and the HMA grant program.

B.2 Increased Cost of Compliance as Non-Federal Cost Share

The NFIP Increased Cost of Compliance (ICC) claim payment from a flood event may be used to contribute to the non-Federal cost-share requirements so long as the claim is made within the timelines allowed by the NFIP. ICC payments can only be used for costs that are eligible for ICC benefits; for example, ICC cannot pay for property acquisition, but can pay for structure demolition or relocation. In addition, Federal funds cannot be provided where ICC funds are available; if the ICC payment exceeds the required non-Federal share, the Federal funding award will be reduced to the difference between the cost of the activity and the ICC payment.

If an ICC payment is being used as a subapplicant's non-Federal cost share, the NFIP policyholder must assign the claim to the subapplicant. However, only that part of the ICC benefit that pertains to the property can be assigned to the subapplicant. The NFIP policyholder can only assign the ICC benefit to the subapplicant; in no case can the policyholder assign the ICC benefit to another individual. Steps for the assignment of ICC coverage are available at <http://www.fema.gov/national-flood-insurance-program/steps-assignment-coverage-d-increased-cost-compliance-coverage>.

C. Restrictions

C.1 Non-Discrimination Compliance

In accordance with Section 308 of the Stafford Act and Title VI of the 1964 Civil Rights Act, all HMA programs are administered in an equitable and impartial manner, without discrimination on the grounds of race, color, religion, nationality, sex, age, disability, English proficiency, or economic status. In addition, Federal assistance distributed by State and local governments is to be implemented in compliance with all applicable laws.

Applicants and subapplicants must ensure that no discrimination is practiced. Applicants and subapplicants must consider fairness, equity, and equal access when prioritizing and selecting project subapplications to submit with their grant application. Subapplicants also must ensure fairness and equal access to property owners and individuals that benefit from mitigation activities.

C.2 Conflict of Interest

Applicants and subapplicants must avoid conflicts of interest. Subapplicants must comply with the procurement guidelines at 44 CFR Section 13.36, which require subapplicants to avoid situations in which local officials with oversight authority might benefit financially from the grant disbursement. Applicants must comply with guidelines for awarding and administering subgrants as stated in 44 CFR Section 13.37.

C.3 Duplication of Programs

FEMA will not provide assistance for activities for which it determines the primary or more specific authority lies with another Federal agency or program. Other programs and authorities should be examined before applying for HMA funding. HMA funds are not intended to be used as a substitute for other available program authorities. Available program authorities include other FEMA programs (e.g., Individual Assistance and Public Assistance) and programs under other Federal agencies, such as the U.S. Environmental Protection Agency, U.S. Army Corps of Engineers, and the Natural Resources Conservation Service. FEMA may disallow or recoup amounts that duplicate other authorities.

For additional information about Duplication of Programs for wildfire mitigation projects, see Addendum, Part B.2.

C.4 Duplication of Benefits

HMA funds cannot duplicate funds received by or available to Applicants or subapplicants from other sources for the same purpose. Examples of other sources include insurance claims, other assistance programs (including previous project or planning grants and subgrants from HMA programs), legal awards, or other benefits associated with properties or damage that are subject of litigation.

Because the availability of other sources of mitigation grant or loan assistance is subject to available information and the means of each individual Applicant, HMA does not require that property owners seek assistance from other sources (with the exception of insurance). However, it is the responsibility of the property owner to report other benefits received, any applications for other assistance, the availability of insurance proceeds, or the potential for other compensation, such as from pending legal claims for damages, relating to the property.

DUPLICATION OF BENEFITS

DOB is used to describe assistance that is from more than one source and that is used for the same purpose or activity. The purpose may apply to the entire project or only part of it.

DOB may apply when assistance for the same purpose:

- Has been received
- Will be received
- Is reasonably available from another source, such as insurance or legal settlements due to the property owners

Where the property owner has an insurance policy covering any loss to the property that relates to the proposed HMA project, the means are available for receiving compensation for a loss or, in the case of ICC, assistance toward a mitigation project. FEMA will generally require that the property owner file a claim prior to the receipt of HMA funds.

Information regarding other assistance received by properties in HMA projects may be shared under 5 U.S.C. 552a (b) of the Privacy Act of 1974. Uses may include sharing with custodians of property records, such as other Federal or other governmental agencies, insurance companies, or any public or private entity, for the purposes of ensuring that the property has not received money that is duplicative of any possible HMA grants received. When obtaining information from property owners about other sources of assistance, a Privacy Act statement must be distributed to each owner. For more information about the process of verifying potential duplication, access the HMA Tool for Identifying Duplication of Benefits at <http://www.fema.gov/library/viewRecord.do?id=6815> and for a copy of the Privacy Act statement (see Appendix F of that document).

For additional information on DOB for property acquisition and structure demolition or relocation projects, see Addendum Part A.11.4.

D. General Program Requirements

D.1 Eligible Activities

To be eligible, activities must meet all requirements referenced in this guidance. Eligible activities for HMA fall into the following categories:

- ◆ Mitigation projects (all HMA programs);
- ◆ Hazard mitigation planning (all HMA programs); and
- ◆ Management costs (all HMA programs).

[Table 3](#) summarizes eligible activities that may be funded by the HMA programs. Detailed descriptions of these activities follow the table in [Part IV, D.1.1](#), [D.1.2](#), and [D.1.3](#).

The following activities are not eligible as stand-alone activities but are eligible when included as a functional component of eligible mitigation activities:

- ◆ For the **PDM Program**, generators and/or related equipment purchases (e.g., generator hook-ups), when the generator directly relates to the hazards being mitigated and is part of a larger project;
- ◆ Real property or easements purchases required for the completion of an eligible mitigation project; and
- ◆ Studies that are integral to the development and implementation of mitigation project, including hydrologic and hydraulic, engineering, or drainage studies.

Table 3: Eligible Activities by Program

Eligible Activities	HMGP	PDM	FMA
1. Mitigation Projects	√	√	√
Property Acquisition and Structure Demolition	√	√	√
Property Acquisition and Structure Relocation	√	√	√
Structure Elevation	√	√	√
Mitigation Reconstruction			√
Dry Floodproofing of Historic Residential Structures	√	√	√
Dry Floodproofing of Non-residential Structures	√	√	√
Minor Localized Flood Reduction Projects	√	√	√
Structural Retrofitting of Existing Buildings	√	√	
Non-structural Retrofitting of Existing Buildings and Facilities	√	√	√
Safe Room Construction	√	√	
Wind Retrofit for One- and Two-Family Residences	√	√	
Infrastructure Retrofit	√	√	√
Soil Stabilization	√	√	√
Wildfire Mitigation	√	√	
Post-Disaster Code Enforcement	√		
Generators	√	√	
5 Percent Initiative Projects	√		
Advance Assistance	√		
2. Hazard Mitigation Planning	√	√	√
3. Management Costs	√	√	√

Additional information regarding eligible projects for HMGP is included in [Part IX, A.8](#) and [A.9](#); and for FMA, see [Part IX, C.1](#).

Costs for eligible activities must be reasonable, allowable, allocable, and necessary as required by 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments, 44 CFR Section 13.22, applicable program regulations, and this guidance.

D.1.1 Mitigation Projects

This section briefly describes the mitigation projects eligible under one or more of the three HMA programs. [Table 3](#) summarizes the eligibility of the following project types for each program:

- ◆ **Property Acquisition and Structure Demolition** – The voluntary acquisition of an existing at-risk structure and, typically, the underlying land, and conversion of the land to

open space through the demolition of the structure. The property must be deed-restricted in perpetuity to open space uses to restore and/or conserve the natural floodplain functions. For property acquisition and structure demolition projects, see Addendum, Part A.

- ◆ **Property Acquisition and Structure Relocation** – The voluntary physical relocation of an existing structure to an area outside of a hazard-prone area, such as the Special Flood Hazard Area (SFHA) or a regulatory erosion zone and, typically, the acquisition of the underlying land. Relocation must conform to all applicable State and local regulations. The property must be deed-restricted in perpetuity to open space uses to restore and/or conserve the natural floodplain functions. For property acquisition and structure relocation projects, see Addendum, Part A.
- ◆ **Structure Elevation** – Physically raising and/or retrofitting an existing structure to the Base Flood Elevation (BFE) or higher if required by FEMA or local ordinance. Elevation may be achieved through a variety of methods, including elevating on continuous foundation walls; elevating on open foundations, such as piles, piers, posts, or columns; and elevating on fill. Foundations must be designed to properly address all loads and be appropriately connected to the floor structure above, and utilities must be properly elevated as well. FEMA encourages Applicants and subapplicants to design all structure elevation projects in accordance with the American Society of Civil Engineers/Structural Engineering Institute (ASCE/SEI) 24-05, *Flood Resistant Design and Construction*. For additional information about structure elevation projects, see Addendum, Part E.
- ◆ **Mitigation Reconstruction** – The construction of an improved, elevated building on the same site where an existing building and/or foundation has been partially or completely demolished or destroyed. Mitigation reconstruction is only permitted for structures outside of the regulatory floodway or coastal high hazard area (Zone V) as identified by the existing best available flood hazard data. Activities that result in the construction of new living space at or above the BFE will only be considered when consistent with the mitigation reconstruction requirements.
- ◆ **Dry Floodproofing** – Techniques applied to keep structures dry by sealing the structure to keep floodwaters out. For all dry floodproofing activities, FEMA encourages Applicants and subapplicants to design all dry floodproofing projects in accordance with ASCE/SEI 24-05.
 - **Dry Floodproofing of Historic Residential Structures** is permissible only when other techniques that would mitigate to the BFE would cause the structure to lose its status as a Historic Structure, as defined in 44 CFR Section 59.1.
 - **Dry Floodproofing of Non-residential Structures** must be performed in accordance with NFIP Technical Bulletin (TB) 3-93, *Non-Residential Floodproofing*—

Requirements and Certification, and the requirements pertaining to dry floodproofing of non-residential structures found in 44 CFR Sections 60.3(b)(5) and (c)(4).

- ◆ **Generators** – Generators are emergency equipment that provide a secondary source of power. Generators and related equipment (e.g., hook-ups) are eligible provided that they are cost-effective, contribute to a long-term solution to the problem they are intended to address, and meet other program eligibility criteria.

- **PDM Program:** Generators and/or related equipment purchases (e.g., generator hook-ups) are eligible when the generator directly relates to the hazards being mitigated and is part of a larger project.
- **HMGP:** A permanently installed generator that is a stand-alone project can be considered under regular HMGP funding if the generator protects a critical facility. Critical facilities may include police and fire stations, hospitals, and water and sewer treatment facilities. A generator that is a component of a larger project (e.g., elevation of a lift station) can also be funded under regular HMGP funding and the use of aggregation is permitted. Portable generators are eligible provided that they meet all HMGP requirements as described in 44 CFR Section 206.434. Stand-alone generator projects that cannot be determined cost-effective via standard HMA benefit-cost methodology may be eligible under the 5 Percent Initiative. See [Part IX, A.10](#) for additional information about the 5 Percent Initiative.

GENERATORS

- Stand-alone generators and related equipment (e.g., generator hook-ups) are eligible under the 5 Percent Initiative.
- Stand-alone generators (including related equipment) are eligible for regular HMGP funding if the generator protects a critical facility and meets all other program eligibility criteria.
- Generators (including related equipment) that constitute a functional portion of an otherwise eligible mitigation measure are eligible for HMGP and PDM Program funding.
- Portable generators are eligible for HMGP regular funding and the 5 Percent Initiative if they meet all HMGP requirements as described in 44 CFR Section 206.434.

For additional information on generators please see the Frequently Asked Questions for Generators in [Part X, Appendix G](#).

HMA funds are not available as a substitute for emergency, temporary, or partial solutions under the Stafford Act Section 403, Essential Assistance (42 U.S.C. 5170b) and/or the Stafford Act, Title VI Emergency Preparedness (42 U.S.C. 5195).

- ◆ **Minor Localized Flood Reduction Projects** – Projects to lessen the frequency or severity of flooding and decrease predicted flood damages, such as the installation or modification of culverts, and stormwater management activities, such as creating retention and detention basins. These projects must not duplicate the flood prevention activities of other Federal agencies and may not constitute a section of a larger flood control system.

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- Under the FMA program, minor localized flood reduction projects should benefit NFIP-insured properties. Projects will be prioritized based on the number of NFIP insured properties included in the project. Projects that do not include NFIP-insured properties will not be considered for funding. Documentation must be provided in the subapplication to verify the NFIP insurance requirement, which includes flood insurance policy and property locator numbers as appropriate.
 - ◆ **Structural Retrofitting of Existing Buildings** – Modifications to the structural elements of a building to reduce or eliminate the risk of future damage and to protect inhabitants. The structural elements of a building that are essential to protect to prevent damage include foundations, load-bearing walls, beams, columns, building envelope, structural floors and roofs, and the connections between these elements.
 - ◆ **Non-structural Retrofitting of Existing Buildings and Facilities** – Modifications to the non-structural elements of a building or facility to reduce or eliminate the risk of future damage and to protect inhabitants. Non-structural retrofits may include bracing of building contents to prevent earthquake damage or the elevation of utilities.
 - ◆ **Safe Room Construction** – Safe room construction projects are designed to provide immediate life-safety protection for people in public and private structures from tornado and severe wind events, including hurricanes. For HMA, the term “safe room” only applies to extreme wind (combined tornado and hurricane) residential, non-residential, and community safe rooms; tornado community safe rooms; and hurricane community safe rooms. This type of project includes retrofits of existing facilities or new safe room construction projects, and applies to both single and dual-use facilities. For additional information, see Addendum, Part C.
 - ◆ **Wind retrofit projects** – Wind retrofit projects of one and two-family residential buildings must be designed in conformance with the design criteria found in the *Wind Retrofit Guide for Residential Buildings* (FEMA P-804) published December 2010. This document is available in the FEMA Library at <http://www.fema.gov/library/viewRecord.do?id=4569>.
 - ◆ **Infrastructure Retrofit** – Measures to reduce risk to existing utility systems, roads, and bridges.
 - ◆ **Soil Stabilization** – Projects to reduce risk to structures or infrastructure from erosion and landslides, including installing geotextiles, stabilizing sod, installing vegetative buffer strips, preserving mature vegetation, decreasing slope angles, and stabilizing with rip rap and other means of slope anchoring. These projects must not duplicate the activities of other Federal agencies.
 - ◆ **Wildfire Mitigation** – Projects to mitigate at-risk structures and associated loss of life from the threat of future wildfire through:

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- **Defensible Space for Wildfire** – Projects creating perimeters around homes, structures, and critical facilities through the removal or reduction of flammable vegetation. For additional information, see Addendum, Part B.3.1.
 - **Application of Ignition-resistant Construction** – Projects that apply ignition-resistant techniques and/or non-combustible materials on new and existing homes, structures, and critical facilities. For additional information, see Addendum, Part B.3.2.
 - **Hazardous Fuels Reduction** – Projects that remove vegetative fuels proximate to at-risk structures that, if ignited, pose significant threat to human life and property, especially critical facilities. For additional information, see Addendum, Part B.3.3.
 - ◆ **Post-Disaster Code Enforcement** – Projects designed to support the post-disaster rebuilding effort by ensuring that sufficient expertise is on hand to ensure appropriate codes and standards, including NFIP local ordinance requirements, are used and enforced. For additional information, see [Part IX, A.8](#).
 - ◆ **Advance Assistance** – Section 1104 of the SRIA authorizes the use of Advance Assistance to accelerate the implementation of the Hazard Mitigation Grant Program (HMGP). Applicants may use Advance Assistance to develop mitigation strategies and obtain data to prioritize, select and develop complete HMGP applications in a timely manner. See [Part IX, A.9](#) for additional information on Advance Assistance.
 - ◆ **5 Percent Initiative Projects** – These projects, which are only available pursuant to an HMGP disaster, provide an opportunity to fund mitigation actions that are consistent with the goals and objectives of the State or Indian Tribal (Standard or Enhanced) and local mitigation plans and meet all HMGP program requirements, but for which it may be difficult to conduct a standard Benefit-Cost Analysis (BCA) to prove cost-effectiveness. For additional information, see [Part IX, A.10](#).

D.1.2 Hazard Mitigation Planning

Mitigation plans are the foundation for effective hazard mitigation. A mitigation plan is a demonstration of the commitment to reduce risks from natural hazards and serves as a strategic guide for decision-makers as they commit resources.

The mitigation planning process includes hazard identification and risk assessment leading to the development of a comprehensive mitigation strategy for reducing risks to life and property. The mitigation strategy section of the plan identifies a range of specific mitigation actions and projects being considered to reduce risks to new and existing buildings and infrastructure. This section includes an action plan describing how identified mitigation activities will be prioritized, implemented, and administered.

MITIGATION PLANNING-RELATED ACTIVITIES

Planning activities can include assessing risk and updating the mitigation strategy to reflect current disaster recovery goals.

Planning activities funded under HMA are designed to develop State, Indian Tribal, and local mitigation plans that meet the planning requirements outlined in 44 CFR Part 201. A mitigation planning subgrant award must result in a mitigation plan adopted by the jurisdiction(s) and approved by FEMA or it must result in a planning related activity approved by FEMA (e.g., incorporating new data into the Risk Assessment, or updating the Mitigation Strategy to reflect current disaster recovery goals) consistent with the requirements in 44 CFR Parts 201 and 206.

For **FMA**, funds shall only be used to support the flood hazard portion of State, Indian Tribal, or local mitigation plans to meet the criteria specified in 44 CFR Part 201. Funds are only available to support these activities in communities participating in the NFIP.

For links to mitigation planning and risk assessment resources, see [Part X, C.2](#).

D.1.2.1 Eligible Hazard Mitigation Planning-Related Activities

Eligible activities include but are not limited to:

- ◆ Update or enhance sections of the current FEMA-approved mitigation plan, such as:
 - Risk and vulnerability assessment based on new information, including supporting studies, such as economic analyses;
 - Mitigation strategy, specifically strengthening the linkage to mitigation action implementation, with emphasis on available HMA project grant funding; or
 - Incorporate climate adaptation, green building, or smart growth principles into the risk assessment and/or mitigation strategy.
- ◆ Integrate information from mitigation plans, specifically risk assessment or mitigation strategies, with other planning efforts, such as:
 - Disaster recovery strategy (pre- or post), preparedness, or response plans;
 - Comprehensive (e.g., land use, master) plans;
 - Capital improvement or economic development plans;
 - Resource management / conservation plans (i.e., storm water, open space); or
 - Other long-term community planning initiatives (i.e., transportation or housing).
- ◆ Building capability through delivery of technical assistance and training.
- ◆ Evaluation of adoption and/or implementation of ordinances that reduce risk and/or increase resilience.

D.1.2.2 Ineligible Hazard Mitigation Planning-Related Activities

The following is a list of activities considered ineligible as “stand alone” planning-related activities:

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- ◆ Hazard identification or mapping and related equipment for the implementation of mitigation activities (eligible under 5 Percent Initiative);
 - ◆ Geographic Information System (GIS) software, hardware, and data acquisition whose primary aim is mitigation (eligible under 5 Percent Initiative);
 - ◆ Public awareness or education campaigns about mitigation (eligible under 5 Percent Initiative);
 - ◆ Project scoping or development (also referred to as “project planning”), such as BCA, engineering feasibility studies, application development, construction design, or EHP data collection; and
 - ◆ Activities not resulting in a clearly defined product or product(s).

D.1.3 Management Costs

Management costs are any indirect costs and administrative expenses that are reasonably incurred by a Grantee or subgrantee in administering a grant or subgrant award.

Eligible Applicant or subapplicant management cost activities may include:

- ◆ Solicitation, review, and processing of subapplications and subgrant awards;
- ◆ Subapplication development and technical assistance to subapplicants regarding feasibility and effectiveness, BCA, and EHP documentation;
- ◆ Geocoding mitigation projects identified for further review by FEMA;
- ◆ Delivery of technical assistance (e.g., plan reviews, planning workshops, training) to support the implementation of mitigation activities;
- ◆ Managing grants (e.g., quarterly reporting, closeout);
- ◆ Technical monitoring (e.g., site visits, technical meetings);
- ◆ Purchase of equipment, per diem and travel expenses, and professional development that is directly related to the implementation of HMA programs; and
- ◆ Staff salary costs directly related to performing the activities listed above.

Management costs are only awarded in conjunction with project or planning grants and subgrants. For more information regarding management costs for HMGP, see [Part IX, A.4](#). For the **PDM Program and FMA**, FEMA may provide up to 25 percent of the Applicant’s anticipated management costs, upon the award and final approval of the first subgrant. The remaining management costs will be obligated as additional subgrants are awarded.

D.2 Ineligible Activities

The following list provides examples of activities that are not eligible for HMA funding:

- ◆ Projects that do not reduce the risk to people, structures, or infrastructure;
- ◆ Projects that are dependent on a contingent action in order to be effective and/or feasible (i.e., not a stand-alone mitigation project that solves a problem independently or constitutes a functional portion of a solution);
- ◆ Projects with the sole purpose of open space acquisition of unimproved land;
- ◆ Projects for which actual physical work such as groundbreaking, demolition, or construction of a raised foundation has occurred prior to award or final approval. Projects for which demolition and debris removal related to structures proposed for acquisition or mitigation reconstruction has already occurred may be eligible when such activities were initiated or completed under the FEMA Public Assistance program to alleviate a health or safety hazard as a result of a disaster;
- ◆ Projects that involve land that is contaminated with hazardous waste;
- ◆ Projects for preparedness activities or temporary measures (e.g., sandbags, bladders, geotubes);
- ◆ Projects that create revolving loan funds;
- ◆ Activities required as a result of negligence or intentional actions, or those intended to remedy a code violation, or the reimbursement of legal obligations such as those imposed by a legal settlement, court order, or State law;
- ◆ FEMA may, at its discretion, choose not to fund projects subject to ongoing litigation if such litigation may affect eligibility of the project or may substantially delay implementation of the project;
- ◆ All projects located in a CBRS Unit or in OPAs, other than property acquisition and structure demolition or relocation projects for open space under HMA. For details on property acquisition and structure demolition or relocation projects for open space within a CBRS Unit or OPAs see Addendum, Part A.2;
- ◆ Activities on Federal lands or associated with facilities owned by another Federal entity;
- ◆ Major flood control projects related to the construction, demolition, or repair of dams, dikes, levees, floodwalls, seawalls, groins, jetties, breakwaters, and erosion projects related to beach nourishment or re-nourishment;
- ◆ Projects for hazardous fuels reduction in excess of 2 miles from structures;
- ◆ Projects that address unmet needs from a disaster that are not related to mitigation;

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- ◆ Retrofitting facilities primarily used for religious purposes, such as places of worship (or other projects that solely benefit religious organizations). However, a place of worship may be included in a property acquisition and structure demolition or relocation project provided that the project benefits the entire community, such as when the whole neighborhood or community is being removed from the hazard area;
 - ◆ Activities that only address manmade hazards;
 - ◆ Projects that address, without an increase in the level of protection, operation, deferred or future maintenance, repairs, or replacement of existing structures, facilities, or infrastructure (e.g., dredging, debris removal, replacement of obsolete utility systems, bridges, and facility repair/rehabilitation);
 - ◆ Projects for the purpose of:
 - Landscaping for ornamentation (e.g., trees, shrubs);
 - Site remediation of hazardous materials (with the exception eligible activities, such as the abatement of asbestos and/or lead-based paint and the removal of household hazardous wastes to an approved landfill);
 - Water quality infrastructure;
 - Projects that primarily address ecological or agricultural issues;
 - Forest management;
 - Prescribed burning or clear-cutting;
 - Creation and maintenance of fire breaks, access roads, or staging areas;
 - Irrigation systems;
 - ◆ Studies not directly related to the design and implementation of a proposed mitigation project; and
 - ◆ Preparedness measures and response equipment (e.g., response training, electronic evacuation road signs, interoperable communications equipment).

All projects must also comply with any additional project-specific guidance provided in the Addendum.

D.3 Cost-effectiveness

Mitigation program authorizing statutes (Flood Mitigation Assistance at 42 U.S.C. 4104c, Pre-Disaster Hazard Mitigation at 42 U.S.C. 5133, and Hazard Mitigation at 42 U.S.C. 5170c) require that FEMA provide funding for mitigation measures that are cost-effective or are in the interest of the NFIF. FEMA has specified minimum project criteria via regulation (44 CFR Part 79 and 44 CFR Section 206.434), including that Applicants must demonstrate mitigation projects are cost-effective. The determination of cost-effectiveness is performed in a variety of ways. It

is typically demonstrated by the calculation of a BCR, dividing total annualized project benefits by total annualized project cost. Projects where benefits exceed costs are generally considered cost-effective (see [Part V, I](#) and [Part VI, A.2](#) for additional information).

D.4 Feasibility and Effectiveness

Mitigation projects funded by HMA must be both feasible and effective at mitigating the risks of the hazard(s) for which the project was designed. A project's feasibility is demonstrated through conformance with accepted engineering practices, established codes, standards, modeling techniques, or best practices. Effective mitigation measures funded under HMA provide a long-term or permanent solution to a risk from a natural hazard.

For additional information about the feasibility and effectiveness requirement for mitigation reconstruction projects, see the Addendum, Part D.3; for additional feasibility and effectiveness resources, see [Part X, C.5](#).

D.5 Hazard Mitigation Plan Requirement

In accordance with 44 CFR Part 201, all Applicants for the **PDM Program** and **FMA** must have a FEMA-approved State or Tribal (Standard or Enhanced) Mitigation Plan by the application deadline and at the time of obligation of the grant funds. The only exception is for a subapplication for a State or Indian Tribal (Standard or Enhanced) Mitigation Plan. In addition, all subapplicants for the **PDM Program** and **FMA** mitigation projects must have a FEMA-approved local or Indian Tribal mitigation plan by the application deadline and at the time of obligation of grant funds. There is no local or Indian Tribal mitigation plan requirement for any HMA program for a planning subgrant.

EXTRAORDINARY CIRCUMSTANCES EXCEPTION

- **For HMGP** project subgrants, the Regional Administrator may grant an exception to a local or Indian Tribal mitigation plan requirement in extraordinary circumstances when justification is provided.
- **For the PDM Program and FMA** project subgrants, the Region may apply extraordinary circumstances when justification is provided and with concurrence from FEMA Headquarters (Risk Reduction and Risk Analysis Divisions) before granting an exception.

Applicants for **HMGP** funding must have a FEMA-approved State or Indian Tribal (Standard or Enhanced) Mitigation Plan at the time of the disaster declaration and at the time HMGP funding is obligated to the Grantee to receive an HMGP award. For **HMGP** project subgrants, the Regional Administrator may grant an exception to the local or Indian Tribal mitigation plan requirement in extraordinary circumstances, when justification is provided. If this exception is granted, a local or Indian Tribal mitigation plan must be approved by FEMA within 12 months of the award of the project subgrant to that community.

For **PDM** and **FMA** project subgrants, the Region may apply extraordinary circumstances when justification is provided and with concurrence from FEMA Headquarters (Risk Reduction and Risk Analysis Divisions) prior to granting an exception. If this exception is granted, a local or Indian Tribal mitigation plan must be approved by FEMA within 12 months of the award of the project subgrant to that community.

For **HMGP**, the **PDM Program**, and **FMA**, extraordinary circumstances exist when a determination is made by the Applicant and FEMA that the proposed project is consistent with the priorities and strategies identified in the State or Indian Tribal (Standard or Enhanced) Mitigation Plan and that the jurisdiction meets at least one of the criteria below. If the jurisdiction does not meet at least one of the following criteria, the Region must coordinate with FEMA Headquarters (Risk Reduction and Risk Analysis Divisions) for **HMGP** and coordinate and seek concurrence prior to granting an exception for the **PDM Program** and **FMA**:

- ◆ The jurisdiction meets the small impoverished community criteria (see [Part IX, B.2](#));
- ◆ The jurisdiction has been determined to have had insufficient capacity due to lack of available funding, staffing, or other necessary expertise to satisfy the mitigation planning requirement prior to the current disaster or application deadline;
- ◆ The jurisdiction has been determined to have been at low risk from hazards due to low frequency of occurrence or minimal damages from previous occurrences due to sparse development;
- ◆ The jurisdiction experienced significant disruption from a declared disaster or another event that impacts its ability to complete the mitigation planning process prior to award or final approval of a project grant; and
- ◆ The jurisdiction does not have a mitigation plan for reasons beyond the control of the State, Indian Tribal or local community, such as Disaster Relief Fund (DRF) restrictions that delay FEMA from awarding project grants prior to the expiration of the local or Indian Tribal mitigation plan.

For **HMGP**, the **PDM Program**, and **FMA**, the Applicant must provide written justification that identifies the specific criteria from above or circumstance, explain why there is no longer an impediment to satisfying the mitigation planning requirement, and identify the specific actions or circumstances that eliminated the deficiency.

In determining whether to grant the exception, FEMA takes into consideration factors including whether an Applicant has prioritized its authorized HMA project assistance for use in those communities with an approved local or Indian Tribal mitigation plan, whether there are additional project funds available for award to a jurisdiction that does not have an approved local or Indian Tribal mitigation plan, and whether an Applicant has placed higher priority for grant funding on communities with higher risks. In all cases, a local or Indian Tribal mitigation plan must be completed and approved by FEMA within 12 months of the award. If a local or Indian

Tribal mitigation plan is not approved by FEMA within this timeline, the project subgrant will be terminated and any costs incurred after the notice of the subgrant's termination will not be reimbursed by FEMA.

When an HMGP project subgrant is awarded under extraordinary circumstances, the Grantee shall acknowledge in writing to the Regional Administrator that a plan will be completed within 12 months of the award of the project grant. The Grantee must provide a work plan for completing the local or tribal mitigation plan, including milestones and a timetable, to ensure that the jurisdiction will complete the plan in the required time. This requirement shall be incorporated into the grant award (both the planning and project subgrant agreements, if a planning subgrant is also awarded).

D.5.1 Indian Tribal Government Hazard Mitigation Plan Requirement

Indian Tribal governments with an approved Indian Tribal mitigation plan in accordance with 44 CFR Section 201.7 may apply for assistance from FEMA as a Grantee. In addition, if an Indian Tribal government with an approved Indian Tribal mitigation plan in accordance with 44 CFR Section 201.7 coordinates the review of their Indian Tribal mitigation plan with the State or another Indian Tribal government, it has the option to apply as a subapplicant through that State or Indian Tribal government, except as prohibited by State law.

D.5.2 Conformance with Hazard Mitigation Plans

Projects submitted for consideration for HMA funding must be consistent with the goals and objectives identified in the current, FEMA-approved State or Indian Tribal (Standard or Enhanced) Mitigation Plan and local or Indian Tribal mitigation plan for the jurisdiction in which the activity is located.

D.6 Environmental Planning and Historic Preservation Requirement

HMA programs, and grants awarded pursuant to these programs, must conform to 44 CFR Parts 9 and 10, and with all applicable EHP laws, implementing regulations, and EOs, such as the NEPA, the National Historic Preservation Act (NHPA), the Endangered Species Act (ESA), EO 11988 (*Floodplain Management*), EO 11990 (*Protection of Wetlands*), and EO 12898 (*Environmental Justice*). EHP requirements ensure appropriate consideration of reasonable alternatives, taking the project's impacts to the human environment into account in the decision-making process. The project, when completed, must comply with all applicable environmental laws and regulations as a condition of grant eligibility.

FEMA reviews the completeness of the responses to the questions in the EHP review section of the project subapplication and supporting documentation. For HMA project subapplications that do not include the required information for each property identified in the subapplication, there

may be a delay in identifying outstanding EHP compliance measures. Lack of the required information by the application deadline may prohibit FEMA from awarding a grant or subgrant.

FEMA has developed guidance to assist in completing the EHP information section of a project subapplication, including an eLearning Tool, online training, and information about historic preservation. For links to these EHP resources, see [Part X, C.5](#).

D.6.1 Floodplain Management and Protection of Wetlands

As noted in [Part IV D.6](#), all activities funded by HMA programs must conform to 44 CFR Part 9. Activities involving development will only be eligible for a grant if the Applicant demonstrates that there is no practicable alternative to such development in accordance with 44 CFR Section 9.9. In addition, **HMGP** funds cannot be used to fund new construction or Substantial Improvement in a floodway or new construction in a coastal high hazard zone. However, the costs to elevate or floodproof a damaged structure or facility are not included in determining whether the Substantial Improvement threshold is triggered.

For additional information see 44 CFR Section 9.11(d).

D.7 National Flood Insurance Program Eligibility Requirements

HMA eligibility is related to the NFIP as follows:

- ◆ **Subapplicant eligibility:** All subapplicants for **FMA** must currently be participating in the NFIP, and not withdrawn or suspended, to be eligible to apply for grant funds. Certain non-participating political subdivisions (i.e., regional flood control districts or county governments) may apply and act as subgrantees on behalf of the NFIP-participating community in areas where the political subdivision provides zoning and building code enforcement or planning and community development professional services for that community;
- ◆ **Project eligibility: HMGP and PDM** mitigation project subapplications for projects sited within an SFHA are eligible only if the jurisdiction in which the project is located is participating in the NFIP. There is no NFIP participation requirement for HMGP and PDM project subapplications for projects located outside of the SFHA;
- ◆ **Hazard mitigation planning eligibility:** There are no NFIP participation requirements for **HMGP** and **PDM** hazard mitigation planning subapplications; and
- ◆ **Property eligibility:** Properties included in a project subapplication for **FMA** funding must be NFIP insured at the time of the application submittal. Flood insurance must be maintained for the life of the structure.

D.7.1 Special Flood Hazard Area Requirements

For structures that remain in the SFHA after the implementation of the mitigation project, flood insurance must be maintained for the life of the structure to an amount at least equal to the project cost or to the maximum limit of coverage made available with respect to the particular property, whichever is less. The maximum limit of coverage made available is defined as the replacement cost value of the structure up to \$250,000 for residential and \$500,000 for non-residential. Insurance coverage on the property must be maintained during the life of the property regardless of transfer of ownership of such property.

The subgrantee (or property owner) must legally record, with the county or appropriate jurisdiction's land records, a notice that includes the name of the current property owner (including book/page reference to record of current title, if readily available), a legal description of the property, and the following notice of flood insurance requirements:

This property has received Federal hazard mitigation assistance. Federal law requires that flood insurance coverage on this property must be maintained during the life of the property regardless of transfer of ownership of such property. Pursuant to 42 U.S.C. 5154a, failure to maintain flood insurance on this property may prohibit the owner from receiving Federal disaster assistance with respect to this property in the event of a flood disaster. The Property Owner is also required to maintain this property in accordance with the floodplain management criteria of 44 CFR Part 60.3 and City/County Ordinance.

Applicants/subapplicants receiving assistance for projects sited in an SFHA must ensure that these requirements are met by requesting that the participating property owner(s) sign an *Acknowledgement of Conditions for Mitigation of Property in an SFHA with FEMA Grant Funds* form and providing the form to FEMA prior to award or final approval. This form is available on the FEMA Web site at <http://www.fema.gov/library/viewRecord.do?id=3592>, or from the appropriate FEMA Regional Office (for Regional Office information, see [Part VIII](#)). Properties that do not meet these requirements will not be eligible to receive assistance under the HMA programs.

If an approved HMA project affects the accuracy of the applicable Flood Insurance Rate Map (FIRM), the subgrantee is responsible for ensuring that appropriate map amendments or revisions are made. Costs associated with map amendments may be identified in the cost estimate section of a subgrant application.

D.8 Statutory, Regulatory, and Other Requirements

Mitigation activities must adhere to all relevant statutes, regulations, and requirements, including:

- ◆ Sections 203 (PDM Program) and 404 (HMGP) of the Stafford Act;

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- ◆ Section 1366 (FMA) of the NFIA;
 - ◆ Section 322 of the Stafford Act (Mitigation Planning);
 - ◆ Section 324 of the Stafford Act (Management Costs);
 - ◆ NHPA;
 - ◆ NEPA;
 - ◆ Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970;
 - ◆ Floodplain Management and Protection of Wetlands (44 CFR Part 9);
 - ◆ Environmental Considerations (44 CFR Part 10, NEPA, and ESA);
 - ◆ Coastal Barriers Resources Act (CBRA; 44 CFR Part 206, Subpart J);
 - ◆ Uniform Administrative Requirements for Grants and Cooperative Agreements to States and Local Governments (44 CFR Part 13);
 - ◆ Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations (2 CFR Part 215);
 - ◆ Floodplain Management (44 CFR Part 60);
 - ◆ Flood Mitigation Grants (44 CFR Part 79);
 - ◆ Property Acquisition and Relocation for Open Space (44 CFR Part 80);
 - ◆ Hazard Mitigation Planning (44 CFR Part 201);
 - ◆ Hazard Mitigation Grant Program (44 CFR Part 206, Subpart N);
 - ◆ Management Costs (44 CFR Part 207);
 - ◆ Cost Principles for Educational Institutions (2 CFR Part 220, OMB Circular A-21); Cost Principles for State, Local, and Indian Tribal Governments (2 CFR Part 225, OMB Circular A-87); Cost Principles for Nonprofit Organizations (2 CFR Part 230, OMB Circular A-122);
 - ◆ OMB Circular A-94, *Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs*;
 - ◆ OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*;
 - ◆ Federal Acquisition Regulations (FAR) Subpart 31.2, Contracts with Commercial Organizations; and
 - ◆ Other applicable Federal, State, Indian Tribal, and local laws, implementing regulations, and EOs (e.g., EO 11988, EO 11990).

PART V. APPLICATION AND SUBMISSION INFORMATION

Part V provides guidance on developing HMA applications or subapplications, and on related funding restrictions.

A. Address to Request Application Package

Applications for **HMGP** are processed through the National Emergency Management Information System (NEMIS). Applicants may use the Application Development Module of NEMIS to create project applications and submit them to the appropriate FEMA Region in digital format for the relevant disaster. For NEMIS Helpdesk resources, see [Part X C.6](#).

Applications for the **PDM Program** and **FMA** are processed through the *eGrants* system. The *eGrants* system encompasses the entire grant application process and provides the means to electronically create, review, and submit a grant application to FEMA via the Internet. Applicants and subapplicants can access *eGrants* at <https://portal.fema.gov/famsVuWeb/home>.

The FEMA Technical Service desk phone number is 1 (877) 611-4700. For additional *eGrants* resources, see [Part X C.6](#).

For more information about using NEMIS or *eGrants*, contact the appropriate FEMA Regional Office (see [Part VIII](#)).

B. Content and Form of Application

For **HMGP**, subapplication packages are available from eligible Applicants following Presidential major disaster declarations. The Applicant selects and prioritizes subapplications and submits them to FEMA. Applicants must submit an SF-424, Application for Federal Assistance, before HMGP funding can be obligated. The Applicant submits the subapplications both in digital format via NEMIS and in hard copy format.

Applications and subapplications for the **PDM Program** and **FMA** are submitted via the *eGrants* system. If a subapplicant does not use the *eGrants* system, the Applicant must enter the paper subapplication(s) into the *eGrants* system on the subapplicant's behalf. Blank applications that conform to the *eGrants* format are available for printing from the *eGrants* system and the FEMA Web site. Supporting documentation that cannot be electronically attached to the *eGrants* application (e.g., engineering drawings, photographs, and maps) must be submitted to the appropriate FEMA Regional Office. The entire application, including all paper documentation, must be received by the appropriate FEMA Regional Office no later than the application deadline.

C. Submission Dates and Times

HMGP submittal deadlines for applications are established based on the disaster declaration date. For submission of an application for HMGP, see [Part IX, A.1](#) and [A.6](#).

Completed applications for the **PDM Program** and **FMA** must be submitted to FEMA through eGrants. Application submission due dates and times are posted to the HMA Web site at <https://www.fema.gov/hazard-mitigation-assistance>. Subapplicants should consult the official designated point of contact (POC) for their Applicant for more information regarding the application process. For more information on FEMA and Applicant contacts, see [Part VIII](#). For additional information on HMA application cycles either contact FEMA or go to <http://www.grants.gov/>.

D. Intergovernmental Review

It may be necessary to allow sufficient time for an intergovernmental review of an application as established by EOs 12372 and 12416 (*Intergovernmental Review of Federal Programs*). If an Applicant has chosen not to participate in the intergovernmental review process, the application may be sent directly to FEMA. Guidance on the intergovernmental review process, including the names and addresses of the single POCs as listed by OMB, is available at http://www.whitehouse.gov/omb/grants_spoc.

E. Funding Restrictions

HMA programs allow the funding of eligible costs for mitigation activities as outlined in [Part IV, D.1](#). Subapplications that propose a Federal expenditure in excess of the Federal funding limit will not be considered for an award. For each program, additional funding restrictions apply as described below.

E.1 HMGP Funding Restrictions

- ◆ Up to 7 percent of the Grantee's HMGP ceiling may be used for mitigation planning activities in compliance with 44 CFR Section 201.3(c)(4).
- ◆ Up to 5 percent of the Grantee's HMGP ceiling may be used for mitigation measures that are difficult to evaluate against traditional program cost-effectiveness criteria (i.e., the 5 Percent Initiative).
- ◆ For Presidential major disaster declarations for tornadoes and high winds, an additional 5 percent of the Grantee's HMGP ceiling may be used to fund hazard mitigation measures (e.g., warning systems) to address the unique hazards posed by tornadoes.

For more information on the 5 Percent Initiative and the additional 5 percent for tornadoes, see [Part IX, A.10](#).

E.2 PDM Program Funding Restrictions

- ◆ Up to \$800,000 Federal share may be requested in a subapplication for a planning grant to develop a new hazard mitigation plan.
- ◆ Up to \$300,000 Federal share may be requested in a subapplication for a planning grant to update a hazard mitigation plan.
- ◆ Up to \$3 million Federal share may be requested in a subapplication to implement a mitigation project.
- ◆ The cumulative Federal award for subapplications awarded during a single application cycle to any one Applicant shall not exceed 15 percent of the total appropriated PDM Program funds for that application cycle.

MAXIMUM AMOUNTS OF MITIGATION PLANNING GRANTS

Under the PDM Program, the maximum mitigation planning grant is \$800,000 for a new plan and \$300,000 for an update.

Under FMA, the maximum individual planning grant is \$50,000 for any Applicant and \$25,000 for any subapplicant.

E.3 FMA Funding Restrictions

- ◆ Individual planning grants using FMA funds shall not exceed \$50,000 to any Applicant or \$25,000 to any subapplicant. FMA funds can only be used for the flood hazard component of a hazard mitigation plan that meets the planning criteria outlined in 44 CFR Part 201.

E.4 Management Costs Funding Restrictions

For **all HMA** programs, indirect costs may be included as a part of the management cost estimate shown in the application or subapplication.

For **HMGP** only: The Grantee may request a flat percentage rate (4.89 percent) of the projected eligible program costs for management costs. The Grantee is responsible for determining the amount, if any, of funds that will be passed through to the subgrantee(s) for their management costs. For further information on HMGP management costs, see [Part IX, A.2.5](#) and [A.4](#).

Applicants for the **PDM Program** and **FMA** may apply for a maximum of 10 percent of the total funds requested in their grant application budget (Federal and non-Federal shares) for management costs to support the project and planning subapplications included as part of their grant application. Applicants requesting Applicant management costs must submit a separate Management Costs subapplication in eGrants. This subapplication must be included in the overall grant application or the request will not be considered. Applicants who are not awarded grants funds for project or planning activities will not receive reimbursement for the corresponding costs incurred in developing and submitting applications.

Subapplicants for the **PDM Program** and **FMA** may apply for a maximum of 5 percent of the total funds requested in a subapplication for management costs. Subapplicants requesting management costs must include them in the project or planning subapplication for consideration as separate activities in the Mitigation Activity section of *eGrants*. Subapplicants who are not awarded subgrants for project or planning activities will not receive reimbursement for the corresponding costs incurred in developing and submitting subapplications.

F. Other Submission Requirements

F.1 Application Consideration under Multiple HMA Programs

FEMA will only consider applications and subapplications submitted to a specific HMA program. If an applicant would like to have a subapplication considered under multiple HMA programs, the applicant must submit that subapplication to each HMA program separately.

F.2 Pre-Award Costs

Costs incurred after the HMA application period has opened, but prior to the date of the grant award or final approval, are identified as pre-award costs. For **HMGP**, the opening of the application period is the date when HMGP is authorized, which is generally the date of declaration. The opening of the application period for the **PDM Program** and **FMA** is established annually by FEMA.

Pre-award costs directly related to developing the application or subapplication may be funded through HMA as funds are available. Such costs may have been incurred, for example, to develop a BCA, to gather EHP data, for preparing design specifications, or for workshops or meetings related to development and submission of HMA applications and subapplications. Costs associated with implementation of the activity but incurred prior to grant award or final approval are not eligible (projects initiated or completed prior to grant award or full approval of the project are not eligible). To be eligible for HMA funding, pre-award costs must be identified as separate line items in the cost estimate of the subapplication. Applicants and subapplicants may identify such pre-award costs as their non-Federal cost share. Applicants and subapplicants who are not awarded grants or subgrants will not receive reimbursement for the corresponding pre-award costs.

G. Applicant Guidance

G.1 General Applicant Guidance

FEMA will not direct the Applicant on how to submit its applications. The Applicant may submit a single application representing all subapplications or they may submit multiple applications. When submitting multiple subapplications, they should be ranked in priority order.

Before forwarding subapplications to FEMA, Applicants also should review subapplications to document that:

- ◆ The subapplicant has documented its capacity to manage the subgrant funds;
- ◆ The subapplicant has documented its capacity to complete the mitigation activity in the time specified;
- ◆ Non-Federal cost-share funds are or will be available for the project;
- ◆ The maintenance requirements have been sufficiently identified, and the subapplicant or another authorized entity has accepted the maintenance responsibility;
- ◆ The underlying cost-effectiveness data are accurate and complete; and
- ◆ All program- and project-specific requirements have been met and are documented as appropriate.

If the subapplication is considered to be deficient, the Applicant may revise or augment the subapplication in consultation with the subapplicant. Applicants must certify that they have evaluated the activities included in each subapplication and that activities will be implemented in accordance with 44 CFR Part 13 and other applicable program or activity type requirements.

G.2 Minimum Eligibility and Completeness Criteria

FEMA will no longer accept incomplete and placeholder project applications. Incomplete applications or subapplications delay project approval because they do not contain sufficient information for FEMA to make program eligibility determinations. Applications and subapplications submitted to FEMA must meet the minimal eligibility and completeness criteria as there is no method to determine eligibility without these data.

These minimal eligibility criteria are required for all submittals including over-submittals and placeholder applications. Additional information may be requested during FEMA review. The following list is not all inclusive. For a more detailed checklist please see [Part X, Appendix E](#) for projects and [Part X, Appendix H](#) for plans.

MINIMUM ELIGIBILITY AND COMPLETENESS REQUIREMENTS

Applications and subapplications submitted to FEMA must meet the minimal eligibility and completeness criteria, as there is no method to determine eligibility without these data. For a detailed Eligibility and Completeness checklist please see [Part X, Appendix E](#) for projects and [Part X, Appendix H](#) for plans.

Unless otherwise noted, the following criteria apply to plans, management costs, and project subapplications and applications:

- ◆ Eligible Applicant;
- ◆ Meets all plan requirements per 44 CFR Parts 201 and 206;
- ◆ Provides a detailed SOW as described in [Part V, H](#);

-
- ◆ Provides a work schedule of 3 years or less;
 - ◆ If project is suitable for phased or incremental funding, the schedule reflects activities and timelines for each funding increment (**projects**);
 - ◆ Budget/Match Source;
 - A detailed cost estimate/budget is provided that supports the SOW;
 - ◆ Cost-effectiveness and Feasibility (**projects**);
 - Project includes a FEMA-approved BCA or FEMA-approved alternate cost-effectiveness documentation (see [Part V, I](#) for additional information);
 - The proposed activity is feasible and effective as demonstrated through conformance with accepted engineering practices, established codes, standards, modeling techniques, or best practices (see [Part V, J](#) for additional information);
 - ◆ EHP;
 - Project includes information and documentation to demonstrate conformance with all applicable laws and regulations (e.g., NEPA and State Historic Preservation Act);
 - Project demonstrates that it minimizes harm to the environment and is the best alternative from a range of options considered (see [Part V, K](#) for additional information); and
 - ◆ Assurances.

H. Scope of Work

The SOW identifies the eligible mitigation activity, as described in [Part IV, D.1](#); describes what will be accomplished; and explains how the mitigation activity will be implemented. The mitigation activity must be described in sufficient detail to verify the cost estimate. All activities for which funding is requested must be identified in the SOW prior to the close of the application period.

H.1 Project Scope of Work

The project subapplication SOW provides detailed information about the project, as well as applicable references and supporting documentation. The SOW includes:

- ◆ **Purpose of the project** – The intended outcome or objectives of the project;
- ◆ **Clear, concise description of the proposed project** – Proposed conceptual design, means of implementation of the project, and responsible party for implementation;
- ◆ **Identification of properties to be mitigated** – All properties to be mitigated must be identified, including additional, alternate properties that may be substituted should one or

more of the other properties be withdrawn for eligibility or other reasons. In order for alternate properties to be properly considered in the event of a substitution, the same level of information for the alternate properties is required as is provided for the proposed properties;

- ◆ **Outcomes** – Proposed project accomplishments, problem(s) that the project will solve, parties that will directly or indirectly benefit from the project, and ways that the risks of damage or harm will be reduced;
- ◆ **Special project components** – New technologies that will be used during project implementation and how they are expected to provide the necessary results, and necessary laboratory tests or field-testing;
- ◆ **Other projects** – Other projects that are currently being implemented or expected to be implemented that will affect the proposed project;
- ◆ **Extraordinary Circumstances** – If this exception is used, a plan must be completed within 12 months of the award of the project grant, per [Part IV, D.5](#) (Hazard Mitigation Plan Requirement); and
- ◆ **Latitude/Longitude and site photographs** – Subapplicants must identify the proposed project location on a map and provide the latitude/longitude and any relevant photographs including, but not limited to sides of the building, foundation, roof, both sides of the culvert, and the surrounding project area.

The required documentation depends upon the nature of the proposed project and may include: proposed schematics, drawings or sketches, photographs, maps, sections of hazard maps, a Flood Insurance Study, or a FIRM. Whenever possible, data used to document existing conditions must be obtained from recognized sources, such as Federal agencies, State agencies, and academic organizations. The references and/or supporting documentation from qualified and credible sources such as Professional Engineers or local government records should be included when using locally developed data. Deviations from standard procedures, methods, techniques, technical provisions of the applicable codes, or best practices must be thoroughly explained and documented. Subapplicants must identify the proposed project location on a map and provide any relevant photographs including, but not limited to, sides of the building, foundation, and roof (as appropriate).

H.2 Hazard Mitigation Planning Scope of Work

The hazard mitigation planning subapplication SOW must describe the development of a hazard mitigation plan or planning-related activity that is consistent with the requirements identified in 44 CFR Part 201.

For a hazard mitigation plan, the SOW must:

- ◆ Describe the proposed planning activity, including whether it will:

-
- Result in a new or updated hazard mitigation plan that complies with the requirements identified in 44 CFR Part 201; or
 - Enhance an existing mitigation plan through a planning related activity that is consistent with 44 CFR Part 201.
- ◆ Identify the jurisdiction(s) or tribe(s) that will participate in developing the plan or the planning-related activity and describe the jurisdictions;
 - ◆ Provide a statement on how the overall planning effort will be coordinated;
 - ◆ Describe the process for plan development or the planning-related activity, clearly demonstrating what applicable regulatory requirements will be met. Document in detail the activities the jurisdiction(s) will complete to develop the plan or the planning related activity, including public involvement, identification of hazards, development of a comprehensive risk/vulnerability assessment, identification of mitigation goals and strategies, and plan implementation, and describe how these activities relate to the cost estimate; and
 - ◆ For new or updated hazard mitigation plans, describe the plan adoption process for the jurisdiction(s) or tribe(s) to ensure sufficient time to complete the plan, as well as time for State and FEMA review and, if necessary, time to complete any required revisions and to formally adopt the plan.

Additionally, for an update to a hazard mitigation plan, the SOW must include the reasons for the update and describe the process for plan update, clearly demonstrating that applicable regulatory requirements will be met. Also, provide a statement on how the overall planning effort will be coordinated.

If available, the subapplication also should include a copy of the plan review document (i.e., review tool or crosswalk) from the FEMA approval of the previous plan.

For planning related activities, the SOW should describe the:

- ◆ Final product(s);
- ◆ Process and level of effort to develop the final product(s), including key milestones (such as meetings; data research, collection, and analysis; drafts; and outreach); and
- ◆ Process to incorporate the product(s) or results into the update of the next mitigation plan.

Applicants/subapplicants are advised to make use of already developed materials and to seek available resources when developing a new mitigation plan or updating a mitigation plan. For links to mitigation planning and risk assessment resources, see [Part X, C.2](#).

H.3 Management Costs Scope of Work

For the Applicant management cost subapplication, the SOW must describe the activities and specific tasks related to developing subapplications, and implementing as well as closing subgrants. The SOW should state whether the work will be conducted by the Applicant's staff or by contractor staff.

H.4 Schedule

Subapplications should include a work schedule for all project tasks identified in the SOW, such as data collection, site survey, permitting and inspections, site preparation, and construction. The schedule should identify timelines for accomplishing significant milestones, including anticipated quarterly usage of Federal funds. Proposed schedules for individual subapplications should not exceed 36 months (see [Part VII, B.4](#)).

For planning subapplications, the work schedule must allow sufficient time for State and FEMA reviews; preparation of required revisions, if needed; formal adoption by the jurisdiction(s); and FEMA approval.

H.5 Cost Estimate

The cost estimate describes all of the subapplicant's anticipated costs associated with the SOW for the proposed mitigation activity. Cost estimates must include detailed estimates of various cost item categories, such as labor, materials, equipment, and subcontractor costs. No lump-sum estimates will be accepted. The cost estimate must identify the cost categories and value for which anticipated cash and third-party in-kind contributions will be used to meet the non-Federal cost share.

COST ESTIMATES

FEMA will accept cost estimates used to support budgets and BCAs if the Applicant or subapplicant certifies that the estimates are based on nationally published or local cost-estimating guides.

FEMA will accept cost estimates that the Applicant or subapplicant certifies were established using nationally published or local cost estimating guides to support the budget and BCA. The Applicant or subapplicant must include appropriate documentation in the application or subapplication that demonstrates a national published standard or local cost estimating guide was used. If a cost estimate is based on a contractor's bid or historic costs from another activity, detailed documentation must be provided. The applicant must document actual costs for eligible activities at closeout. Separate cost line items in a subapplication are required to ensure that cost thresholds are not exceeded. As applicable, the following line items must be listed separately in the budget:

- ◆ Pre-award costs;
- ◆ Subapplicant management costs for the PDM Program and FMA, and HMGP if the Grantee has agreed to pass through funds to the subgrantee; and

-
- ◆ Information dissemination costs (for the PDM Program).

Additionally, the cost estimate should indicate items for which the cost may change, such as a price quoted by a contractor that is only valid for 1 year. Neither contingency nor escalation costs are permitted as individual line items in the cost estimate.

H.5.1 Project Cost Estimate

In addition to the items described in [Part V, H.5](#), the project cost estimate must include a line-item breakdown of all anticipated costs including, as applicable:

- ◆ Costs for anticipated environmental resource impact treatment or historic property treatment measures;
- ◆ Costs for engineering designs/specifications, including hydrologic and hydraulic studies/analyses required as an integral part of designing the project;
- ◆ Construction/demolition/relocation costs, such as survey, permitting, site preparation, and material/debris disposal costs; and
- ◆ All other costs required to implement the mitigation project, including any applicable project-type specific costs identified in the Addendum of this guidance.

For additional information about cost estimates for property acquisition and structure demolition or relocation projects, see Addendum, Parts A.5 and A.6; for wildfire mitigation projects, see Addendum, Part B.3; for safe room construction projects, see Addendum, Part C.3.4; for mitigation reconstruction see projects Addendum, Parts D.2 and D.5; and for structure elevation projects, see Addendum, Part E.3.

H.5.2 Hazard Mitigation Planning Cost Estimate

In addition to the items described in [Part V, H.5](#), the hazard mitigation planning cost estimate must include a line-item breakdown of costs associated with all elements described in the SOW, such as:

- ◆ Meetings and public outreach, including the costs associated with what is necessary and reasonable;
- ◆ Data research and collection, including eligible mapping activities or risk assessment;
- ◆ Plan drafting, review, and final production;
- ◆ Information dissemination activities, including printing and advertising; and
- ◆ Professional development training, tuition, and travel for the purpose of carrying out the planning SOW.

H.5.3 Management Cost Estimate

Applicants and subapplicants requesting management costs should provide supporting documentation and include these costs as separate line items in the cost estimate portion of the application or subapplication.

A narrative must accompany a request for management costs. The narrative should describe the activities, personnel requirements, and other costs for which the Grantee and/or subgrantee will use management cost funding. It should provide information on how the funds will be expended and monitored and show that sufficient funds will be available for closeout.

For more information on HMGP management costs, see [Part IX, A.4](#).

I. Cost-effectiveness

FEMA will only consider applications that use a FEMA-approved methodology to demonstrate cost-effectiveness. This is typically demonstrated by the calculation of a BCR. Projects for which benefits exceed costs are generally considered cost-effective. Benefits may include avoided damages, loss of function, and displacement.

FEMA provides BCA software that allows Applicants to calculate a project BCR. Written materials and training are also available. The FEMA BCA software utilizes the OMB Circular A-94, *Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs*. FEMA requires using approved BCA software (version 4.5.5 or greater) to help ensure that calculations are consistent with OMB Circular A-94. The current software is available at the FEMA Regional Office or from the BCA Technical Assistance Helpline.

If FEMA standard values are used, then no additional documentation is required. If non-standard values are used, then documentation is required. Documentation must be accurate and sufficiently detailed for the analysis to be validated. FEMA recommends that supporting documentation be obtained from credible sources, such as a Flood Insurance Study.

Data associated with the various methodologies for analyzing cost-effectiveness are available from the appropriate FEMA Regional Office (see [Part VIII](#)) or the BCA Technical Assistance Helpline.

I.1 Substantial Damage Waiver

An expedited cost-effectiveness methodology is available for property acquisition projects when certain conditions are met. Structures that are declared Substantially Damaged as a result of flooding and located in a riverine SFHA on a

**SUBSTANTIAL DAMAGE
WAIVER EXTENDED
TO ALL HMA PROGRAMS**

An expedited cost-effectiveness analysis methodology is available for property acquisition projects when certain conditions are met.

preliminary or effective FIRM are considered cost-effective for acquisition projects. If this methodology is used, the project application should include a certification that the structures meet these conditions.

I.2 Aggregation

An evaluation of the cost-effectiveness of a project should include all activities included within the SOW. This may include activities in multiple jurisdictions. It may also include combining benefits from multiple activities and multiple hazards, such as wind and flood, if it is a part of the same project.

AGGREGATION

It is appropriate to aggregate benefits from multiple activities and multiple jurisdictions if part of the same project.

I.3 5 Percent Initiative

For **5 Percent Initiative** subapplications for HMGP funding, a narrative description of the project's cost-effectiveness must be provided. For more information on the 5 Percent Initiative, see [Part IX, A.10](#).

I.4 Pre-calculated Benefits (Safe rooms)

For **Safe Room Construction** projects, an expedited cost-effectiveness methodology is available that identifies the benefits associated with certain types of safe rooms (see Appendix F). If this methodology is used, the submitted project application should include a copy of the data relevant to the project location.

I.5 Greatest Savings to the Fund

FEMA also allows for the use of the GSTF data and methodology to demonstrate cost-effectiveness for properties included in mitigation projects under HMA. Subapplicants are not required to use this methodology when submitting projects for funding and may utilize the current applicable BCA version (4.5.5 or greater) methodology.

GREATEST SAVINGS TO THE FUND METHODOLOGY

GSTF can be used to demonstrate cost-effectiveness of a project under all HMA programs.

I.6 Environmental Benefits

FEMA has identified and quantified environmental benefits for mitigation activities. Incorporating environmental benefits into the overall quantification of benefits for acquisition-related activities supports

INCLUSION OF ENVIRONMENTAL BENEFITS INTO THE BCA TOOLKIT

Green open space and riparian benefits have been identified and quantified for acquisition projects. The BCR for an acquisition project must be 0.75 before the environmental benefit can be incorporated.

FIMA’s mission of risk reduction, environmental compliance, and preservation of the natural and beneficial functions of the floodplain.

Specifically, FEMA developed economic values for green open space and riparian areas. FEMA will be incorporating the environmental benefits for green open space and riparian areas into the BCA toolkit for acquisition projects.

The economic value for green open space is \$7,853 per acre per year. For riparian areas, the economic value is \$37,493 per acre per year. When incorporating these values into FEMA’s BCA, the yearly benefits accrue over the 100-year project useful life and are discounted at 7 percent per year to meet OMB requirements. [Table 4](#) provides the green open space and riparian benefits per acre per year and per square foot.

Table 4: Green Open Space and Riparian Benefits

Land Use	Total Estimated Benefits (per acre per year)	Total Estimated Benefits ⁽¹⁾ (per square foot)
Green Open Space	\$7,853	\$2.57
Riparian	\$37,493	\$12.29

⁽¹⁾ Projected for 100 years with 7 percent discount rate

For an acquisition project, the BCR for a project must be 0.75 before incorporating the environmental benefit. This ensures projects funded by HMA are primarily associated with risk reduction activities. Once a project’s BCR reaches 0.75, the appropriate environmental benefit can be included for the individual properties.

I.7 Benefit-Cost Analysis Resources

Other methods to demonstrate cost-effectiveness may be used when they address a non-correctable flaw in the FEMA-approved methodologies or propose a new approach that is unavailable using current tools. New methodologies may be used only if FEMA approves the methodology before application submission. For more information on resources, see [Part X, C.3](#).

BCA Helpline

Telephone: (855) 540-6744

Email: bchelp@fema.dhs.gov

BCA Policies, Overview, and Software

<http://www.fema.gov/benefit-cost-analysis>

J. Feasibility and Effectiveness Documentation

FEMA will use the information provided in the subapplication, including the SOW, the cost estimate, and supporting documentation to determine the feasibility and effectiveness of the

proposed mitigation activity. FEMA accepts the engineering design for a project if a registered Professional Engineer (or other design professional) certifies that the design meets the appropriate code or industry design and construction standards. FEMA will accept the certified engineering design in lieu of a comprehensive technical feasibility review. If accepted codes/standards are used, no additional documentation is required. See [Part X, Appendix D](#) (Referenced Regulations, Statutes, Directives, and Guidance) for examples of codes and standards used for various projects types.

If an alternative design is proposed the application/subapplication should contain:

- ◆ Applicable building code/edition or engineering standard used;
- ◆ Level of protection provided by the proposed project and description of how the proposed activity will mitigate future losses;
- ◆ For the retrofit of existing buildings or infrastructure protection projects, an assessment of the vulnerabilities of the existing building;
- ◆ Any remaining risk to the structure after project implementation; and
- ◆ Proposed schematic drawings or designs (as applicable).

Project subapplications that do not include appropriate documentation to support the determination of feasibility and effectiveness may be removed from consideration. Upon request, FEMA will provide technical assistance regarding engineering documentation.

For structure elevation and dry floodproofing activities, a statement certifying that the project will be designed in conformance with ASCE/SEI 24-05 will assist in satisfying the feasibility and effectiveness requirement.

K. Environmental Planning and Historic Preservation Documentation

The Applicant and subapplicant should ensure that the project SOW takes into account all potential EHP compliance issues. When completing the subapplication, the Applicant/subapplicant must answer a series of EHP review questions and provide information about potential impacts on environmental resources and cultural resources (if applicable) in the project area. For additional information, see [Part X, Appendix I](#) (EHP Checklist) and [Part X, Appendix J](#) (8-Step Decision Making Process for Floodplain Considerations), and [Part X, Appendix K](#) (Section 106 Process under the National Historic Preservation Act).

If potential impacts are identified through the responses to these EHP review questions, the Applicant/subapplicant must provide additional information, (as applicable), such as:

- ◆ The property address, original date of construction, and two color photographs for any buildings, structures, objects, or manmade sites/landscapes features that are 50 years or

more in age. At least one of the two photographs provided of a building should be the front or primary façade showing the elevation;

- ◆ Any identified federally listed threatened or endangered species and/or designated critical habitat in the project area;
- ◆ Vegetation, including amount (area), type, and extent to be removed or affected;
- ◆ Identification of all surface waters in the project area regardless of drainage area, size, or perceived hazard level. Information about surface waters should include dimensions, proximity of the project activity to the water, and the expected and possible impacts of the project upon surface waters, if any; and
- ◆ A description of any adverse effects on low income or minority populations in the project area.

Applicants seeking to determine whether there are any EHP issues associated with the proposed project should consult the HMA EHP Resources At-a-Glance Guide, located at <http://www.fema.gov/library/viewRecord.do?id=6976> and the HMA EHP at a Glance at <http://www.fema.gov/library/viewRecord.do?id=5904>. This Guide also provides key contacts, Web sites, and search engines to assist in early identification of EHP issues and to facilitate coordination with the appropriate State and Federal agencies.

If EHP issues are identified, the Applicant/subapplicant should initiate coordination with the relevant State and Federal agencies as early in the project planning stages as possible to address any potential EHP compliance issues associated with proposed projects. This coordination does not substitute, and shall not be interpreted to mean, that formal consultation has occurred between FEMA and the applicable resource agency.

Additional EHP compliance review activities may be necessary to facilitate project approval, such as environmental impact statements, environmental assessments, Phase I environmental site assessments, biological assessments, archeological or standing structures surveys and documentation, wetlands delineations, and air quality conformity analysis or determinations.

If FEMA or the Applicant/subapplicant identifies any potential impacts through the EHP review process described above, the following requirements must be completed before a grant award may be made:

- ◆ Evaluate any potential effects to environmental and historic resources and provide the required information and documentation to identify the impact on these resources;
- ◆ Complete an evaluation of alternatives to the proposed action that will avoid or minimize these impacts, including consideration of the environmental impact of taking no action;
- ◆ Complete any required consultation and/or coordination with the appropriate parties (e.g., the State Historic Preservation Officer, the U.S. Fish and Wildlife Service, the National

Marine Fisheries Service) to evaluate potential effects of the proposed project and to identify any measures necessary to avoid or minimize these effects;

- ◆ Demonstrate that the project will comply with all environmental laws and regulations; and
- ◆ Make certain that the costs of any measures to treat adverse effects are realistically reflected in the project budget estimate.

Applicants/Grantees may incur costs for significant EHP compliance review activities and/or EHP mitigation measures. FEMA will consider the following factors to determine whether to reimburse costs:

- ◆ Nature of the analysis or study required (e.g., environmental impact statement);
- ◆ Costs of EHP activities compared to project costs;
- ◆ Complexity of the proposed project; and
- ◆ Nature and extent of potential adverse impacts to environmental and/or historic resources.

Applicants should consider potential EHP costs during application development and submission and should seek to avoid activities that may negatively impact EHP resources.

FEMA may remove projects from consideration for full approval and/or funding when EHP compliance review activities are not progressing and the Applicant/Grantee has not dedicated resources and/or provided required documentation in a timely manner.

For additional information on required EHP documentation, see [Part X, C.5](#).

PART VI. APPLICATION REVIEW INFORMATION

Part VI provides information about the review process so that Applicants and subapplicants can prepare applications that meet FEMA review criteria. During an application review, FEMA may request additional information or documentation from Applicants.

A. Review Criteria

While review processes vary somewhat among HMA programs, FEMA reviews all applications for:

- ◆ Application eligibility;
- ◆ Cost-effectiveness;
- ◆ Feasibility and effectiveness; and
- ◆ EHP compliance.

A.1 Application Review

FEMA will review all applications and subapplications for eligibility and completeness. Applications and subapplications that do not satisfy the eligibility and completeness requirements will not be funded. The eligibility and completeness requirements are outlined in [Parts IV](#) and [V](#).

A.2 Cost-effectiveness Review

FEMA will review the documentation provided in support of the subapplication cost-effectiveness to validate the accuracy and credibility of data and ensure the appropriate use of the cost-effectiveness methodologies. Only subapplications meeting HMA cost-effectiveness requirements will be considered eligible.

A.3 Feasibility and Effectiveness Review

FEMA will use the information provided in the subapplication, including the SOW and project cost estimate sections, as well as any supporting documentation to determine the feasibility and effectiveness of the mitigation activity.

For project subapplications, FEMA will consider the following criteria in reviewing feasibility and effectiveness:

- ◆ Conformance to accepted engineering practices, established codes, standards, modeling techniques, or best practices, as well as work schedule;

-
- ◆ Effectiveness in mitigating the risks of the hazard(s); and
 - ◆ Reasonableness of the cost estimate.

A.4 Environmental Planning and Historic Preservation Review

Applicants and subapplicants are required to provide information to support the FEMA EHP compliance review. FEMA, in consultation with appropriate Federal and State resource agencies, will use the information provided in the application/subapplication, including the SOW, project cost estimate, as well as any supporting documentation, to ensure compliance with EHP requirements.

As part of the EHP review process, FEMA will assess compliance with applicable requirements including NEPA, NHPA, ESA, CBRA, EO 11988 (*Floodplain Management*), EO 11990 (*Protection of Wetlands*), and EO 12898 (*Environmental Justice*). Funds will not be awarded, and the Applicant/subapplicant may not initiate the project, other than planning or preparatory work not involving construction or alteration of the land, until FEMA has completed this review and it is demonstrated that the project, when completed, will comply with all environmental laws and regulations.

A.5 HMA Efficiencies

FEMA accepts the engineering design for a project if a registered Professional Engineer (or other design professional) certifies that the design meets the appropriate code, or industry design and construction standards. FEMA will accept the certified engineering design in lieu of the FEMA comprehensive technical feasibility review. For example, if a registered Professional Engineer certifies that design of a community safe room project meets or exceeds FEMA P-361 standards for design and construction, FEMA will not perform a detailed design review to ensure compliance with the standard.

HMA EFFICIENCIES

FEMA provides opportunities to streamline application requirements by allowing Applicants to use:

- FEMA technical publications
- National standards and codes
- Design criteria such as ASCE criteria
- Pre-calculated benefits

Additionally, in the development of applications and subapplications, the following resources and approaches should be considered as they will promote efficiencies in FEMA review and approval.

A.5.1 Safe Room Projects

Applicants must document that the proposed safe room project is consistent with the requirements of FEMA P-320 or FEMA P-361. Applicants must use the expedited HMGP application for

PRE-CALCULATED BENEFITS FOR SAFE ROOMS UNDER HMGP

If the Applicant submits a residential safe room project with costs that are less than the pre-calculated benefit, then FEMA will consider the project to be cost effective.

Residential Safe Rooms to apply pre-calculated benefits under HMGP (see [Part X, Appendix F](#)). This pre-calculated benefit provides standardized benefits associated with residential safe rooms so that individual BCAs are not required as long as the project costs do not exceed the benefits.

A.5.2 Wind Retrofit Projects

FEMA P-804 provides design guidance for wind-retrofit projects on existing one- and two-family dwellings in coastal areas. Mitigation projects funded under HMGP and the PDM Program are required to be implemented in conformance with FEMA-804. If a subapplication complies with FEMA P-804, no additional technical information is required in the subapplication.

A.5.3 Certain Flood Mitigation Projects

FEMA recommends HMA flood mitigation projects be designed and constructed in conformance with the design criteria of ASCE/SEI 24-05 as a minimum standard. FEMA will consider a project application utilizing ASCE/SEI 24-05 as being consistent with HMA engineering feasibility and effectiveness requirements. Project applications that do not use ASCE/SEI 24-05 must submit documentation to demonstrate the project meets the engineering feasibility and effectiveness requirement.

B. Review and Selection Process

B.1 Technical Review

FEMA will conduct a technical review for all project subapplications that are forwarded from the initial FEMA review, for the following:

- ◆ Cost-effectiveness;
- ◆ Feasibility and effectiveness; and
- ◆ EHP compliance.

B.2 Requests for Information

FEMA may request additional information or documentation from Applicants to resolve outstanding administrative or procedural requirements. RFIs can take various forms, including email requests, documented telephone calls, or formal letters. Failure to provide requested information by the deadline identified in the request may result in denial, because eligibility cannot be determined. Technical assistance is available, if requested.

Comments may be provided by FEMA on subapplications determined ineligible so that subapplicants can modify their subapplication for resubmission in future grant cycles.

B.2.1 Request for Information Timelines

[Table 5](#) provides timelines for stepwise information requests and assistance offers. [Figure 4](#) outlines the RFI process and assigned responsible party. The RFI process involves an eligibility review to determine if the subapplication and subapplicant are eligible, then a completeness review is conducted to determine if a complete subapplication was submitted. If the subapplication is determined to be incomplete, there are three steps FEMA will take to request further information from the subapplicant. At each step throughout the RFI process, FEMA will work with the Applicant and subapplicant to determine available options to develop a viable project. Some options include technical assistance from FEMA or implementing a phased project. If the requested information is not received by the Regional Administrator before the deadline, the project will be denied as FEMA will have no basis to make an eligibility determination. Upon receipt of the requested information and confirmation it adequately addresses the RFI, FEMA will proceed with making a determination of project eligibility.

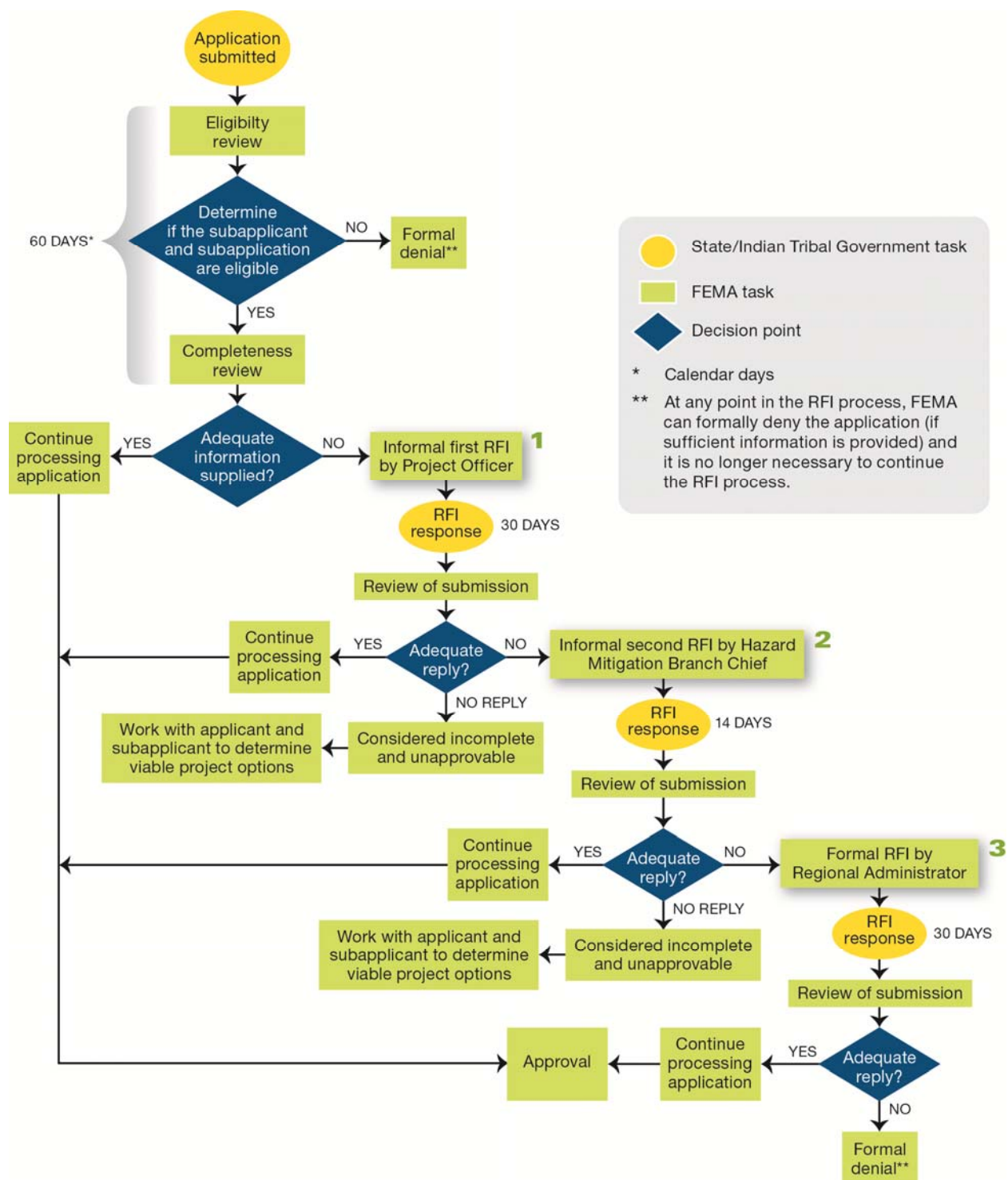
REQUEST FOR INFORMATION

If a subapplication does not meet the administrative or procedural information requirements, FEMA may request additional information in the form of an RFI. If the Regional Administrator does not receive the requested information by the final deadline, the project will be denied.

Table 5: RFI Timelines

Request Format	Timeline
Informal – First Request	The Project Officer requests additional information. If the requested information is not received within 30 calendar days from the date of the request, FEMA will consider the application to be incomplete and not approvable. FEMA may provide technical assistance if requested, unless the HMA program is competitive. The Applicant may consider phasing the project if it is feasible to do so.
Informal – Second Request	The Hazard Mitigation Branch Chief requests additional information. If the requested information is not received within 14 calendar days from the date of the request, FEMA will consider the application to be incomplete and not approvable. FEMA may provide technical assistance if requested, unless the HMA program is competitive. FEMA, Grantee, and Applicant staff should meet to resolve any open items within the allotted timeframe, if necessary.
Formal	The Regional Administrator requests additional information and will document previous requests. If the requested information is not received within 30 calendar days from the date of the request, FEMA will consider the application to be incomplete and not approvable.
Formal	If the Regional Administrator does not receive the requested information within 30 calendar days, he or she will determine the requested project application be ineligible for funding under HMGP. The second formal letter is a denial.

Figure 4: RFI Flowchart



The Regional Administrator may choose to allow more time, with justification. FEMA encourages Applicants to coordinate early with the State or eligible Indian Tribal government to identify potential technical assistance. If technical data is not readily available, the subapplicant should coordinate with Grantee to determine whether the project should be phased in order to develop required data. States or Indian Tribal governments with Grantee status could contact the FEMA regional office to request technical assistance, relevant training or other needed support.

B.3 Selection

FEMA selects eligible subapplications based on priorities set by the Applicant or program priorities, if applicable. For more information for the PDM Program, see [Part IX, B.5](#), for FMA, see [Part IX, C.4](#).

B.4 Notification

For the **PDM Program** and **FMA**, during the review and selection process FEMA will notify Applicants as to whether subapplications have been identified for further review, determined eligible but will not be funded, or determined ineligible for funding. A determination of “identified for further review” is not notification or guarantee of an award.

FEMA will work with Applicants on subapplications identified for further review. Applicants will be notified of activities required, such as an EHP review; verification of subapplicant commitments; verification of hazard mitigation plan status; and of the date by which all required activities must be completed.

Comments may be provided by FEMA on subapplications determined ineligible so that subapplicants can modify their subapplication for resubmission in future grant cycles.

The PDM Program and FMA have specific ranking criteria in addition to those described in this part. For information about ranking criteria and on the review and selection process for the PDM Program, see [Part IX, B.4](#); and FMA, see [Part IX, C.4](#).

B.5 Reconsideration Process

For the FMA and PDM programs, FEMA will reconsider its determination of a subapplication evaluated on a competitive basis only when there is an indication of a substantive technical or procedural error by FEMA. Only information provided in the submitted subapplication is considered supporting documentation for the request for reconsideration. The amount of funding available for Applicant management costs will not be reconsidered.

FEMA may evaluate subapplications on a competitive basis when:

- ◆ Submitted subapplications exceed available funds;
- ◆ Law or regulation requires the administration of a competitive program; or

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- ◆ Circumstances merit the administration of funds in a competitive manner.

Applicants must send requests for reconsideration based upon technical or procedural error to FEMA within the time specified in the notification letter to the Applicant. A FEMA decision to uphold or overturn a decision regarding a subapplication evaluated on a competitive basis is final.

B.5.1 Consideration of Additional Information

FEMA may, at its discretion, notify Applicants that it will consider additional information in support of a subapplication.

FEMA will accept supplemental or corrected data in support of a subapplication when:

- ◆ Submitted subapplications do not exhaust available program funds;
- ◆ Law or regulation do not require the administration of a competitive program; or
- ◆ When determined appropriate by the program office.

Instructions for submitting supplemental data will be provided within the FEMA notification letter, if applicable.

For information on appeal and administration of HMGP subapplications, see [Part IX, A.11](#).

PART VII. AWARD ADMINISTRATION INFORMATION

Part VII describes how successful Applicants will receive award information. Additionally, this part describes administrative requirements from the time an award is made through closeout and the maintenance actions that must occur after an activity is complete.

A. Notice of Award

FEMA will provide an award package to the Applicant for successful subapplications. Subapplicants will receive notice of award from the Applicant.

Award packages for the **PDM Program** and **FMA** include an award letter, FEMA Form 76-10A, *Obligating Document for Awards/Amendments*, and Articles of Agreement, EHP, and/or other conditions that must be signed by the Applicant in eGrants and returned to FEMA for approval before funds can be obligated.

For **HMGP**, award packages for subgrants include an approval letter, an obligation document, and EHP and/or other conditions.

When the Applicant or subapplicant accepts an award, they are denoted as Grantee and subgrantee, respectively. The Grantee and subgrantee agree to abide by the grant award terms and conditions as set forth in the Articles of Agreement or the FEMA-State Agreement.

B. Administrative and National Policy Requirements

B.1 Cost-Share Documentation

Requirements for cash and third-party in-kind contributions can be found in 44 CFR Section 13.24. Third-party in-kind and cash contributions are only allowable for eligible program costs. The following documentation is required for cash and third-party in-kind contributions:

- ◆ Record of donor;
- ◆ Dates of donation;
- ◆ Rates for staffing, equipment or usage, supplies, etc.;
- ◆ Amounts of donation or value of donation; and
- ◆ Deposit slips for cash contributions.

Such documentation must be kept on file by the Grantee and subgrantee.

B.2 Scope of Work Changes

In accordance with 44 CFR Section 13.30, Grantees must obtain FEMA's prior approval whenever there is a proposed SOW change. Requests for changes to the SOW after award are permissible as long as they are consistent with the intent of the program. Requests must be made in writing and demonstrate the need for the scope change. The request also should include a revised scope, schedule, and budget. Any SOW changes are subject to all programmatic requirements. All approvals will be at FEMA's discretion.

SCOPE CHANGE

Grantees and subgrantees must request FEMA's approval for a change in scope after the grant has been awarded. The change must be consistent with the intent of the program. Requests must be made in writing and demonstrate the need for a change.

B.3 Budget Changes

Grantees and subgrantees are permitted to rebudget within the approved direct cost budget to meet unanticipated requirements and may make limited program changes to the approved budget. For more information on direct cost categories, please see OMB Circular A-87 and 2 CFR Part 225, *Cost Principles for State, Local, and Indian Tribal Governments*. Unless expressly waived by FEMA, the following types of post-award changes to budgets will require the prior written approval of FEMA:

BUDGET CHANGE

In limited cases, Grantees and subgrantees are permitted to make adjustments within the approved direct cost category to meet unanticipated requirements.

B.3.1 Non-construction Projects

- ◆ Non-construction subgrant adjustments of more than 10 percent in any direct cost categories; and
- ◆ Any changes that would result in additional funding to the grant.

B.3.2 Construction Projects

- ◆ All construction cost adjustments that lead to the need for additional funds.

When budget changes are made, all programmatic requirements continue to apply. Additional information regarding budget adjustments and revisions can be found in 44 CFR Section 13.30.

B.3.3 Cost Overruns and Underruns

A cost overrun or underrun can result from a scope, schedule, or budget change.

Grantees must notify FEMA prior to redirecting funds from an underrun to other approved subgrants for which an overrun has been requested. The subgrant must continue to meet programmatic eligibility requirements including cost share.

B.4 Program Period of Performance

The POP is the period during which the Grantee is expected to complete all grant activities and to incur costs. The POP for the Program begins with the opening of the application period and ends no later than 36 months from the close of the application period.

PERIOD OF PERFORMANCE

With the publication of this HMA Unified Guidance, the POP for the Program begins with opening of the application period and ends no later than 36 months from the close of the application period.

FEMA will not establish activity completion timelines for individual subgrants. Grantees are responsible for ensuring that all approved activities are completed by the end of the grant POP.

B.4.1 Extensions

Requests for extensions to a grant POP will be evaluated by FEMA but will not be approved automatically. The Regional Administrator can extend the POP for up to 12 months with justification. All requests to extend the grant POP beyond 12 months from the original grant POP end date must be approved by FEMA Headquarters.

All extension requests must be submitted to FEMA at least 60 days prior to the expiration of the grant POP and justifications must be submitted in writing. The justification must include:

- ◆ Verification that progress has been made as described in quarterly reports;
- ◆ Reason(s) for delay;
- ◆ Current status of the activity/activities;
- ◆ Current POP termination date and new projected completion date;
- ◆ Remaining available funds, both Federal and non-Federal;
- ◆ Budget outlining how remaining Federal and non-Federal funds will be expended; and
- ◆ Plan for completion, including updated schedule.

B.5 Requests for Advances and Reimbursements

The Grantee's responsibility of an HMA grant is to process requests for advances and reimbursements of funds. The Grantee should establish accounting procedures to disburse money to subgrantees in a timely manner and should provide to subgrantees a POC for information on requesting and receiving the funds, records that must be maintained, forms to be used, and timelines for requesting the funds.

For the **PDM Program** and **FMA**, Payment and Reporting System (PARS) is used to transfer funds between FEMA and Grantees. Grantees shall submit to FEMA a copy of the Standard Form (SF-425).

For **HMGP**, the Department of Health and Human Services, Division of Payment Management, Payment Management System, SMARTLINK, is used to transfer funds between FEMA and Grantees. Grantees shall submit to FEMA a copy of the SF-425.

B.5.1 Strategic Funds Management

In accordance with the needs of the Disaster Relief Fund as well as Grantee priorities and ability to execute the project in a timely manner, FEMA may elect to provide funding for certain projects in incremental amounts, including advance payments (Strategic Funds Management or SFM). SFM allows FEMA to schedule obligations to be available when the State is ready to execute an HMGP subgrant or components of the subgrant. SFM also allows for incremental obligations as needed within the 3-year POP requirements to support project activities as described in the project work schedule.

SFM does not allow funds to be advanced for an HMGP project that is not approved and eligible.

DIFFERENCE BETWEEN STRATEGIC FUNDS MANAGEMENT, PHASED PROJECTS, PRE-AWARD COSTS, AND ADVANCE ASSISTANCE

SFM is designed to provide incremental funding for eligible activities when the funds are required.

Phased projects are those that receive funding for only certain complex activities that are approved to allow the Applicant to develop a full work scope/data package to support the full project description.

Pre-award costs are eligible costs incurred by the Applicant in advance of receiving funds. These activities are reimbursed when the project is approved and funded.

Advance Assistance provides States and Indian Tribal governments with resources to develop mitigation strategies and obtain data to prioritize, select, and develop complete HMGP applications in a timely manner.

B.6 Program Income

FEMA encourages Grantees and subgrantees to generate program income to help defray program costs. Program income is gross income received by the Grantee or subgrantee directly generated by a grant-supported activity or earned only as a result of the grant during the grant POP. Program income may be derived from use or rental of real or personal property acquired with grant funds, and sale of commodities or items fabricated under the grant award. Subgrantees deduct this income from total project costs as specified in 44 CFR Section 13.25(g)(1). This income may not count towards the non-Federal cost share.

B.7 Federal Income Tax on Mitigation Project Funds

FEMA mitigation payments that benefit property owners through the mitigation of their structures are not subject to Federal income taxation. FEMA mitigation payments to acquire a property will be treated as an involuntary conversion for tax purposes. These tax relief measures

are effective for such payments made in all prior years. For more information, property owners should consult the Internal Revenue Service (IRS) office or a tax advisor.

B.8 Noncompliance

If a Grantee or subgrantee materially fails to comply with any term of an award, whether stated in a Federal statute or regulation, an assurance, a State Administrative Plan or application, a notice of award, or elsewhere, including in this guidance, FEMA may take one or more of the following actions, as appropriate:

- ◆ Temporarily withhold cash payments pending correction of the deficiency by the Grantee or subgrantee;
- ◆ Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance;
- ◆ Wholly or partly suspend or terminate the current award for the Grantee's or subgrantee's HMA grant program(s);
- ◆ Withhold further awards for HMA grant program(s); or
- ◆ Take other remedies that may be legally available.

Additional details can be found in 44 CFR Section 13.43.

C. Reporting Requirements

Grantees and subgrantees must maintain records of work and expenditures. Grantees submit quarterly financial and performance reports to FEMA on January 30, April 30, July 30, and October 30. The first quarterly reports are due within 30 days of the end of the first Federal quarter following the initial grant award. FEMA may waive the initial reports. The Grantee shall submit quarterly financial status and performance reports thereafter until the grant ends. Failure to submit financial and performance reports to FEMA in a timely manner may result in an inability to access grant funds until proper reports are received by FEMA. Grantees are encouraged to contact FEMA should this occur.

The **PDM Program** and **FMA** quarterly reports can be submitted via *eGrants*. For **HMGP**, quarterly performance reports can be submitted via NEMIS or a hard copy to the Region. PDM Program and FMA quarterly financial reports must be submitted via PARS.

C.1 Federal Financial Reports

Grantees shall submit a quarterly Federal Financial Report (FFR). Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425), which is due to FEMA within 30 days of the end of each calendar quarter (e.g., for the quarter ending March 31, the FFR is due no later than April 30). A report must be submitted for every quarter of the POP, including

partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent. The final FFR is due 90 days after the end date of the POP.

OMB has directed that the FFR (SF-425) replace the use of the SF-269, SF-269A, SF-272, and SF-272A. The SF-425 consolidates the Federal Status Report and the Federal Cash Transaction Report into a single report. The SF-425 is intended to provide Federal agencies and grant recipients with a standard format and consistent reporting requirements.

Reporting periods and due dates:

- ◆ October 1 – December 31; Due January 30
- ◆ January 1 – March 31; Due April 30
- ◆ April 1 – June 30; Due July 30
- ◆ July 1 – September 30; Due October 30

FEMA may suspend drawdowns from SMARTLINK or PARS if quarterly financial reports are not submitted on time.

C.2 Performance Reports

The Grantee shall submit a quarterly performance report for each grant award. Performance reports should include:

- ◆ Reporting period, date of report, and Grantee POC name and contact information;
- ◆ Project identification information, including FEMA project number (including disaster number and declaration date for the HMGP), subgrantee, and project type using standard eGrants/NEMIS project type codes;
- ◆ Significant activities and developments that have occurred or have shown progress during the quarter, including a comparison of actual accomplishments to the work schedule objectives established in the subgrant;
- ◆ Percent completion and whether completion of work is on schedule; a discussion of any problems, delays, or adverse conditions that will impair the ability to meet the timelines stated in the subgrant; and anticipated completion date;
- ◆ Status of costs, including whether the costs are: (1) unchanged, (2) overrun, or (3) underrun. If there is a change in cost status, the report should include a narrative describing the change. Also, include amount dispersed to subgrantee by activity;
- ◆ A statement of whether a request to extend the grant POP is anticipated;
- ◆ Incremental funding amounts (SFM) and progress completed;

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- ◆ For acquisition projects, the Grantee must notify FEMA on the current status of each property for which settlement was completed in that quarter; and
 - ◆ FEMA may require additional information as needed to assess the progress of a grant.

FEMA may suspend drawdowns from SMARTLINK or PARS if quarterly performance reports are not submitted on time.

C.3 Final Reports

The Grantee shall submit a Final SF-425 and Performance Report no later than 90 days after the end date of the POP, per 44 CFR Section 13.50.

D. Closeout

D.1 Subgrant Closeout

Upon subgrant completion, the Grantee must ensure that:

- ◆ Each subgrant has been completed in compliance with the approved SOW. The Grantee must conduct a site visit or collect photographs for a project subgrant to ensure the approved SOW was completed;
- ◆ Each subgrant has been completed in compliance with all environmental mitigation conditions attached to it;
- ◆ Actual expenditures have been documented and are consistent with the SF-424A or SF-424C;
- ◆ All program income has been deducted from total project costs as specified in 44 CFR Section 13.25(g)(1);
- ◆ All project work was performed in accordance with all required permits and applicable building codes as modified or protected by the approved project;
- ◆ For projects involving an insurable facility, the required hazard insurance (e.g., NFIP) has been secured;
- ◆ Geospatial coordinates, in the form of latitude and longitude with an accuracy of +/- 20 meters (64 feet), have been provided for the project. For minor localized flood reduction, hazardous fuels reduction, and soil stabilization projects, an accurate recording of the official acreage, using open file formats geospatial files (i.e., shapefiles), has been submitted;
- ◆ For new or updated hazard mitigation plans, a final copy of the FEMA-approved and community-adopted plan has been submitted; and
- ◆ For planning related activities, the activity is consistent with 44 CFR Parts 201 or 206 (HMGP).

For project-specific requirements, see the Appendices and the Addendum to this HMA Unified Guidance. Grantees should close out subgrants as activities are completed. In addition, as cost underruns are identified, the Grantee should submit de-obligation requests to FEMA.

The subgrantee is required to keep records for at least 3 years from the date when the Grantee submits to FEMA the single or final expenditure report for the subgrantee in accordance with 42 U.S.C. 705 and 44 CFR Section 13.42.

For additional information about closeout for property acquisition and structure demolition or relocation projects, see Addendum, Parts A.13 and A.15. For additional information about closeout for mitigation reconstruction projects, see Addendum, Part D.9.

D.2 Grant Closeout

The Grantee has up to 90 days following the expiration of the grant POP to liquidate valid expenditures incurred during the POP. Cost underruns remaining after the post-POP liquidation period date must be reported to FEMA for de-obligation. The closeout process for the Grantee involves the following steps:

- ◆ The Grantee ensures all subgrants have been closed out as identified in [Part VII, D.1](#);
- ◆ The Grantee reconciles/adjusts subgrant costs, ensures that non-Federal share costs are documented, and ensures that all costs submitted are eligible according to the FEMA-approved SOW;
- ◆ The Grantee receives and processes cost adjustments or returns unobligated funds to FEMA via SMARTLINK or PARS. Final payment is made to the Grantee;
- ◆ The Grantee submits a closeout letter to FEMA with supporting documentation, including:
 - Statement that SOW(s) has been completed as approved and all EHP requirements have been satisfied;
 - SF-425 (for PARS, the final SF-425 is also submitted via PARS);
 - SF-270, *Request for Advance or Reimbursement*, if applicable, or request for de-obligation of unused funds, if applicable;
 - FEMA Form 20-18, *Report on Government Property*, if applicable; and
- ◆ The Grantee notifies FEMA that the grant is ready for final closeout.

The Grantee must maintain the complete grant closeout records file for at least 3 years from the submission date of its single or last expenditure report in accordance with 44 CFR Section 13.42.

For **HMGP**, FEMA can track closeouts using the Project Closeout module in NEMIS.

D.2.1 Update of Repetitive Loss Database

Grantees with projects that mitigate a repetitive loss property, as identified by the NFIP, must update the NFIP Repetitive Loss Database as project activities are completed.

- ◆ For acquisition and demolition or relocation projects, Grantees must provide this update when there is no longer an insurable structure on the property; and
- ◆ For elevation, reconstruction, floodproofing, and minor flood control projects, Grantees must provide this update when the approved activity is complete or otherwise effective.

The NFIP defines a repetitive loss property as any insurable building for which two or more claims of more than \$1,000 were paid by the NFIP within any rolling 10-year period since 1978. At least two of the claims must be more than 10 days apart but within 10 years of each other. A repetitive loss property may or may not be currently insured by the NFIP.

Please note this definition of repetitive loss property is different from the FMA definition of repetitive loss property located in [Part IX, C.1](#).

To gain access to sensitive NFIP data, government officials are required to obtain a User Name and Password for access to Data Exchange, the Repetitive Loss Database that is managed by the NFIP Legacy Systems Contractor. Currently, only two access accounts are permitted per State and are reserved for the State Hazard Mitigation Officer (SHMO) and the State NFIP Coordinator or their designee. To obtain a User Name and Password for access to Data Exchange, send an email with your name, title, contact information, and the reason that access to Data Exchange is needed to FEMA. Once FEMA authorizes you for NFIP Legacy Systems access to Data Exchange, you will be notified via email.

To maintain accurate, up-to-date records for all repetitive loss properties mitigated as a result of HMA grant funds, FEMA requires that the Grantee submit FEMA Form AW-501, *NFIP Repetitive Loss Update Worksheet* (OMB 1660-0022). Form AW-501 must be submitted along with documentation supporting the change in the mitigated status of a structure (e.g., elevation certificate). This form must be submitted for each property mitigated with HMA grant funds prior to closeout. The AW-501 form and instructions for completing and submitting it can be found on the FEMA Web site: <http://www.fema.gov/library/viewRecord.do?id=3244>. Detailed AW-501 forms for individual repetitive loss properties can be obtained by accessing Data Exchange and selecting the link to AW-501 data after selecting to look up property by property locator or repetitive loss number.

States accessing NFIP data via the electronic systems (Data Exchange) are advised of, and must acknowledge, the sensitive nature of the information and the need to prevent the release of the data to unauthorized users. When the data is released to a local government by either the State or the appropriate FEMA Regional Office, the local government must be notified in writing that the records relating to individuals and individual properties are:

being made available through the FEMA routine use policy for the specific purposes of mitigation planning, research, analysis, and feasibility studies consistent with the NFIP and for uses that further the floodplain management and hazard mitigation goals of the States and FEMA.

PART VIII. FEMA CONTACTS

Part VIII identifies resources that may help Applicants and subapplicants request HMA funds.

If requested, FEMA will provide technical assistance to both Applicants and subapplicants regarding:

- ◆ General questions about the HMA programs;
- ◆ Specific questions about subapplications after the application period opens;
- ◆ Feasibility and effectiveness, cost-effectiveness, and EHP compliance during the application period; and
- ◆ The *eGrants* application processes.

For additional technical assistance resources, including HMA application and award resources, see [Part X, C.7](#).

FEMA encourages Applicants and subapplicants to seek technical assistance early in the application period by contacting their appropriate FEMA Regional Office. [Table 6](#) shows which States are served by each FEMA Region.

Contact information for FEMA Regional Offices is provided at <http://www.fema.gov/regional-operations>.

Contact information for each SHMO is provided at <http://www.fema.gov/state-hazard-mitigation-officers>.

Table 6: FEMA Regions

FEMA Region	Serving
I	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
II	New Jersey, New York, Puerto Rico, U.S. Virgin Islands
III	Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia
IV	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
V	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
VI	Arkansas, Louisiana, New Mexico, Oklahoma, Texas
VII	Iowa, Kansas, Missouri, Nebraska
VIII	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
IX	Arizona, California, Hawaii, Nevada, American Samoa, Guam, the Northern Mariana Islands
X	Alaska, Idaho, Oregon, Washington

PART IX. ADDITIONAL PROGRAM GUIDANCE

Part IX provides additional information applicable to assistance available under each particular HMA grant program. This section supplements the information provided in Parts I through VIII, and the unique project type guidance included in the Addendum. Part IX does not provide all of the information necessary to apply for funding through an HMA program and must be read in conjunction with other relevant sections of this guidance.

A. Hazard Mitigation Grant Program

Most of the information that an Applicant or subapplicant needs to apply for an HMGP award or that a Grantee or subgrantee needs to manage a HMGP award is provided in Parts I through VIII, and Part X. This section contains supplemental guidance specific to HMGP.

A.1 Grantee Request for HMGP Funds

HMGP is authorized through a Presidential major disaster declaration for activities that provide a beneficial impact to the disaster area. A Governor may request that HMGP funding be available throughout the State or only in specific jurisdictions. For information regarding the declaration process and authorization of HMGP, see 44 CFR Part 206, Subpart B, and seek assistance from the appropriate FEMA Regional Office.

The Governor's Authorized Representative (GAR) serves as the grant administrator for all funds provided under HMGP 44 CFR Section 206.438 (d). The GAR responsibilities include providing technical advice and assistance to eligible subapplicants and/or subgrantees and ensuring that all potential subapplicants are aware of available assistance for the submission of all documents necessary for grant award.

A.2 State Administrative Plan

The State Administrative Plan is a procedural guide that details how the Grantee will administer HMGP. Grantees must have a current Administrative Plan approved by FEMA before receiving HMGP funds. The State Administrative Plan may become an annex or chapter of the State's overall emergency response and operations plan or comprehensive mitigation program strategy. At a minimum, the State Administrative Plan must:

- ◆ Designate the State agency that will act as Grantee;
- ◆ Identify the SHMO;
- ◆ Identify staffing requirements and resources, including a procedure for expanding staff temporarily following a disaster, if necessary;

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- ◆ Establish procedures to guide implementation activities, including Grantee management costs and distribution of subgrantee management costs; and
 - ◆ Comply with 44 CFR Section 206.437.

A.2.1 Designation of Grantee and SHMO

Typically, the agency designated to act as Grantee manages the State responsibilities for Federal and State disaster assistance and is responsible for meeting the mitigation planning requirement. Although a single agency may administer the funding, the Governor may establish an interagency mitigation team to manage the State mitigation program.

The SHMO is typically responsible for managing the State's mitigation program, coordinating the mitigation team, and developing as well as implementing the hazard mitigation plan. States often rely on staff from the emergency management agency or other State agencies to augment the staff of the SHMO following a disaster.

A.2.2 Staffing Requirements and the Mitigation Team

The State Administrative Plan should identify the positions and minimum number of personnel needed to implement HMGP. Key positions may include clerical, administrative, and financial management staff; program specialists to support mitigation planning and the implementation of mitigation activities and to conduct BCAs; and environmental planners. However, the organizational structure of the staff should remain flexible as it may be augmented as needed with emergency management agency staff, staff from other State agencies, or temporary staff or contractors hired to administer HMGP effectively. The State Administrative Plan should include a procedure for expanding staff resources and using HMGP management costs.

The mitigation team may include representatives of agencies involved with emergency management, natural resources, floodplain management, environmental issues and historic and archeological preservation, soil conservation, transportation, planning and zoning, housing and economic development, building regulations, infrastructure regulations or construction, public information, insurance, regional and local government, academia, business, and non-profit organizations. With the varied backgrounds and specialized expertise of members, the team creates interagency, interdisciplinary insight regarding risks and potential solutions. The interagency aspect of the team can diffuse political pressure on the Grantee agency and increase the availability of resources. The mitigation team may support the Grantee agency by:

- ◆ Developing a comprehensive mitigation strategy;
- ◆ Supporting development and implementation of the State Mitigation Plan;
- ◆ Communicating with local governments regarding State mitigation priorities;
- ◆ Building public and business/industry support for mitigation initiatives;

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- ◆ Reviewing, assigning priority, and recommending mitigation actions for implementation; and
 - ◆ Seeking funding for implementation of mitigation measures.

A.2.3 Procedures to Guide Implementation Activities

The State Administrative Plan must establish procedures to:

- ◆ Identify and notify potential subapplicants of the availability of HMGP funding;
- ◆ Provide potential subapplicants information on the application process, program eligibility, and deadlines;
- ◆ Determine subapplicant eligibility;
- ◆ Provide information for environmental and floodplain management reviews in conformance with 44 CFR Parts 9 and 10;
- ◆ Process requests for advances of funds and reimbursements;
- ◆ Monitor and evaluate the progress and completion of funded mitigation activities;
- ◆ Review and approve cost overruns;
- ◆ Process appeals;
- ◆ Provide technical assistance as required to subgrantees;
- ◆ Comply with the administrative requirements of 44 CFR Parts 13 and 206;
- ◆ Comply with audit requirements of 44 CFR Section 13.26 and OMB Circular A-133; and
- ◆ Provide quarterly progress reports to FEMA on funded mitigation activities.

A.2.4 Sliding Scale

The maximum amount of HMGP funding available is calculated using a “sliding scale” formula based on a percentage of the estimated total Federal assistance under the Stafford Act, excluding administrative costs for each Presidential major disaster declaration. Applicants with a FEMA-approved State or Tribal Standard Mitigation Plan may receive:

- ◆ Up to 15 percent of the first \$2 billion of the estimated aggregate amount of disaster assistance;
- ◆ Up to 10 percent for the next portion of the estimated aggregate amount more than \$2 billion and up to \$10 billion; and
- ◆ Up to 7.5 percent for the next portion of the estimated aggregate amount more than \$10 billion and up to \$35.333 billion.

Applicants with a FEMA-approved State or Indian Tribal Enhanced Mitigation Plan are eligible for HMGP funding not to exceed 20 percent of the estimated total Federal assistance under the Stafford Act, up to \$35.333 billion of such assistance, excluding administrative costs authorized for the disaster.

A.2.5 Management Costs

The Grantee must amend its State Administrative Plan to include procedures for determining the reasonable amount or percentage of management costs that it will pass through to the subgrantee, as well as closeout and audit procedures before FEMA will obligate any management costs (see 44 CFR Sections 207.4(c) and 207.7(b)). The State will determine the amount, if any, of management costs it will pass through to the subgrantee. FEMA has not established any minimum for what constitutes a reasonable amount.

A.2.6 Submission and Approval Deadlines

A State may forward a new or updated State Administrative Plan to FEMA for approval at any time. A State should review and update their plan annually and must review and update it following a Presidential major disaster declaration if required to meet current policy guidance or changes to the administration of the program. If a review indicates that there will be no changes to the current State Administrative Plan, the Grantee should notify FEMA of this within 90 days of the disaster declaration.

A.3 HMGP Funding

FEMA will determine the funding it will make available for the HMGP by a lock-in, which will act as a ceiling for funds available to a Grantee, including its subgrantees. The level of HMGP funding available for a given disaster is based on a percentage of the estimated total Federal assistance under the Stafford Act, excluding administrative costs for each Presidential major disaster declaration, as described in 44 CFR Section 206.432(b) and [Part III, A](#) of this guidance.

An initial estimate will be provided within 35 days of the disaster declaration or soon thereafter, in conjunction with calculation of the preliminary lock-in amount(s) for management costs.

The 6-month estimate is no longer the floor or a guaranteed minimum funding for HMGP. The 12-month lock-in is the maximum amount available. Prior to 12 months, total obligations are

THE HMGP FINAL LOCK-IN

Because lock-in estimates are subject to change, FEMA will not obligate more than 75 percent of any estimate before the final lock-in is calculated.

Total State Management Cost (SMC)
(4.89% of Total Available HMGP):



Prior to 12 Months:

FEMA obligates up to 75 percent of
total HMGP funding separate from SMC



At 12 Months:

FEMA establishes the full HMGP ceiling
amount



At 18 Months:

For a catastrophic disaster, the final
lock-in amount { æ Å^ adjusted upon

limited to not more than **75 percent** of any current estimate, without the concurrence of the Regional Administrator or Federal Coordinating Officer (FCO) with Disaster Recovery Manager authority and the Office of the Chief Financial Officer (OCFO).

FEMA will establish the HMGP funding ceiling for each disaster at 12 months after the disaster declaration. This amount, also known as the “lock-in” value for HMGP, is the maximum that FEMA can obligate for eligible HMGP activities. The OCFO will continue to provide HMGP estimates prior to 12 months; however, these estimates will not represent a minimum or floor amount.

In rare circumstances, when a catastrophic disaster has resulted in major fluctuations of projected disaster costs, FEMA may, at the request of the Grantee, conduct an additional review 18 months after the disaster declaration. If the resulting review shows that the amount of funds available for HMGP is different than previously calculated, the final lock-in amount will be adjusted accordingly.

The Grantee must justify in writing to the Regional Administrator any requests to change the amount of the lock-in or perform subsequent reviews. The Regional Administrator will recommend to the Chief Financial Officer whether to approve the change. Changes to the lock-in will not be made without the approval of the Chief Financial Officer. The Chief Financial Officer may change the amount of the lock-in if it is determined that the projections used to determine the lock-in were inaccurate to such a degree that the change to the lock-in would be material, or for other reasons in his or her discretion that may reasonably warrant such changes. The Chief Financial Officer will not make such changes without consultation with the Grantee and the Regional Administrator.

A.4 HMGP Management Costs

The amounts, allowable uses, and procedures for HMGP management costs are established in 44 CFR Part 207. Examples of allowable management costs are listed in [Part IV, D.1.3](#). HMGP management costs will be provided at a rate of 4.89 percent of the HMGP ceiling. The Grantee, in its State Administrative Plan, will determine the amount, if any, of management costs it will pass through to the subgrantee (see [Part IX, A.2.5](#)). Management costs are provided outside of and separate from the HMGP ceiling amount. There is no additional cost-share requirement for HMGP management costs.

FEMA will establish the amount of funds that it will make available for management costs by a lock-in, which will act as a ceiling for management cost funds available to a Grantee, including its subgrantees. FEMA will determine, and provide to the Grantee, management cost lock-ins at 30 days (or soon thereafter), at 6 months, and at 12 months from the date of declaration, or upon the calculation of the final HMGP lock-in ceiling, whichever is later.

Upon receipt of the initial 30-day lock-in, Grantees may request that FEMA obligate 25 percent of the estimated lock-in amount(s) to the Grantee. No later than 120 days after the date of declaration, the Grantee must submit documentation to support costs and activities for which the projected lock-in for management cost funding will be used. In extraordinary circumstances, FEMA may approve a request by a Grantee to submit supporting documentation after 120 days.

FEMA will work with the Grantee to approve or reject the documentation submitted within 30 days of receipt. If the documentation is rejected, the Grantee will have 30 days to resubmit it for reconsideration and approval. FEMA will not obligate any additional management costs unless the Grantee's documentation is approved.

The documentation for management costs must include:

- ◆ A description of activities, personnel requirements, and other costs for which the Grantee will use the management cost funding provided under this part;
- ◆ The Grantee's plan for expending and monitoring the funds provided under this part and ensuring sufficient funds are budgeted for grant closeout; and
- ◆ An estimate of the percentage or amount of pass-through funds for management costs provided under this part that the Grantee will make available to subgrantees, and the basis, criteria, or formula for determining the subgrantee percentage or amount (e.g., number of projects, complexity of projects, etc.).

Upon receipt of the 6-month management costs lock-in, and if the Grantee can justify a bona fide need for additional management costs, the Grantee may submit a request to the Regional Administrator for an interim obligation. Any interim obligation must be approved by the Chief Financial Officer and will not exceed an amount equal to 10 percent of the 6-month lock-in amount, except in extraordinary circumstances.

The Grantee must justify in writing to the Regional Administrator any requests to change the amount of the lock-in or the cap, extend the time period before lock-in, or request an interim obligation of funding at the time of the 6-month lock-in adjustment. The Regional Administrator will recommend to the Chief Financial Officer whether to approve the extension, change, or interim obligation. Extensions, changes to the lock-in, or interim obligations will not be made without the approval of the Chief Financial Officer.

For additional information on HMGP management costs see 44 CFR Part 207.

A.5 Eligible Subapplicants

In addition to the eligible subapplicants described in [Part IV, A.1](#), PNP organizations may act as the subapplicant for HMGP. PNP organizations or institutions that own or operate a PNP facility are defined in 44 CFR Section 206.221(e). Each subapplication from a PNP must include either:

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- ◆ An effective ruling letter from the IRS granting tax exemption under Section 501(c), (d), or (e) of the Internal Revenue Code of 1954, as amended; or
 - ◆ State certification, under State law, of non-profit status.

A qualified conservation organization, as defined at 44 CFR Section 80.3(h), is the only PNP organization eligible to apply for property acquisition and demolition or relocation projects.

A.6 Submission of HMGP Subapplications

The Grantee must submit all HMGP subapplications to FEMA within 12 months of the date of the disaster declaration. Upon written request and justification from the Grantee, FEMA may extend the application submission timeline in 30- to 90-day increments not to exceed a total extension of 180 days, in the event of extraordinary conditions. For additional information see 44 CFR Section 206.436. Additional time may be available based on meeting the criteria of the Stafford Act, Section 301. To qualify, the requestor must justify how the event for which the additional time is needed created the situation in which the Grantee cannot meet the regulatory administrative deadline.

Extensions beyond regulatory time limits will be considered on a case-by-case basis. Stafford Act Section 301 provides relief for the rare circumstance when the magnitude of the event for which the extension is requested prevents the Grantee from meeting program administrative requirements. The Grantee must make the request to the Flood Insurance and Mitigation Administration Associate Administrator by submitting through the Regional Administrator, or if there is a Joint Field Office submit through the FCO. The Regional Administrator or FCO will provide his or her comments or concurrence and forward the request. The maximum time available is 90 days. The request must describe the conditions that preclude the Grantee from meeting the administrative requirements and must include a summary of current status, planned actions to meet the extension, and any resources that may be required. FEMA will consider the request and will provide a decision within 30 days.

A.7 Grant Cost-share Requirements

HMGP grants are required to have at least a 25 percent non-Federal cost share.

The Grantee may choose to meet the cost-share requirement by ensuring a minimum 25 percent non-Federal share for the overall HMGP grant award, rather than on an individual activity basis. Grantees choosing this option should develop a cost-share strategy as part of their Administrative Plan for review and approval by FEMA.

If an Applicant chooses to fund individual projects with non-Federal cost shares below 25 percent, the Applicant must notify FEMA. If an Applicant intends to implement this approach, the State Administrative Plan must explain how the Applicant will:

- ◆ Apply this approach in a fair and impartial manner to all subapplications;

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- ◆ Monitor the cost share for the overall grant throughout the POP; and
 - ◆ Address any cost-share shortfalls that may occur during the POP and at closeout.

If, at closeout, the non-Federal cost share of the grant is less than 25 percent of the total amount, FEMA will recoup the amount of Federal funds needed to bring the cost share into compliance.

A.8 Post-Disaster Code Enforcement Projects

HMGP will fund extraordinary post-disaster code enforcement costs. Extraordinary needs associated with enforcing local building codes during post-disaster reconstruction may include the performance of building department functions, such as building inspections, and the performance of Substantial Damage determinations under the NFIP.

A post-disaster code enforcement project may be funded through HMGP if:

- ◆ The Grantee assesses existing building code and/or zoning and land use management regulations and determines that they adequately address the identified natural hazard risks. The Grantee determines that the local community has adopted a building code consistent with a recent edition of the International Code Series, conforms to State-model or State-mandated building codes, and, if the local community participates in the NFIP, has local floodplain management measures in place that meet the minimum requirements for participation in the NFIP;
- ◆ The Grantee evaluates the building department and determines that its organization, funding, and enforcement and inspection processes are sufficient to ensure proper enforcement of all applicable laws and ordinances during normal operations; and
- ◆ The Grantee evaluates the building department and identifies deficiencies, and the local community agrees to address any deficiencies identified in this evaluation as a condition of receiving the subgrant. This agreement can be a simple statement attached to the evaluation and should include an implementation schedule that is mutually satisfactory to the Grantee, the subgrantee, and FEMA. The agreement should include an acknowledgment by the subgrantee that failure to meet the agreed upon implementation schedule can result in the loss of all current and/or future building department assistance used to support post-disaster operations.

The State's assessment can be accomplished through various mechanisms. Any assessment should include a discussion of the community's compliance with the NFIP. Suggested approaches include (but are not limited to):

- ◆ Employing a mutual-aid agreement among communities to use other local building officials;
- ◆ Entering into a contractual agreement with a State or regional government entity that is well versed in building codes and proper administration of a building department;

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- ◆ Entering into a contractual agreement with one of the model building code organizations;
 - ◆ Employing building code experts temporarily;
 - ◆ Deploying FEMA mitigation staff knowledgeable of building codes and proper building department administration. Former local building officials can often provide the requisite knowledge; or
 - ◆ Requesting the Hazard Mitigation Technical Assistance Program.

HMGP funds only extraordinary post-disaster code enforcement costs. Extraordinary post-disaster code enforcement costs are the costs to ensure disaster-resistant codes are implemented during disaster reconstruction after normal costs of the building department are deducted. Costs might include staffing, equipment purchases, office rental, transportation, supplies, and similar expenses. Extraordinary costs equal disaster costs minus normal costs and cost of fees or fee waivers.

- ◆ Disaster costs can be determined by the payroll and office expenses during the period of assistance. If the subapplicant must purchase new equipment, only the equivalent rental cost of this equipment for the period of assistance is considered a disaster cost. The revenues generated by fees for inspections or permits, whether collected or not, must be deducted;
- ◆ Normal costs can be determined from a monthly average of payroll and office expenses during the most recent 12-month period that does not include Federal, State, or local disaster declarations; and
- ◆ If a community has already received Federal assistance for meeting emergency building inspection needs (such as determining habitability), these costs must be deducted in determining extraordinary costs.

A.9 Advance Assistance

Advance Assistance is authorized by the SRIA, which allows advancing up to 25 percent of the HMGP ceiling or \$10 million to Applicants, whichever is less. The purpose of Advance Assistance is to provide States and Tribes resources to develop mitigation strategies and obtain data to prioritize, select, and develop complete HMGP applications in a timely manner. FEMA expects States and Tribes that receive Advance Assistance to submit complete project applications up to or over the HMGP ceiling by the application deadline.

ADVANCE ASSISTANCE

FEMA may provide up to 25 percent (with a limit of \$10 million) of the amount of estimated HMGP costs to States and Indian Tribal governments in advance of incurring eligible costs.

FEMA expects States that receive Advance Assistance to submit complete project applications up to or over the available HMGP ceiling by the final HMGP project application deadline.

FEMA will continue to implement Advance Assistance on a pilot basis for any State or Indian Tribal government having a declaration with an open application period. Advance Assistance is not automatic. States and Tribes may request Advance Assistance by submitting an HMGP application form to the Regional Mitigation Division Director. The application must identify the proposed use of the funds, including costs in sufficient detail for each proposed activity and milestones for submitting completed HMGP applications to FEMA. Advance Assistance is subject to the HMGP cost-share requirements and SFM (i.e., FEMA will not obligate funds until the State has an immediate need for the funds). Advance Assistance is part of the HMGP ceiling amount.

States may use Advance Assistance for the following activities:

- ◆ Obtain staff or resources to develop a cost-share strategy and identify potential match funding;
- ◆ Evaluate facilities or areas to determine appropriate mitigation actions;
- ◆ Incorporate environmental considerations early into program decisions;
- ◆ Collect data for BCAs, environmental compliance and other program requirements;
- ◆ Scope and prioritize hazard mitigation projects (including State coordination of local projects) to incorporate sustainability, resilience, and renewable building concepts;
- ◆ Develop hazard mitigation projects, including engineering design and feasibility actions;
- ◆ Incorporate SFM principles into mitigation project work schedules and budgets that will facilitate compliance with the legislative requirement to expend obligated funds within 24 months;
- ◆ Conduct meetings, outreach, and coordination with potential subapplicants and community residents to identify potential participants for property acquisition and demolition or relocation projects;
- ◆ Conduct engineering design and feasibility studies for larger or complex community drainage projects or critical facility retrofits (such as for phased projects);
- ◆ Conduct hydrologic and hydraulic studies for unmapped flood zones or Approximate A Zone areas where communities propose to submit hazard mitigation projects;
- ◆ Perform professional cost estimation services to aid consistency in project budgeting across subapplications;
- ◆ Rectify data consistency needs for other project application categories, such as EHP, cost sharing mechanisms, and work schedules; and
- ◆ Complete necessary documents for deed restricting properties such as acknowledgement of voluntary participation, or Model Acknowledgement of Conditions for Mitigation of Property in a Special Flood Hazard Area with FEMA Grant Funds for property acquisition projects.

Requirements and Deliverables Associated with Advance Assistance and Resulting HMGP Applications may include:

- ◆ Documentation of Advance Assistance Accomplishments: Applicants must submit documentation to FEMA to support that they accomplished all activities listed in their Advance Assistance application.
- ◆ Submission of Projects up to the HMGP Ceiling: FEMA expects States that receive Advance Assistance to submit complete project applications up to or over the available HMGP ceiling by the final HMGP project application deadline.
- ◆ Accounting for Use of Advance Assistance Funds: For accounting and audit purposes, the State must submit sufficient financial detail to demonstrate that no costs claimed under Advance Assistance are duplicated in subsequent HMGP project applications or in State Management Cost budgets.
- ◆ Documentation of Environmental Considerations: The Applicant must document that effects to environmental and historic resources were considered early in the planning and project scoping processes. This requirement is in addition to ensuring environmental compliance.

For additional information on Advance Assistance, please see [Appendix L](#), Advance Assistance Optional Application.

A.10 Phased Projects

In general, sufficient technical information is provided by the Applicant or subapplicant to allow FEMA to make an eligibility determination on a subapplication. The costs to obtain this information are generally eligible as pre-award costs (See [Part V, F.2](#) for more information). However, in rare circumstances it is beyond the subapplicant's technical and financial resources to provide the complete technical information required for a full eligibility or environmental review of a complex project. The Applicant and FEMA may provide technical assistance to the subapplicant to develop this complete body of technical data by approving a subapplication to complete a Phase I design, engineering, environmental, or feasibility study. The Phase I study provides FEMA with a technical body of information mutually concurred on by the subapplicant, the Applicant, and FEMA to determine project eligibility. If the results of the Phase I review indicate that the project meets HMGP requirements, the project would then be eligible for funding for construction under a Phase II approval. Phase I study funding is part of the project's total estimated cost, and is subject to HMGP cost-share requirements.

The use of a Phase I study should be limited to complex projects that require technical or environmental data beyond the scope of that generally required for a typical HMGP project. The following provides guidelines and outlines the process for selecting projects for Phase I/Phase II project approval.

A.10.1 Pre-Screening Process

The project must meet the following pre-screening criteria for a conditional Phase I approval in the following sequence:

- ◆ State or Indian Tribal (Standard or Enhanced) Mitigation Plan – The proposed project must be in conformance with the State or Tribal (Standard or Enhanced) Mitigation Plan;
- ◆ Justification for Selection of the Proposed Project – Justification must be provided for the selection of the proposed solution after consideration of a range of options;
- ◆ Potential Cost-effectiveness – The project demonstrates potential cost-effectiveness based on a preliminary assessment of anticipated project benefits and cost. The subapplicant must be aware that this preliminary assessment is solely for the purpose of the Phase I pre-screening process and is not the final cost-effectiveness determination;
- ◆ EHP Review – Initial environmental review to identify major EHP compliance issues. The Phase I study is categorically excluded from NEPA review; and
- ◆ Hydrologic and Hydraulic or Other Relevant Technical Data – The subapplicant provides available hydrologic and hydraulic data based on existing models and other relevant technical data, as appropriate.

A.10.2 Phase I Conditional Approval

The Applicant and FEMA may approve projects meeting the above pre-screening requirements for technical assistance under a Phase I conditional approval. FEMA and the Applicant will coordinate closely to ensure mutual concurrence on all data and technical information as the Phase I technical review process proceeds. The sequence for the process is as follows:

- ◆ Hydrologic and Hydraulic or Other Relevant Technical Data – If appropriate, the Applicant and FEMA will review the hydrologic and hydraulic or other technical data provided by the subapplicant;
- ◆ Preliminary Engineering Design – Based upon the technical data, the subapplicant develops a preliminary engineering design and layout and cost estimates with ad-hoc technical assistance from the Applicant and FEMA;
- ◆ EO 11988 – If applicable, based upon the technical data and revised engineering design, the project must demonstrate compliance with floodplain management requirements under this EO. If a FIRM amendment or revision will be necessary, the Applicant and FEMA will provide the subapplicant with technical assistance to meet this requirement;
- ◆ Refinement of the Cost-Effectiveness Assessment – Based upon the revised design and cost estimates, the Applicant and FEMA will refine the preliminary assessment of cost-effectiveness conducted in the Phase I pre-screening process. This will result in a final

BCR to evaluate the project's cost-effectiveness, which will include all the project costs including Phase I; and

- ◆ EHP Review – The Applicant and FEMA will conduct a review of the revised project design to ensure EHP compliance. The project will meet EHP requirements before Phase II approval.

A.10.3 Phase II Approval-Construction Process

If the project is determined to be eligible, technically feasible, cost-effective, and compliant with EHP requirements under the Phase I technical review, the project may then be approved for construction under Phase II.

A.11 The 5 Percent Initiative

Some mitigation activities are difficult to evaluate using FEMA-approved cost-effectiveness methodologies. Up to 5 percent of the total HMGP funds may be set aside by the Grantee to pay for such activities. These funds are not eligible to be used in situations where the mitigation activities can be evaluated under FEMA-approved cost-effectiveness methodologies but do not meet the required BCA threshold.

To be eligible for the 5 Percent Initiative, activities must:

- ◆ Be difficult to evaluate against traditional program cost-effectiveness criteria;
- ◆ Comply with all applicable HMGP eligibility criteria as well as with Federal, State, and local laws and ordinances;
- ◆ Be consistent with the goals and objectives of the State or Indian Tribal (Standard or Enhanced) and local or Tribal mitigation plans; and
- ◆ Be submitted for review with a narrative that indicates that there is a reasonable expectation that future damage or loss of life or injury will be reduced or prevented by the activity.

Activities that might be funded under the 5 Percent Initiative include:

- ◆ The use, evaluation, and application of new, unproven mitigation techniques, technologies, methods, procedures, or products;
- ◆ Equipment and systems for the purpose of warning citizens of impending hazards;
- ◆ Purchase of generators or related equipment, such as generator hook-ups;
- ◆ Hazard identification or mapping and related equipment for the implementation of mitigation activities;
- ◆ GIS software, hardware, and data acquisition whose primary aim is mitigation;

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- ◆ Public awareness or education campaigns about mitigation; and
 - ◆ Evaluation of model building codes in support of future adoption and/or implementation.

A.11.1 Availability of Additional Funds for Tornado Mitigation

FEMA allows increasing the 5 Percent Initiative amount up to 10 percent for a Presidential major disaster declaration for tornadoes and high winds at the discretion of the Grantee. The increased initiative funding can be used for activities that address the unique hazards posed by tornadoes. To qualify for this funding, the Grantee must, in its State or Indian Tribal (Standard or Enhanced) Mitigation Plan, or other comprehensive plan, address warning of citizens (ensuring 90 percent coverage), further the safe room concept in construction or rehabilitation of residences or commercial structures, and address sheltering in mobile home parks. The plan, also, must explain how the Grantee will implement an ongoing public education program so that citizens are aware of warning systems and their meaning and the availability of in-home shelter designs. Similar information should be included in the subgrantee's local or Indian Tribal mitigation plan.

A.12 Appeal Process

An eligible subapplicant, subgrantee, or Grantee may appeal any FEMA determination regarding subapplications or applications submitted for funding under HMGP. FEMA will only consider appeals in writing that contain documentation that justifies the request for reconsideration. The appeal should specify the monetary figure in dispute and the provisions in Federal law, regulation, or policy with which the appellant believes the initial action was inconsistent.

Whether the appeal is originated by the Grantee or by a subapplicant/subgrantee, the appeal must be submitted in writing to the Regional Administrator by the Grantee. The Regional Administrator is the decision-maker on first appeals. If there is an appeal of the Regional Administrator's decision on any first appeal, the Assistant Administrator for Mitigation is the decision-maker for the second appeal. In some cases the appeal may involve highly technical issues. In these cases, FEMA may consult independent scientific or technical experts on the subject under appeal.

Appellants must make appeals within 60 days after receipt of a notice of the action that is being appealed. The Grantee must forward any appeal from a subapplicant/subgrantee with a written recommendation to the Regional Administrator within 60 days of receipt. Within 90 days following the receipt of an appeal, FEMA will notify the Grantee in writing of the disposition of the appeal or of the need for additional information.

If additional information is needed, FEMA will determine a date by which the information must be provided. Within 90 days following the receipt of the requested additional information (or 90 days after the information was due), FEMA will notify the Grantee in writing of the disposition of the appeal.

FEMA will provide its decision to the Grantee in writing. If the decision is to grant the appeal, the Regional Administrator will take the appropriate action.

Additional information regarding appeals can be found at 44 CFR Section 206.440.

B. Pre-Disaster Mitigation Program

Most of the information that an Applicant or subapplicant needs to apply for a PDM award or that a Grantee or subgrantee needs to manage a PDM award is provided in Parts I through VIII, and Part X. This section contains supplemental guidance specific to the PDM Program.

B.1 Allocation

FEMA will allocate funds for eligible projects to States and Territories consistent with applicable, statutory base and/or maximum allocations in the authorizing and appropriation laws. FEMA will administer the program as directed by Congress.

B.2 Small Impoverished Communities

Grants awarded to small impoverished communities may receive a Federal cost share of up to 90 percent of the total amount approved under the grant award to implement eligible approved activities in accordance with the Stafford Act. A small impoverished community must:

- ◆ Be a community of 3,000 or fewer individuals identified by the State as a rural community that is not a remote area within the corporate boundaries of a larger city;
- ◆ Be economically disadvantaged, with residents having an average per capita annual income not exceeding 80 percent of the national per capita income, based on best available data. For the most current information, go to <http://www.bea.gov>;
- ◆ Have a local unemployment rate that exceeds by 1 percentage point or more the most recently reported, average yearly national unemployment rate. For the most current information, go to <http://www.bls.gov/eag/eag.us.htm>; and
- ◆ Meet other criteria required by the Applicant in which the community is located.

Applicants must certify and provide documentation of the community status with the appropriate subapplication to justify the 90 percent cost share. If documentation is not submitted with the subapplication, FEMA will provide no more than the standard 75 percent of the total eligible costs.

B.3 Information Dissemination

Under the PDM Program, subapplicants may include eligible information dissemination activities in their project or planning subapplication. Eligible information dissemination activities include public awareness and education (brochures, workshops, videos, etc.) that directly relate to the eligible mitigation activity proposed in the subapplication. Information dissemination activities are limited to a maximum of 10 percent of the total cost of a subapplication.

B.4 Applicant Ranking of Subapplications

Applicants must rank each subapplication included in their grant application in order of their priority for funding. Each subapplication must be assigned a unique rank in *eGrants*. Applicants must provide an explanation for the rank given to each subapplication and demonstrate how it is consistent with their State or Tribal (Standard or Enhanced) Mitigation Plan.

B.5 Selection

FEMA will identify subapplications for further review based on Applicant rank. FEMA may identify a subapplication for further review out of rank order based on considerations such as program priorities, available funds, and policy factors.

FEMA will notify Applicants whose subapplications are identified for further review; however, this notification and conducting FEMA-requested pre-award activities are not considered notification or guarantee of a grant award.

C. Flood Mitigation Assistance Program

Most of the information that an Applicant or subapplicant needs to apply for an FMA award or that a Grantee or subgrantee needs to manage an FMA award is provided in Parts I through VII, and Part IX. This section contains supplemental guidance specific to FMA.

C.1 Eligible Properties

Properties included in a project subapplication for FMA funding must be NFIP-insured at the time of the application submittal. Flood insurance must be maintained through completion of the mitigation activity and for the life of the structure.

Residential or non-residential properties currently insured with the NFIP are eligible to receive FMA funds. In order to receive an increased Federal cost share, properties must meet one of the definitions below (consistent with the legislative changes made in the Biggert-Waters Flood Insurance Reform Act of 2012):

- ◆ **A severe repetitive loss property** is a structure that:
 - (a) Is covered under a contract for flood insurance made available under the NFIP; and
 - (b) Has incurred flood related damage –
 - (i) For which 4 or more separate claims payments have been made under flood insurance coverage with the amount of each such claim exceeding \$5,000, and with the cumulative amount of such claims payments exceeding \$20,000; or
 - (ii) For which at least 2 separate claims payments have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure.
- ◆ **A repetitive loss property** is a structure covered by a contract for flood insurance made available under the NFIP that:
 - (a) Has incurred flood-related damage on 2 occasions, in which the cost of the repair, on the average, equaled or exceeded 25 percent of the market value of the structure at the time of each such flood event; and
 - (b) At the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage.

C.2 Repetitive Loss Strategy

To be eligible for an increased Federal cost share, a FEMA-approved State or Tribal (Standard or Enhanced) Mitigation Plan that addresses repetitive loss properties must be in effect at the time of grant award and the property that is being submitted for consideration must be a repetitive loss property. Guidance on addressing repetitive loss properties can be found in the *State Multi-Hazard Mitigation Planning Guidance* and in 44 CFR Section 201.4(c)(3)(v). The Repetitive

Loss Strategy must identify the specific actions the State has taken to reduce the number of repetitive loss properties, which must include severe repetitive loss properties, and specify how the State intends to reduce the number of such repetitive loss properties. In addition, the hazard mitigation plan must describe the State's strategy to ensure that local jurisdictions with severe repetitive loss properties take actions to reduce the number of these properties, including the development of local or Tribal mitigation plans. For information about the Repetitive Loss Database, see [Part VII, D.2.1](#).

C.3 Cost Sharing

Consistent with the legislative changes made in the Biggert-Waters Flood Insurance Reform Act of 2012, cost-share availability under the FMA program depends on the type of properties included in the grant. For example, severe repetitive loss properties may receive up to 100 percent Federal funding and repetitive loss properties may receive up to 90 percent.

- ◆ In the case of mitigation activities to severe repetitive loss structures:
 - FEMA may contribute up to 100 percent Federal funding of all eligible costs, if the activities are technically feasible and cost-effective; or
 - The expected savings to the NFIF from expected avoided damages through acquisition or relocation activities, if the activities will eliminate future payments from the NFIF for severe repetitive loss structures through an acquisition or relocation activity.
- ◆ In the case of mitigation activities to repetitive loss structures, FEMA may contribute up to 90 percent Federal funding of all eligible costs.
- ◆ In the case of all other mitigation activities, FEMA may contribute up to 75 percent Federal funding of all eligible costs.

Structures with varying cost-share requirements can be submitted in one application. Applicants must provide documentation in the project application showing how the final cost share was derived. The final cost share will be entered into the *eGrants* system and documentation showing how the final cost share was derived must be attached to the application.

C.4 Applicant Ranking of Subapplications

Applicants must rank each subapplication included in their grant application in order of priority for funding. Each subapplication must be assigned a unique rank in *eGrants*. Applicants must provide an explanation for the rank given to each subapplication and demonstrate how it is consistent with their State or Tribal (Standard or Enhanced) Mitigation Plan.

C.5 Selection

FEMA will identify subapplications for further review based on a number of criteria, including but not limited to: savings to the NFIF, applicant rank, and property status (e.g., repetitive loss

property, severe repetitive loss property). FEMA also may identify a subapplication for further review out of rank order based on considerations such as program priorities, available funds, and other factors.

FEMA will notify Applicants whose subapplications are identified for further review; however, this notification and conducting FEMA-requested pre-award activities are not considered notification or guarantee of a grant award.

PART X. APPENDICES

A. Acronyms

ABFE	Advisory Base Flood Elevation
ADA	Americans with Disabilities Act
ADR	Alternative Dispute Resolution
ASCE	American Society of Civil Engineers
BCA	Benefit-Cost Analysis
BCR	Benefit-Cost Ratio
BFE	Base Flood Elevation
BIA	Bureau of Indian Affairs
BLM	Bureau of Land Management
CBRA	Coastal Barrier Resource Act
CBRS	Coastal Barrier Resource System
CDBG	Community Development Block Grant
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CRS	Community Rating System
DHS	Department of Homeland Security
DOB	Duplication of Benefits
DOI	Department of the Interior
DOP	Duplication of Programs
DOT	Department of Transportation
eGrants	Electronic Grants
EHP	Environmental Planning and Historic Preservation
EO	Executive Order
EOC	Emergency Operations Center
EPA	U.S. Environmental Protection Agency
ESA	Endangered Species Act
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration

FIMA	Flood Insurance and Mitigation Administration
FIRM	Flood Insurance Rate Map
FIS	Flood Insurance Study
FMA	Flood Mitigation Assistance
FY	Fiscal Year
GAR	Governor’s Authorized Representative
GIS	Geographic Information System
GSTF	Greatest Savings to the Fund
Hazus	Hazards United States
HMA	Hazard Mitigation Assistance
HMGP	Hazard Mitigation Grant Program
HUD	U.S. Department of Housing and Urban Development
HVAC	Heating, Ventilation, and Air Conditioning
IBC	International Building Code
ICC	Increased Cost of Compliance
IRS	Internal Revenue Service
ITP	Independent Third Party
NAP	Non-Insured Crop Disaster Assistance Program
NEMIS	National Emergency Management Information System
NEPA	National Environmental Policy Act
NFIA	National Flood Insurance Act
NFIF	National Flood Insurance Fund
NFIP	National Flood Insurance Program
NFPA	National Fire Protection Association
NHPA	National Historic Preservation Act
NOAA	National Oceanic and Atmospheric Administration
NPS	National Park Service
NRCS	Natural Resources Conservation Service
O&M	Operations and Maintenance
OMB	Office of Management and Budget
OPA	Otherwise Protected Area
PARS	Payment and Reporting System

PDM	Pre-Disaster Mitigation
PNP	Private Non-profit
POC	Point of Contact
POP	Period of Performance
SBA	Small Business Administration
SEI	Structural Engineering Institute
SF	Standard Form
SFHA	Special Flood Hazard Area
SFM	Strategic Funds Management
SHMO	State Hazard Mitigation Officer
SOW	Scope of Work
SRIA	Sandy Recovery Improvement Act of 2013
Stafford Act	Robert T. Stafford Disaster Relief and Emergency Assistance Act
TB	Technical Bulletin
URA	Uniform Relocation Assistance and Real Property Acquisition Act of 1970
USACE	U.S. Army Corps of Engineers
U.S.C.	United States Code
USDA	U.S. Department of Agriculture
USFA	U.S. Fire Administration
USFS	U.S. Forest Service
USFWS	U.S. Fish and Wildlife Service
USGS	U.S. Geological Survey
WUI	Wildland-Urban Interface Area

B. Glossary

Applicant: The entity, such as a State, Territory, or Indian Tribal government, applying to FEMA for a grant that will be accountable for the use of the funds. Once grant funds are awarded, the Applicant becomes the “Grantee.”

Base Flood: A flood having a 1 percent chance of being equaled or exceeded in any given year.

Base Flood Elevation (BFE): The elevation shown on the Flood Insurance Rate Map (FIRM) for Zones AE, AH, A1–A30, AR, AR/A, AR/AE, AR/A1–A30, AR/AH, AR/AO, V1–V30, and VE that indicates the water surface elevation resulting from a flood that has a 1 percent chance of equaling or exceeding that level in any given year.

Benefit-Cost Analysis (BCA): A quantitative procedure that assesses the cost-effectiveness of a hazard mitigation measure by taking a long-term view of avoided future damages as compared to the cost of a project.

Benefit-Cost Ratio (BCR): A numerical expression of the cost-effectiveness of a project calculated as the net present value of total project benefits divided by the net present value of total project costs.

Biomass: Biological material derived from living, or recently living organisms.

Building: A structure with two or more outside rigid walls and a fully secured roof that is affixed to a permanent site; a manufactured home or a mobile home without wheels, built on a chassis and affixed to a permanent foundation, that is regulated under the community’s floodplain management and building ordinances or laws. “Building” does not mean a gas or liquid storage tank or a recreational vehicle, park trailer, or other similar vehicle.

Clean-site certification: A letter from the appropriate local, State, Indian Tribal, or Federal entity determining that no further remedial action is required to protect human health or the environment.

Coastal Barrier Resource System (CBRS): A geographic unit designated to serve as a protective barrier against forces of wind and tidal action caused by coastal storms and serving as habitat for aquatic species. Congress restricted Federal spending and assistance for development-related activities within CBRS units to protect them from further development. Federal flood insurance is unavailable in these areas. CBRS units are identified on FEMA FIRMs.

Coastal High Hazard Area: An area of special flood hazard extending from offshore to the inland limit of a primary frontal dune along an open coast and any other area subject to high velocity wave action from storms or seismic sources.

Combustible material: Any material that, in the form in which it is used and under the conditions anticipated, will ignite and burn or will add appreciable heat to an ambient fire.

Community Rating System (CRS): A program developed by FEMA to provide incentives for those communities in the NFIP that have gone beyond the minimum floodplain management requirements to develop extra measures to provide protection from flooding.

Cost-effectiveness: Determined by a systematic quantitative method for comparing the costs of alternative means of achieving the same stream of benefits for a given objective. The benefits in the context of hazard mitigation are avoided future damages and losses. Cost-effectiveness is determined by performing a BCA.

Cost share: The portion of the costs of a federally assisted project or program not borne by the Federal Government.

Defensible space: An area that is either natural or manmade, where material capable of allowing a fire to spread unchecked has been treated, cleared, or modified to slow the rate and intensity of an advancing wildfire and to create an area for fire-suppression operations to occur.

Dwelling: A building designed for use as a residence for no more than four families or a single-family unit in a building under a condominium form of ownership.

Elevated Building: A building that has no basement and a lowest floor that is elevated to or above the BFE by foundation walls, shear walls, posts, piers, pilings, or columns. Solid perimeter foundations walls are not an acceptable means of elevating buildings in Zones V and VE.

Environmental Benefits: Environmental benefits are direct or indirect contributions that ecosystems make to the environment and human populations. For FEMA BCA, certain types of environmental benefits may be realized when homes are removed and land is returned to open space uses. Benefits may include flood hazard reduction; an increase in recreation and tourism; enhanced aesthetic value; and improved erosion control, air quality, and water filtration.

Equipment: Tangible, nonexpendable, personal property having a useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit. A Grantee may use its own definition of equipment provided such definition would at least include all equipment defined above.

Federal Agency: Any department, independent establishment, Government corporation, or other agency of the executive branch of the Federal Government, including the U.S. Postal Service, but not the American National Red Cross.

Federal Cognizant Agency: The Federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals developed on behalf of all Federal agencies. The OMB publishes a list of Federal Cognizant Agencies.

Firebreak: a strip of cleared land that provides a gap in vegetation or other combustible material that is expected to slow or stop the progress of a wildfire.

Fire-proofing: Removal or treatment of fuels to reduce the danger of fires igniting or spreading. (e.g., fire-proofing roadsides, campsites, structural timber).

Fire-resistant material: Material that has a property that prevents or retards the passage of excessive heat, hot gases, or flames under conditions of use.

Fire retardant: A chemical applied to lumber or other wood products to slow combustion and flame spread.

Fire Severity Zone: Three concentric zones around a building used to determine the most effective design for defensible space.

Flammability: The relative ease with which fuels ignite and burn regardless of the quantity of the fuels.

Flood Insurance Rate Map (FIRM): Official map of a community on which FEMA has delineated both the special hazard areas and the risk premium zones applicable to the community.

Floodplain: Any land area that FEMA has determined has at least a 1 percent chance in any given year of being inundated by floodwaters from any source.

Floodplain Management: The operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to, emergency preparedness plans, flood control works, and floodplain management regulations.

Floodway: The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. Communities regulate development in these floodways to ensure that there are no increases in upstream flood elevations.

Freeboard: Freeboard is a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. “Freeboard” tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, bridge openings, and the hydrological effect of urbanization of the watershed.

Fuel break: A natural or manmade change in fuel characteristics that affects fire behavior so that fires burning into them can be more readily controlled.

Fuel condition: Relative flammability of fuel as determined by fuel type and environmental conditions.

Governor’s Authorized Representative (GAR): The individual, designated by the Governor, who serves as the grant administrator for all funds provided under HMGP; the person empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance.

Grant: An award of financial assistance for a specified purpose by the Federal government to an eligible Grantee.

Grantee: The entity, such as a State, Territory, or Indian Tribal government to which a grant is awarded and that is accountable for the use of the funds provided. The Grantee is the entire legal entity even if only a particular component of the entity is designated in the grant award document.

Green Open Space: Green open space is land that does not directly touch a natural body of water, such as a river, lake, stream, creek, or coastal body of water.

Hazardous fuels reduction: An area strategically located in relation to predicted fire hazard and occurrence where the vegetation has been permanently modified or replaced so that fires burning into it can be more easily controlled (e.g., vegetation management activities).

Hazard mitigation planning: A process used by governments to identify risks, assess vulnerabilities, and develop long-term strategies for protecting people and property from the effects of future natural hazard events.

HMGP Lock-In Ceiling: The level of HMGP funding available to a Grantee for a particular Presidential major disaster declaration.

Identified for Further Review: Subapplications identified for further review contain sufficient information for a preliminary determination of cost-effectiveness and feasibility. In certain instances, FEMA may work with Applicants to confirm cost-effectiveness and feasibility. Identification for further review is not a notification of award.

Ignition-resistant construction: Construction standards based on use of fire-resistant materials, non-combustible materials, and 1-hour fire-rated assemblies.

Increased Cost of Compliance: Coverage for expenses a property owner must incur, above and beyond the cost to repair the physical damage the structure actually sustained from a flooding event, to comply with mitigation requirements of State or local floodplain management ordinances or laws; acceptable mitigation measures are structure elevation, dry floodproofing, structure relocation, structure demolition, or any combination thereof.

Indian Tribal Government: A federally recognized governing body of an Indian or Alaska Native Tribe, band, nation, pueblo, village, or community that the Secretary of the Interior acknowledges to exist as an Indian Tribe under the Federally Recognized Tribe List Act of 1994, 25 U.S.C. 479a. This does not include Alaska Native corporations, the ownership of which is vested in private individuals.

Indirect cost: Cost that is incurred by a Grantee for a common or joint purpose benefitting more than one cost objective that is not readily assignable to the cost objectives specifically benefited.

Indirect cost rate: Percentage established by a Federal department or agency for a Grantee to use in computing the dollar amount it charges to the grant to reimburse itself for indirect costs incurred in doing the work of the grant activity.

Management costs: Any indirect costs, administrative expenses, and any other expenses not directly chargeable to a specific project that are reasonably incurred by a Grantee or subgrantee in administering and managing a grant or subgrant award. For HMGP, management cost funding is provided outside of Federal assistance limits defined at 44 CFR Section 206.432(b).

Manufactured (Mobile) home: A structure, transportable in one or more sections that is built on a permanent chassis and designed for use with or without a permanent foundation when attached to the required utilities.

Mitigation: Any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event.

Mitigation activity: A mitigation measure, project, plan, or action proposed to reduce risk of future damage, hardship, loss, or suffering from disasters. The term “measure” is used interchangeably with the term “project” in this program.

National Flood Insurance Program (NFIP): Provides the availability of flood insurance in exchange for the adoption of a minimum local floodplain management ordinance that regulates new and Substantially Improved development in identified flood hazard areas.

Non-combustible material: Material of which no part will ignite and burn when subjected to fire, such as any material conforming to ASTM E 136.

Nonflammable: Material unlikely to burn when exposed to flame under most conditions.

Non-Federal funds: Financial resources provided by sources other than the Federal Government. The term does not include funds provided to a State or local government through a Federal grant unless the authorizing statute for that grant explicitly allows the funds to be used as cost share for other Federal grants.

Non-Residential structure: Includes, but is not limited to small business concerns, places of worship, schools, farm buildings (including grain bins and silos), pool houses, clubhouses, recreational buildings, mercantile structures, agricultural and industrial structures, warehouses, hotels and motels with normal room rentals for less than 6 months' duration, and nursing homes.

Office of Environmental Planning and Historic Preservation: Integrates the protection and enhancement of environmental, historic, and cultural resources into the FEMA mission and FEMA programs and activities; ensures that FEMA activities and programs related to disaster response and recovery, hazard mitigation, and emergency preparedness comply with Federal environmental and historic preservation (EHP) laws and Executive orders; and provides EHP technical assistance to FEMA staff, local, State, and Federal partners, and Grantees and subgrantees.

Otherwise Protected Areas (OPAs): Designation created by the Coastal Barrier Improvement Act. Flood insurance is restricted in OPAs even though they are not in the CBRS and may receive other forms of Federal assistance. OPAs are identified on FEMA FIRMs.

Period of Performance (POP): The period of time during which the Grantee is expected to complete the grant activities and to incur and expend approved funds.

Pile burning: Piling removed vegetation into manageable piles and burning the individual piles during safe and approved burning conditions.

Post-FIRM Building: A building for which construction or Substantial Improvement occurred after December 31, 1974, or on or after the effective date of an initial FIRM, whichever is later.

Practicable: An action that is capable of being done within existing constraints. The test of what is practicable depends upon the situation and includes consideration of all pertinent factors, such as environment, cost, and technology.

Pre-FIRM Building: A building for which construction or Substantial Improvement occurred on or before December 31, 1974, or before the effective date of an initial FIRM.

Prescribed burning: The deliberate and managed use of fire ignited by management actions to meet specific fuels management objectives.

Presidential Major Disaster: Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Private non-profit (PNP): Any non-governmental agency or entity that currently has: (i) an effective ruling letter from the Internal Revenue Service granting tax exemption under section 501(c), (d), or (e) of the Internal Revenue Code of 1954; or (ii) satisfactory evidence from the State that the organization or entity is a non-profit one organized or doing business under State law.

Project: Any mitigation measure or action proposed to reduce risk of future damage, hardship, loss, or suffering from disasters.

Public Assistance: Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain PNP organizations other than assistance for the direct benefit of individuals and families. For further information, see 44 CFR Part 206, Subparts G and H. Fire Management Assistance Grants under section 420 of the Stafford Act are also considered Public Assistance.

Replacement cost value: The cost to replace property with materials of like kind and quality, without any deduction for depreciation.

Riparian Area: The land that directly abuts a natural body of water, such as a river, lake, stream, creek, or coastal body of water.

Slash: The accumulation of vegetative materials such as tops, limbs, branches, brush, and miscellaneous residue results from forest management activities such as thinning, pruning, timber harvesting, and wildfire hazard mitigation.

Special Flood Hazard Area (SFHA): The land in the floodplain within a community subject to a 1 percent or greater chance of flooding in any given year. An area having special flood, mudflow, or flood-related erosion hazards, and shown on a Flood Hazard Boundary Map or a FIRM as Zone A, AO, A1–A30, AE, A99, AH, AR, AR/A, AR/AE, AR/AH, AR/AO, AR/A1–A30, V1–V30, VE, or V.

State Hazard Mitigation Officer (SHMO): The representative of a State government who is the primary point of contact with FEMA, other Federal agencies, and local units of government in the planning and implementation of pre- and post-disaster mitigation activities.

Structural fire protection: The protection of homes or other buildings from wildland fire.

Subapplicant: The entity, such as a community/local government, Tribal government, or PNP, that submits a subapplication for FEMA assistance to the Applicant. Once funding is awarded, the subapplicant becomes the “subgrantee.”

Subgrant: An award of financial assistance under a grant by a Grantee to an eligible subgrantee.

Subgrantee: The entity, such as a community/local government, Tribal government, or PNP to which a subgrant is awarded and who is accountable to the Grantee for the use of the funds provided.

Substantial Damage: Damage of any origin sustained by a building whereby the cost of restoring the building to its before-damaged condition would equal or exceed 50 percent of the market value of the building before the damage occurred.

Wildfire: An uncontrolled fire spreading through vegetative fuels, exposing and possibly consuming structures.

Wildland-Urban Interface Area: That geographical area where structures and other human development meet or intermingle with wildland or vegetative fuels.

All terms not listed above are used consistent with the term definitions used in 44 CFR unless otherwise specified.

C. Additional Resources

Description	Web Link or Contact Information
1. NFIP Resources	
National Flood Insurance Program	http://www.floodsmart.gov
Floodplain Management	http://www.fema.gov/national-flood-insurance-program
Map Service Center	http://msc.fema.gov Telephone: (877) FEMA-MAP (336-2627)
FIRMs	http://www.fema.gov/national-flood-insurance-program-1/flood-insurance-rate-map-firm
ABFEs	Mississippi: http://www.fema.gov/news-release/abfes-are-best-resources-mississippians-rebuilding-now Louisiana: http://www.fema.gov/news-release/2006/02/06/post-katrina-policy-building-elevations
Flood Insurance Studies	http://www.fema.gov/national-flood-insurance-program-2/flood-insurance-study-fis
FEMA Form AW-501	http://www.fema.gov/national-flood-insurance-program-1/mitigated-properties-updates
2. Mitigation Planning and Risk Assessment Resources	
Hazard Mitigation Planning Overview	http://www.fema.gov/hazard-mitigation-planning-overview
Local Mitigation Planning Handbook (FR302-094-1)	http://www.fema.gov/library/viewRecord.do?id=7209
Local Mitigation Plan Review Guide	http://www.fema.gov/library/viewRecord.do?fromSearch=fromsearch&id=4859
Mitigation Planning Guidance	http://www.fema.gov/mitigation-planning-laws-regulations-guidance
Mitigation Planning Policies	http://www.fema.gov/mitigation-planning-laws-regulations-guidance
Mitigation Ideas: A Resource for Reducing Risk to Natural Hazards	http://www.fema.gov/library/viewRecord.do?id=6938
Integrating Hazard Mitigation Into Local Planning: Case Studies and Tools for Community Officials	http://www.fema.gov/library/viewRecord.do?id=7130
Mitigation Planning How-To Guides (FEMA)	http://www.fema.gov/hazard-mitigation-planning-resources
Hazard Mitigation Planning Risk Assessment	http://www.fema.gov/hazard-mitigation-planning-risk-assessment
IS-318: Mitigation Planning for Local and Tribal Communities	http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-318
IS-328: Plan Review for Local Mitigation Plans	http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-328
Hazus	http://www.fema.gov/hazus
USGS National Map	http://nationalmap.gov/
USGS Natural Hazards Gateway	http://www.usgs.gov/natural_hazards/

Description	Web Link or Contact Information
3. Benefit-Cost Analysis Resources	
BCA Software and Helpline	Telephone: (866) 222-3580 Email: bchelp@fema.dhs.gov
BCA Overview	http://www.fema.gov/benefit-cost-analysis
BCA Policies	http://www.fema.gov/benefit-cost-analysis
4. Feasibility and Effectiveness Resources	
Engineering Helpline	Telephone: (866) 222-3580 Email: enghelpline@fema.dhs.gov
Engineering Case Studies	http://www.fema.gov/grant-applicant-resources
Property Acquisition Projects	http://www.fema.gov/library/viewRecord.do?id=1861
Structure Elevation Projects	http://www.fema.gov/library/viewRecord.do?id=1862
Minor Localized Flood Reduction Projects	http://www.fema.gov/library/viewRecord.do?id=1863
Non-Structural Seismic Retrofit	http://www.fema.gov/library/viewRecord.do?id=1865
Structural Seismic Retrofit	http://www.fema.gov/library/viewRecord.do?id=1866
Wind Shutters	http://www.fema.gov/library/viewRecord.do?id=1864
5. EHP Resources	
EHP Program	http://www.fema.gov/environmental-planning-and-historic-preservation-program
EHP Helpline	Telephone: (866) 222-3580 Email: ehhelpline@fema.dhs.gov
EHP Guidance	http://www.fema.gov/environmental-planning-and-historic-preservation-program/environmental-historic-preservation-1
EHP eLearning Tool	http://www.fema.gov/environmental-planning-and-historic-preservation-program/elearning-tool-fema-grant-applicants-45
EHP Policies	http://www.fema.gov/hazard-mitigation-assistance-policy
EHP Training	http://training.fema.gov/EMIWeb/IS/IS253a.asp
National Register of Historic Places	http://www.nps.gov/history/nr/
6. eGrants and NEMIS (HMGP) Resources	
FEMA Enterprise Service Desk – for HMGP (NEMIS-MT) issues	Telephone: (888) HLP-FEMA (1-888-457-3362) Email: fema-enterprise-service-desk@fema.dhs.gov
FEMA Enterprise Service Desk – eGrants issues	Telephone: (877) 611-4700
eGrants Resources Web site	http://www.fema.gov/mitigation-egrants-system
eGrants Applicant Quick Reference Guide	http://www.fema.gov/library/viewRecord.do?id=3266
eGrants Subapplicant Quick Reference Guide	http://www.fema.gov/library/viewRecord.do?id=3267
eGrants System for Grant Applicants online course (IS-31)	http://training.fema.gov/EMIWeb/IS/is31a.asp
eGrants System for Subgrant Applicants online course (IS-30)	http://training.fema.gov/EMIWeb/IS/is30a.asp

Description	Web Link or Contact Information
eGrants Internal System online course (IS-32)	http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-32
MT eGrants Internal Quick Reference Guide	http://www.fema.gov/library/viewRecord.do?fromSearch=fromsearch&id=5885
NEMIS-MT Frequently Asked Questions:	http://www.fema.gov/hazard-mitigation-grant-program/national-emergency-management-information-system-mitigation-module http://www.fema.gov/library/viewRecord.do?id=4913
NEMIS-MT User Manual	http://www.fema.gov/library/viewRecord.do?id=4909
7. HMA Application and Award Resources	
HMA Overview	http://www.fema.gov/hazard-mitigation-assistance
HMA Helpline	Telephone: (866) 222-3580 Email: hmagrantshelpline@dhs.gov
HMA Policies	http://www.fema.gov/hazard-mitigation-assistance-policy
8. Acquisition Project Resources	
Model Deed Restriction	http://www.fema.gov/library/viewRecord.do?id=6327
Model Acknowledgement of Conditions for Mitigation in Special Flood Hazard Area	http://www.fema.gov/library/viewRecord.do?id=3592
Model Statement of Assurances	http://www.fema.gov/library/viewRecord.do?id=6365
Notice of Voluntary Interest	http://www.fema.gov/library/viewRecord.do?id=3595 http://www.fema.gov/library/viewRecord.do?id=3596
Statement of Voluntary Participation	http://www.fema.gov/library/viewRecord.do?id=3333
9. Mitigation Reconstruction References	
<ul style="list-style-type: none"> ASCE/SEI 24-05, <i>Flood Resistant Design and Construction</i>, January 2006 ASCE/SEI 7-05, <i>Minimum Design Loads for Buildings and Other Structures</i>, 2005 <i>International Building Code (IBC)</i>, 2006 edition International Code Council, <i>Reducing Flood Losses Through the International Codes</i>, 3rd Edition, 2008 FEMA P-55, <i>Coastal Construction Manual</i>, 4th Edition, August 2011 FEMA P-424, <i>Design Guide for Improving School Safety in Earthquakes, Floods and High Winds</i>, December 2010 FEMA 489, <i>Mitigation Assessment Team Report: Hurricane Ivan in Alabama and Florida</i>, August 2005 FEMA P-499, <i>Home Builder's Guide to Coastal Construction Technical Fact Sheet Series</i>, December 2010 FEMA 543, <i>Design Guide for Improving Critical Facility Safety from Flooding and High Winds</i>, January 2007 FEMA 549, <i>Mitigation Assessment Team Report: Hurricane Katrina in the Gulf Coast</i>, July 2006 FEMA 550, <i>Recommended Residential Construction for Coastal Areas: Building on Strong and Safe Foundations</i>, 2nd Edition, December 2009 FEMA 551, <i>Selecting Appropriate Mitigation Measures for Floodprone Structures</i>, March 2007 FEMA 577, <i>Design Guide for Improving Hospital Safety in Earthquakes, Floods, and High Winds: Providing Protection to People and Buildings</i>, June 2007 	

Description	Web Link or Contact Information
10. Structure Elevation References	
<ul style="list-style-type: none"> • ASCE/SEI 24-05, <i>Flood Resistant Design and Construction</i>, January 2006 • FEMA P-55, <i>Coastal Construction Manual</i>, 4th Edition, August 2011 • FEMA P-259, <i>Engineering Principles and Practices of Retrofitting Floodprone Residential Structures</i>, 3rd Edition, January 2012 • FEMA P-312, <i>Homeowners Guide to Retrofitting</i>, 2nd Edition, December 2009 • FEMA 347, <i>Above the Flood: Elevating Your Flood Prone House</i>, May 2000 • FEMA P-499, <i>Home Builder's Guide to Coastal Construction Technical Fact Sheet Series</i>, December 2010 • FEMA Technical Bulletin TB-1, <i>Openings in Foundation Walls and Walls of Enclosures</i>, 2008 • FEMA Technical Bulletin TB-5, <i>Free-of-Obstruction Requirements</i>, 2008 • FEMA Technical Bulletin TB-9, <i>Design and Construction Guidance for Breakaway Walls</i>, 2008 • FEMA Form 81-31, <i>NFIP Elevation Certificate</i>, February 2013 	

D. Referenced Regulations, Statutes, Directives, and Guidance

Reference	Description	Web Link
REGULATIONS		
2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)	This part contains Office of Management and Budget (OMB) guidance to Federal agencies on the administration of grants to and agreements with institutions of higher education, hospitals, and other non-profit organizations. The guidance sets forth standards for obtaining consistency and uniformity in the agencies' administration of those grants and agreements.	http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr215_main_02.tpl
2 CFR Part 220, Cost Principles For Educational Institutions (OMB Circular A-21)	Establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions.	http://www.whitehouse.gov/omb/circulars_a021_2004
2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)	Establishes principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with State and local governments and federally recognized Indian Tribal governments.	http://ecfr.gpoaccess.gov/cgi/t/text-idx?c=ecfr&tpl=/ecfrbrowse/Title02/2cfr225_main_02.tpl
2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122)	Establishes principles for determining costs of grants, contracts and other agreements with non-profit organizations.	http://www.whitehouse.gov/omb/circulars_a122_2004
26 CFR Section 1.170A-14, Qualified Conservation Contributions	Discusses deductions allowable for charitable contributions of interests in properties.	http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=13&SID=7e3a7c14f52556f38d469032c58a4507&ty=HTML&h=L&r=SECTION&n=26y3.0.1.1.1.0.2.19
40 CFR Part 312, Innocent Landowners, Standards for Conducting All Appropriate Inquiries	Provide standards and practices for "all appropriate inquiries" for the purposes of the Comprehensive Environmental Response, Compensation, and Liability Act sections 101(35)(B)(i)(I) and 101(35)(B)(ii) and (iii).	http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title40/40cfr312_main_02.tpl
44 CFR Part 9, Floodplain Management and Protection of Wetlands	Sets forth policy, procedure, and responsibilities to implement and enforce Executive Order (EO) 11988, <i>Floodplain Management</i> , and EO 11990, <i>Protection of Wetlands</i> .	http://www.gpo.gov/fdsys/pkg/CFR-2008-title44-vol1/xml/CFR-2008-title44-vol1-part9.xml
44 CFR Part 10, Environmental Considerations	FEMA procedures for implementing the National Environmental Policy Act (NEPA). Provides policy and procedures to enable FEMA officials to account for environmental considerations when authorizing/approving major actions that have a significant impact on the environment.	http://www.gpo.gov/fdsys/pkg/CFR-2008-title44-vol1/xml/CFR-2008-title44-vol1-part10.xml
44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments	Establishes uniform administrative rules for Federal grants and cooperative agreements and subgrants to State, local, and Indian Tribal governments.	http://www.gpo.gov/fdsys/pkg/CFR-2008-title44-vol1/xml/CFR-2008-title44-vol1-part13.xml

Reference	Description	Web Link
44 CFR Section 59.1, General Provisions, Definitions	Defines terms used in the Emergency Management and Assistance Federal Regulations	http://www.gpo.gov/fdsys/pkg/CFR-2008-title44-vol1/xml/CFR-2008-title44-vol1-part59.xml
44 CFR Part 60, Criteria for Land Management and Use	Contains regulations for sale of flood insurance; criteria to determine the adequacy of a community's floodplain management regulations; and the minimum standards for the adoption of floodplain management regulations in flood-prone areas.	http://www.gpo.gov/fdsys/pkg/CFR-2008-title44-vol1/xml/CFR-2008-title44-vol1-part60.xml
44 CFR Sections 60.3(b)(5) and (c)(4), Criteria for Land Management and Use and Floodplain Management Criteria for Floodprone Areas	Regulations regarding obtaining the elevation of residential and non-residential structures.	http://www.gpo.gov/fdsys/pkg/CFR-2008-title44-vol1/xml/CFR-2008-title44-vol1-part60.xml#seqnum60.3
44 CFR Part 79, Flood Mitigation Grants	Prescribes actions, procedures, and requirements for the administration the Flood Mitigation Assistance grant programs.	http://www.gpo.gov/fdsys/pkg/CFR-2008-title44-vol1/xml/CFR-2008-title44-vol1-part79.xml
44 CFR Part 80, Property Acquisition and Relocation for Open Space	Provides actions, procedures, and requirements for the administration of FEMA mitigation assistance for projects to acquire property for open space purposes under all Hazard Mitigation Assistance programs.	http://www.gpo.gov/fdsys/pkg/CFR-2008-title44-vol1/xml/CFR-2008-title44-vol1-part80.xml
44 CFR Part 201, Mitigation Planning	Provides information on requirements and procedures for mitigation planning as required by the Stafford Act.	http://www.gpo.gov/fdsys/pkg/CFR-2008-title44-vol1/xml/CFR-2008-title44-vol1-part201.xml
44 CFR Part 206, Federal Disaster Assistance for Disasters Declared On or After November 23, 1988	Prescribes policies and procedures for implementing the sections of Public Law 93-288 (the Stafford Act) that are delegated to the director of FEMA, including the administration of the Hazard Mitigation Grant Program (HMGP).	http://www.gpo.gov/fdsys/pkg/CFR-2008-title44-vol1/xml/CFR-2008-title44-vol1-part206.xml
44 CFR Part 207, Management Costs	Implements section 324, Management Costs, of the Stafford Act, providing actions, procedures, and policies for HMGP management costs.	http://www.gpo.gov/fdsys/pkg/CFR-2008-title44-vol1/xml/CFR-2008-title44-vol1-part207.xml
49 CFR Part 24, Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs	Promulgates rules to ensure that owners of real property displaced or acquired by Federal or federally assisted programs are treated fairly, consistently, and equitably, and that agencies who implement these regulations do so efficiently and cost effectively.	http://ecfr.gpoaccess.gov/cgi/t/text?c=ecfr;rgn=div5;view=text;node=49%3A1.0.1.1.18;idno=49;sid=4c3367f93b8162bf6daaf0a88fe20a0e;cc=ecfr
49 CFR Part 29, Governmentwide Debarment and Suspension (Nonprocurement)	This part adopts a government-wide system of debarment and suspension for nonprocurement activities.	http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title49/49cfr29_main_02.tpl
Federal Acquisition Regulations (FAR) Subpart 31.2	The FAR codifies and publishes uniform policies and procedures for acquisition by all executive agencies. Subpart 31.2 refers to Contracts with Commercial Organizations.	http://www.acquisition.gov/far/
Internal Revenue Code of 1954, as amended, Sections 170(h) (3) and (4)	Provides definitions for qualified conservation organizations and conservation purpose, including specific information regarding historic structure certification.	http://www.law.cornell.edu/uscode/text/26/170

Reference	Description	Web Link
Internal Revenue Code of 1954, as amended, Sections 501(c), (d), and (e)	Provides criteria for tax-exempt organizations.	http://www.law.cornell.edu/uscode/text/26/501
National Flood Insurance Program (NFIP) Technical Bulletin 3-93, <i>Non-Residential Floodproofing – Requirements and Certification</i>	Provides guidance on the NFIP regulations concerning watertight construction and the required certification for floodproofed non-residential buildings in Zones A, AE, A1–A30, AR, AO, and AH whose lowest floors are below the Base Flood Elevation.	http://www.fema.gov/library/viewRecord.do?id=1716
STATUTES		
Immigration and Nationality Act	Provides a definition for the term “national of the United States.”	http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnextoid=f3829c7755cb9010VgnVCM10000045f3d6a1RCRD&vgnextchannel=f3829c7755cb9010VgnVCM10000045f3d6a1RCRD
Appalachian Regional Commission Funds, 40 U.S.C. 14321(a)(3), Grants and other assistance	Provides information on the authority of the Appalachian Regional Commission to make grants for administrative expenses and lists what those expenses may and may not include. Also provides information on what the local development district's contributions should be.	http://www.arc.gov/about/USCodeTitle40SubtitleIV.asp#14321
Bunning-Bereuter-Blumenauer Flood Insurance Reform Act of 2004 (Public Law 108-264), Part 102	A bill to amend the National Flood Insurance Act of 1968 to reduce losses to properties for which repetitive flood insurance claim payments have been made.	http://www.gpo.gov/fdsys/pkg/PLAW-108publ264/pdf/PLAW-108publ264.pdf
Biggert-Waters Flood Insurance Reform Act. P.L. 112-141 July 6, 2012	Flood Insurance Reform and Modernization Act that proposed changes to Mitigation Assistance Grants related to Flood Mitigation.	http://www.gpo.gov/fdsys/pkg/PLAW-112publ141/pdf/PLAW-112publ141.pdf
Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act	Prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving Federal financial assistance.	http://www.justice.gov/crt/about/cor/coord/titlevi.php
Coastal Barrier Resources Act (Public Law 97-348; 16 U.S.C. 3501 et seq.)	Designated various undeveloped coastal barrier islands, depicted by specific maps, for inclusion in the Coastal Barrier Resource System. Areas so designated were made ineligible for direct or indirect Federal financial assistance that might support development, including flood insurance, except for emergency life-saving activities.	http://uscode.house.gov/download/pls/16c55.txt
Endangered Species Act (Public Law 93-205; 16 U.S.C. 1531–1544)	Prohibits Federal agencies from funding actions that would jeopardize the continued existence of endangered or threatened species or adversely modify critical habitat.	http://epw.senate.gov/esa73.pdf
Federal Crop Insurance Act, as amended, 7 U.S.C. 1501 et seq.	Promotes the national welfare by improving the economic stability of agriculture through a sound system of crop insurance.	http://www.agriculturelaw.com/links/cropins/statute.htm

Reference	Description	Web Link
National Environmental Policy Act (NEPA) (Public Law 91–190; 42 U.S.C. 4321 and 4331–4335)	Declares a national policy that encourages productive and enjoyable harmony between man and his environment; promotes efforts that will prevent or eliminate damage to the environment and biosphere and stimulate the health and welfare of man; enriches the understanding of the ecological systems and natural resources important to the Nation; and establishes a Council on Environmental Quality.	http://www.nps.gov/history/local-law/FHPL_NtlEnvirnPolcy.pdf
National Flood Insurance Act of 1968, as amended, 42 U.S.C. 4001 et seq.	The National Flood Insurance Act of 1968 created the Federal Insurance Administration and made flood insurance available for the first time. The Flood Disaster Protection Act of 1973 made the purchase of flood insurance mandatory for the protection of property located in the Special Flood Hazard Area.	http://www.fema.gov/library/viewRecord.do?id=2216
National Flood Insurance Reform Act of 1994 (Public Law 103-325)	Amended the Flood Disaster Protection Act of 1973, providing tools to make the NFIP more effective in achieving its goals of reducing the risk of flood damage to properties and reducing Federal expenditures for uninsured properties that are damaged by floods.	http://www.fema.gov/library/viewRecord.do?id=2217
National Historic Preservation Act (Public Law 89-665; 16 U.S.C. 470 et seq.)	Establishes a program for the preservation of historic and prehistoric resources deemed important to our understanding of prehistory and U.S. history and created the National Register of Historic Places.	http://www.achp.gov/docs/nhpa%202008-final.pdf
National Register of Historic Places	The official list of the Nation's historic places worthy of preservation. It is part of a national program to support public and private efforts to identify, evaluate, and protect our historic and archeological resources.	http://www.nps.gov/history/nr/
Non-Insured Crop Disaster Assistance Program, 7 U.S.C. 7333	Provides financial assistance to producers of non-insurable crops when low yields, loss of inventory, or prevented planting occur due to natural disasters.	http://www.fsa.usda.gov/FSA/newsReleases?area=newsroom&subject=landing&topic=pfs&newstype=prfactsheet&type=detail&item=pf_20110830_distr_en_nap.html
Privacy Act of 1974 (5 U.S.C. 552a)	Regulates the collection, maintenance, use, and dissemination of personal information by Federal executive branch agencies.	http://www.justice.gov/opcl/privstat.htm
Public Health and Welfare, 42 U.S.C. 5133, Pre-Disaster Hazard Mitigation	Authorizes the Pre-Disaster Mitigation program.	http://www.law.cornell.edu/uscode/uscode42/usc_sec_42_00005133----000-.html
Public Health and Welfare, 42 U.S.C. 5154 (a), Insurance	Contains information on compliance with certain regulations and maintaining insurance in regard to Applicants and subapplicants requesting assistance to repair, restore, or replace damaged facilities under this code.	http://www.law.cornell.edu/uscode/uscode42/usc_sec_42_00005154----000-.html
Refugee Education Assistance Act of 1980, (Public Law 96-422) Part 501(e)	Allows the President to exercise authorities over Cuban and Haitian immigrants identical to the authorities exercised in the Immigration and Nationality Act, 8 U.S.C. 1158.	http://www.ssa.gov/OP_Home/comp2/F096-422.html

Reference	Description	Web Link
Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 et seq.	Constitutes the statutory authority for most Federal disaster response activities, especially as they pertain to FEMA and FEMA programs.	http://www.fema.gov/pdf/about/stafford_act.pdf
Secure Rural Schools and Community Self-Determination Act of 2000, 16 U.S.C. 500	Contains information regarding payment and evaluation of receipts to State or Territory for schools and roads, moneys received, projections of revenues, and estimated payments.	http://www.govtrack.us/data/us/bills/text/106/h/h2389.pdf
Uniform Relocation Assistance and Real Property Acquisition Act of 1970 (Public Law 91-646)	Ensures that people whose real property is acquired, or who move as a result of projects receiving Federal funds, will be treated fairly and equitably and will receive assistance in moving from the property they occupy.	http://uscode.house.gov/download/pls/42c61.txt
DIRECTIVES		
EO 11988, <i>Floodplain Management</i>	Requires Federal agencies to avoid, to the extent possible, the long- and short-term adverse impacts associated with the occupancy and modification of floodplains and to avoid direct and indirect support of floodplain development wherever there is a practicable alternative.	http://www.fema.gov/plan/ehp/ehplaws/eo11988.shtml
EO 11990, <i>Protection of Wetlands</i>	Requires Federal agencies, in planning their actions, to consider alternatives to wetland sites and limit potential damage if an activity affecting a wetland cannot be avoided.	http://www.fema.gov/environmental-planning-and-historic-preservation-program/executive-order-11990-protection-wetlands
EO 12898, <i>Environmental Justice for Low-Income and Minority Populations</i>	Directs Federal agencies "to make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority and low-income populations in the United States."	http://www.fema.gov/environmental-planning-and-historic-preservation-program/executive-order-12898-environmental-justice
EO 12372, July 14, 1982, <i>Intergovernmental Review of Federal Programs</i>	Fosters an intergovernmental partnership and strengthens federalism by relying on State and local processes for State and local coordination and review of proposed Federal financial assistance.	http://www.archives.gov/federal-register/codification/executive-order/12372.html
EO 12416, April 8, 1983, <i>Intergovernmental Review of Federal Programs</i>	Amends Section 8 of EO 12372 regarding the content of the Director of the Office of Management and Budget's report and to whom the report is submitted.	http://www.archives.gov/federal-register/codification/executive-order/12372.html
EO 12699, January 5, 1990, <i>Seismic Safety of Federal and Federally assisted or Regulated New Building Construction</i>	Requires that each Federal agency responsible for the design and construction of each new Federal building shall ensure that the building is designed and constructed in accord with appropriate seismic design and construction standards.	http://www.wbdg.org/ccb/FED/FMEO/eo12699.pdf
GUIDANCE		
FEMA P-85, <i>Protecting Manufactured Homes from Floods and Other Hazards</i> (2nd Edition, November 2009)	Provides a best practices approach in reducing damages from natural hazards to assist in protecting manufactured homes from floods and other hazards.	http://www.fema.gov/library/viewRecord.do?id=1577

Reference	Description	Web Link
FEMA 317, <i>Property Acquisition Handbook for Local Communities</i> (October 1998)	A “how to” guide to help communities work through one specific hazard mitigation alternative known as property acquisition (also referred to as “buyout”).	http://www.fema.gov/library/viewRecord.do?id=1654
FEMA P-320, <i>Taking Shelter from the Storm: Building a Safe Room for Your Home or Small Business</i> (3rd Edition, August 2008)	Guide to help homeowners decide if they should build a shelter in their house; provides various shelter designs that can be given to a contractor/builder.	http://www.fema.gov/plan/prevent/saferoom/fema320.shtm
FEMA P-361, <i>Design and Construction Guidance for Community Safe Rooms</i> (2nd Edition, August 2008)	A guidance manual for engineers, architects, building officials, and prospective shelter owners that presents important information about the design and construction of residential and community safe rooms that protect people during tornado and hurricane events.	http://www.fema.gov/library/viewRecord.do?fromSearch=fromsearch&id=1657
FEMA P-424, <i>Design Guide for Improving School Safety in Earthquakes, Floods, and High Winds</i> (December 2010)	This manual is intended to provide guidance for the protection of school buildings from natural disasters. This volume concentrates on grade schools, K-12. FEMA P-424 covers earthquakes, floods, and high winds. Its intended audience is design professionals and school officials involved in the technical and financial decisions of school construction, repair, and renovations.	http://www.fema.gov/library/viewRecord.do?id=1986
FEMA 489, <i>Mitigation Assessment Team Report: Hurricane Ivan in Alabama and Florida</i> (August 2005)	Summarizes the observations, conclusions, and recommendations that resulted from post-disaster assessments sponsored by FEMA in response to Florida’s 2004 hurricane season.	http://www.fema.gov/library/viewRecord.do?id=1569
FEMA P-499, <i>Home Builder’s Guide to Coastal Construction Technical Fact Sheet Series</i> (December 2010)	Presents information aimed at improving the performance of buildings subject to flood and wind forces in coastal environments.	http://www.fema.gov/technology-transfer/home-builders-guide-coastal-construction-technical-fact-sheet-series-fema-p-499
FEMA 543, <i>Design Guide for Improving Critical Facility Safety from Flooding and High Winds: Providing Protection for People and Buildings</i> (January 2007)	Provides building professionals and decision-makers with information and guidelines for implementing a variety of mitigation measures to reduce the vulnerability to damage and disruption of operations during severe flooding and high-wind events. It concentrates on critical facilities (hospitals, schools, fire and police stations, and emergency operation centers).	http://www.fema.gov/library/viewRecord.do?id=2441
FEMA 549, <i>Mitigation Assessment Team Report: Hurricane Katrina in the Gulf Coast</i> (July 2006)	Evaluates and assesses damage from the hurricane and provides observations, conclusions, and recommendations on the performance of buildings and other structures impacted by wind and flood forces.	http://www.fema.gov/library/viewRecord.do?id=1857
FEMA P-55, <i>Coastal Construction Manual</i> , (4th Edition, August 2011)	Provides a comprehensive approach to sensible development in coastal areas based on guidance from over 200 experts in building science, coastal hazard mitigation, and building codes and regulatory requirements.	http://www.fema.gov/library/viewRecord.do?id=1671

Reference	Description	Web Link
FEMA P-550, <i>Recommended Residential Construction for Coastal Areas: Building on Strong and Safe Foundations</i> (2nd Edition, December 2009)	Provides recommended designs and guidance for rebuilding homes destroyed by hurricanes in the Gulf Coast. The manual also provides guidance in designing and building less vulnerable new homes that reduce the risk to life and property.	http://www.fema.gov/library/viewRecord.do?id=1853
FEMA 551, <i>Selecting Appropriate Mitigation Measures for Floodprone Structures</i> (March 2007)	This manual is intended to provide guidance to community officials for developing mitigation projects that reduce or eliminate identified risks for floodprone structures.	http://www.fema.gov/library/viewRecord.do?id=2737
FEMA 577, <i>Design Guide for Improving Hospital Safety in Earthquakes, Floods, and High Winds: Providing Protection to People and Buildings</i> (June 2007)	The intent of the Design Guide is to provide its audience with state-of-the-art knowledge on the variety of vulnerabilities faced by hospitals exposed to earthquakes, flooding, and high-winds risks, as well as the best ways to mitigate the risk of damage and disruption of hospital operations caused by these events.	http://www.fema.gov/library/viewRecord.do?id=2739
FEMA P-804, <i>Wind Retrofit Guide for Residential Buildings</i> (December 2010)	The purpose of this Guide is to provide guidance on how to improve the wind resistance of existing residential buildings. The content of this document should serve as guidance on retrofitting existing buildings for improved performance during high-wind events in all coastal regions.	http://www.fema.gov/library/viewRecord.do?id=4569
Mitigation Planning Guidance	This guidance provides information on preparing and updating mitigation plans in compliance with the mitigation planning regulations found at 44 CFR Part 201.	http://www.fema.gov/mitigation-planning-laws-regulations-guidance
Mitigation Planning How-To Guides (FEMA)	The guides focus on initiating and maintaining a planning process that will result in safer communities and are applicable to jurisdictions of all sizes and all resource and capability levels.	http://www.fema.gov/hazard-mitigation-planning-resources
<i>Uniform Standards of Professional Appraisal Practice</i> (2012–2013)	The generally accepted standards for professional appraisal practice in North America. Standards are included for real estate, personal property, business, and mass appraisal.	http://www.USPAP.org
<i>Hazard Mitigation Assistance Tool for Identifying Duplication of Benefits</i> (January 2013)	This guide provides instruction on what constitutes Duplication of Benefits in the use of Hazard Mitigation Assistance funds for property mitigation. It gives direction regarding verification processes and actions that can be taken to ensure that Duplication of Benefits does not occur.	http://www.fema.gov/library/viewRecord.do?fromSearch=fromsearch&id=6815
OTHER RESOURCES		
Government-to-Government Relations with American Indian and Alaska Native Tribal Governments. January 12, 1999 (<i>Federal Register</i> vol. 64 no. 7)	Guides FEMA interactions with American Indian and Alaska Native Tribal governments.	http://www.gpo.gov/fdsys/pkg/FR-1999-01-12/html/99-642.htm

Reference	Description	Web Link
OMB Circular A-94, <i>Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs</i> (October 29, 1992)	Specifies certain discount rates that will be updated annually when the interest rate and inflation assumptions in the budget are changed.	http://www.whitehouse.gov/omb/circulars/a094/a094.html
OMB Circular A-133, <i>Audits of States, Local Governments, and Non-Profit Organizations</i> (revised June 27, 2003 and June 26, 2007)	Sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of States, local governments, and non-profit organizations expending Federal awards.	http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf
ASCE/SEI 24-05, <i>Flood Resistant Design and Construction</i> (2006)	Provides minimum requirements for flood-resistant design and construction of structures located in flood hazard areas.	https://secure.asce.org/files/estore/5419/40818_40818.pdf
ASCE/SEI 7-05, <i>Minimum Design Loads for Buildings and Other Structures</i> (2005)	Provides requirements for general structural design and includes means for determining dead, live, soil, flood, wind, snow, rain, atmospheric ice, and earthquake loads, and their combinations that are suitable for inclusion in building codes and other documents.	https://secure.asce.org/files/estore/896/40809_40809.pdf
ASTM International Standard E1527-05, <i>Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process</i> (2005)	Defines good commercial and customary practices for conducting an environmental site assessment of a parcel of commercial real estate.	http://www.astm.org/Standards/E1527.htm
ASTM International Standard E2247-08, <i>Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process for Forestland or Rural Property</i> (2008)	This practice is intended for use on a voluntary basis by parties who wish to assess the environmental condition of forestland or rural property of 120 acres or greater taking into account commonly known and reasonably ascertainable information.	http://www.astm.org/Standards/E2247.htm
<i>International Building Code</i> (International Code Council)	The scope of this code covers all buildings except three-story, and one- and two-family dwellings and townhomes. This comprehensive code features time-tested safety concepts, structural, and fire and life-safety provisions covering means of egress, interior finish requirements, comprehensive roof provisions, seismic engineering provisions, innovative construction technology, occupancy classifications, and the latest industry standards in material design.	http://publicecodes.cyberregs.com/icod/ibc/index.htm
International Code Council, <i>International Wildland-Urban Interface Code</i> (2012)	Contains provisions addressing fire spread, accessibility, defensible space, water supply, and more for buildings constructed near wildland areas.	http://publicecodes.cyberregs.com/icod/iwuic/2012/index.htm

Reference	Description	Web Link
International Code Council, <i>Reducing Flood Losses through the International Codes</i> (3rd Edition, 2008)	This guide is intended to help community officials decide how to integrate the 2006 edition of the International Codes (I-Codes) into their current floodplain development and regulatory processes in order to meet the requirements to participate in the NFIP.	http://www.fema.gov/library/viewRecord.do?id=2094
<i>International Residential Code for One- and Two-Family Dwellings</i> (International Code Council)	A comprehensive code for homebuilding that brings together all building, plumbing, mechanical and electrical provisions for one- and two-family residences.	http://publicecodes.cyberregs.com/icod/irc/index.htm
National Fire Protection Association (NFPA) 225, <i>Model Manufactured Home Installation Standard</i> (2009 Edition)	Includes updated criteria covering the anchoring of the home and protection against seismic events, floods, and wind. Rules apply to single- and multi-section units.	http://www.nfpa.org/catalog/product.asp?pid=22509
NFPA 703, <i>Standard for Fire-Retardant Treated Wood and Fire-Retardant Coatings for Building Materials</i>	Provides enforcers, engineers, and architects with the industry's most advanced criteria for defining and identifying fire retardant-treated wood and fire-retardant coatings for building materials.	http://www.nfpa.org/catalog/product.asp?pid=70312
NFPA 914, <i>Code for Fire Protection of Historic Structures</i>	Intended to improve or upgrade the fire protection features in a wide range of historic buildings, and address ongoing operations as well as renovation and restoration projects.	http://www.nfpa.org/catalog/product.asp?pid=91410
NFPA 1141, <i>Standard for Fire Protection Infrastructure for Land Development in Suburban and Rural Areas</i>	Provides recommendations for planning and installing fire protection infrastructure for new developments in a community.	http://www.nfpa.org/catalog/product.asp?pid=114112
NFPA 1144, <i>Standard for Reducing Structure Ignition Hazards for Land Development in Suburban and Rural Areas</i>	Covers minimum design, construction, and landscaping elements for structures in the wildland/urban interface.	http://www.nfpa.org/cataloghttp://dnrc.mt.gov/forestry/Fire/Prevention/documents/WUIrewrite/NFPA1144.pdf/
NFPA 5000 Code, <i>Building Construction and Safety Code</i> (2012 Edition)	Combines regulations controlling design, construction, quality of materials, use and occupancy, location, and maintenance of buildings and structures, with fire and life-safety requirements found in NFPA codes and standards.	http://www.nfpa.org/catalog/product.asp?pid=500012
Firewise Communities	A multi-agency effort designed to reach beyond the fire service by involving homeowners, community leaders, planners, developers, and others in the effort to protect people, property, and natural resources from the risk of wildland fire—before a fire starts.	http://www.firewise.org/
U.S. Department of Commerce, Bureau of Economic Analysis	Produces economic account statistics that enable government and business decision-makers, researchers, and the American public to follow and understand the performance of the Nation's economy.	http://www.bea.gov

Reference	Description	Web Link
U.S. Bureau of Labor and Statistics	An independent national statistical agency that collects, processes, analyzes, and disseminates essential statistical data to the American public, the U.S. Congress, other Federal agencies, State and local governments, business, and labor.	http://stats.bls.gov

E. Eligibility and Completeness Review Checklist for Project Subapplications

Applications submitted to FEMA that do not contain at least the basic components listed below may be immediately denied because there is no method to determine eligibility without this data. Additional information may be requested during FEMA review. This information is required for all submittals, including potential substitutions.

Application Component	Yes	No	Comment
General			
Documentation included in the subapplication?			
Is this a phased project?			
Technical Assistance Needed? Subapplicant is encouraged to contact the State (Applicant) to request application development assistance. FEMA resources may be available but will only be provided if requested by the Applicant.			
Applicants			
Eligible Applicant is identified (State or local government; eligible Private, non-profit organization; or Indian Tribal government)			
Applicant participates in the National Flood Insurance Program			
Plan Requirement			
Project conforms with State Mitigation Plan per 44 CFR Part 201			
Project conforms with Local Mitigation Plan per 44 CFR Part 201			
Project conforms with Indian Tribal Mitigation Plan per 44 CFR Part 201			
Scope of Work			
SOW describes the proposed solution			
Alternatives considered as part of the decision-making process			
Project includes photographs of each structure and general project area			
Project includes appropriate maps that orient the reviewer to the entire project area			
Latitude and longitude are provided for each structure			
SOW justifies the proposed solution as the best option over a range of alternatives			
Project site is clearly identified using maps, GPS coordinates, or other means			
Project addresses a repetitive problem or a significant risk to public health			

Application Component	Yes	No	Comment
Project solves a problem independently or constitutes a functional portion of a solution			
Schedule			
A work schedule of 3 years or less is provided			
Budget/Match Source			
A cost estimate/budget is provided that supports the SOW			
If project requires phased or incremental funding, the budget reflects amounts estimated for each funding increment			
Non-Federal cost shares and match sources are identified			
Project should identify potential Duplication of Benefits such as Insurance, Small Business Administration loans if information is available during project development			
Cost-effectiveness and Feasibility			
Project includes a benefit-cost analysis, or alternate cost-effectiveness documentation, such as Substantial Damage verification, and located in a riverine floodplain; or a narrative supporting cost-effectiveness and request for consideration under 5 percent HMGP discretionary funding			
Project includes technical information to support proposed action. For example, level of protection for drainage projects, engineering data to support proposed seismic retrofits, and population data to support safe room placement and size. Elevations are technically feasible.			
Environmental and Historic Preservation			
Project includes information and documentation to demonstrate conformance with 44 CFR Part 9.6 and Part 10			
Project demonstrates that it minimizes harm to the environment			
Project includes construction date for each structure			
Project includes all available information relating to known historic, archaeological, or environmentally sensitive areas (e.g., critical Coastal Barrier Resources Act or Otherwise Protected Area)			
All appropriate Federal, State, and local agencies have been consulted			
Project includes environmental coordination letters or contact information to obtain required coordination information			
Assurances			
FEMA Form 20-16A, Assurances Non-Construction Programs			
FEMA Form 20-16B, Assurances Construction Programs			
FEMA Form 20-16C, Certifications Regarding Lobbying, etc.			

Application Component	Yes	No	Comment
SF-LLL, Disclosure of Lobbying Activities			
Considers long-term changes to the area it proposes to protect and has manageable future maintenance and modification requirements			
Acquisition Demolition / Relocation Information			
Project confirms compliance with timelines and all other criteria set forth in 44 CFR Part 80 requirements			
Project includes Voluntary Participation Documentation for each property			
Documentation (if needed) that the property owner is National of United States or qualified alien			
For properties that are to be relocated, will the structure be relocated outside of the Special Flood Hazard Area?			
Elevation Information			
Project identifies the Base Flood Elevation or Advisory Base Flood Elevation			
Project includes finished floor elevation (Elevation certificate is preferred)			
Project includes proposed elevation height of the structure			
Designed and Implemented consistent with ASCE/SEI 24-05			
Safe Room Information			
Project includes population size and basis			
Designed and implemented consistent with FEMA P-320 or FEMA P-361			
Wind Retrofit Information			
Project includes proposed level of protection			
Designed and implemented consistent with P-804			
Drainage Information			
Project includes initial technical information to support size, costs and local permitting requirements			

F. Safe Room Application Using Pre-Calculated Benefits

Expedited HMGP Application for Residential Safe Rooms

- ◆ The State must have an approved State Administrative Plan and State Hazard Mitigation Plan prior to grant award.
- ◆ If a local jurisdiction is the subapplicant, they must have an approved local mitigation plan in place (or receive an Extraordinary Circumstances exception) prior to grant award.
- ◆ Each safe room included in this project must meet the criteria of FEMA P-320, *Taking Shelter From the Storm, Building a Safe Room For your Home or Small Business*, or FEMA P-361, *Design and Construction Guidance for Community Safe Rooms*.
- ◆ Safe rooms cannot be placed in floodways, velocity zones, Coastal A Zones, or areas subject to coastal storm surge inundation associated with a Category 5 hurricane.
- ◆ If a residential safe room is sited in a Special Flood Hazard Area, the structure must be insured for Flood Damage, and a deed notice must be conveyed to retain this requirement.
- ◆ This project conforms with applicable Hazard Mitigation Grant Program eligibility criteria for all projects.
- ◆ Applicant may request approval for pre-award costs. Implementation costs incurred prior to grant award are not eligible for reimbursement.

State (Grantee) Information

Disaster number: _____

Eligible subapplicant: _____ State or local government _____ Private non-profit entity

Does the project conform to the State/local mitigation plan? _____ Yes _____ No

Applicant Information

Project Title: Residential Safe Room Construction/Installation

Applicant _____

Federal Information Processing Standard (FIPS) Code _____

Federal Tax ID Number (if required) _____

Data Universal Numbering System (DUNS) Number _____

Community NFIP Status: Participating Community ID # _____

In Good Standing _____ Non-participating _____ CRS _____

Legislative District(s) _____

Application prepared by:

Name _____

Title _____

Address _____

City/State/Zip _____

Telephone _____ Email _____

Applicant Agent* _____

Title _____

Address _____

City/State/Zip _____

Telephone _____ Email _____

* Individual authorized to sign financial and legal documents on behalf of the Applicant

Project Information

1. History of hazards and description of the vulnerability to be mitigated

Sample language:

This project is being submitted in response to the recent, severe weather and tornado activity nationwide. It is the intent of the State and affected local jurisdictions to support the placement and availability of safe rooms as a means of providing life-safety level protection for our citizens.

2. Scope/description: Project includes population size and basis

Sample language:

This project proposes to fund the purchase, construction/installation, and verification of 150 residential safe rooms. These safe rooms will be constructed and installed to meet FEMA P-320 or FEMA P-361 design and construction criteria, prior to reimbursement by the Applicant to the property owner; the safe rooms will be verified by a qualified professional to meet FEMA P-320 standards. Prior to closeout, all property-specific data will be provided for entry into NEMIS in order to capture full information for each mitigated property.

3. Project Useful Life: (30 years).

4. Property and Structure Information

- ◆ Address, including geo-location
- ◆ Floodplain map and flood zone information
- ◆ Structure age
- ◆ Photographs

-
- ◆ Proposed action:
 - Safe room placed inside structure (no ground disturbance)
 - Safe room placed above/below ground outside the structure (ground disturbance)
 - ◆ Additional information if identified by FEMA/State/Applicant

Environmental and Historic Preservation Compliance

Each site must be reviewed to determine compliance with environmental and historic preservation compliance requirements and to prepare necessary documentation. FEMA's *Programmatic Environmental Assessment for Hazard Mitigation Safe Room Construction* (June 2011) provides efficiencies for completing the environmental review for this project.

NOTE: FEMA may enter into agreements or other negotiated arrangements with the respective State Historic Preservation Officers and Indian Tribes to allow for expedited review in accordance with Section 106 of the National Historic Preservation Act.

Describe alternatives considered for this project:

Sample language:

Alternative 1 – Do nothing. This alternative will not result in substantial risk reduction and will leave many citizens exposed to future tornado and high-wind damages, including loss of life.

Alternative 2 – Community safe room or evacuation. Tornadoes do not allow for sufficient time to relocate household members to an off-site facility, and evacuation is not viable as travel in severe weather exposes evacuees to another set of risks and hazards with little certainty that they can reach safe haven.

Project Implementation Narrative

Briefly describe the Applicant's process for selecting and prioritizing participants; describe any limits to funding, the proposed project management actions to be taken during implementation and any variations from standard quarterly reporting; and provide a list (or form) to be submitted by property owners to validate eligible costs.

Sample language:

- ◆ *This project limits the amount reimbursable to property owner to up to 50 percent of the cost of the safe room, not to exceed \$3,500 **OR** This project limits the amount of each safe room to \$7,000 (or other value).*
- ◆ *Participants were prioritized based on damaged areas and dates costs were incurred.*
- ◆ *Participants will be accepted as long as funds are available. Over submittals will be considered if additional funds become available.*
- ◆ *Quarterly reports will include current totals of completed, verified sites and associated costs for each completed site.*

- ◆ Applicant reserves the right to expand this project as long as the application period is open.
- ◆ Site verification form will be provided for each site location (Attachment 2).

Project Work Schedule (not to exceed 3 years)

Sample:

0–6 months: Initiate outreach-marketing; identify participants

3–12 months: Verify FEMA P-320 or FEMA P-361 criteria and all program eligibility requirements have been met for known sites.

12 months (prior to application period closing): Revise project if necessary to include more participants.

12–30 months: Provide quarterly progress reports indicating volume of completed verified actions; complete project implementation.

30–36 months: Collect all closeout data and complete data dissemination to local emergency medical services.

Cost-effectiveness Review

Sample language:

A cost-effectiveness evaluation has been performed for residential safe rooms in the (State of _____ / County of _____) and produced benefits as reflected on Table 1. These benefits are based on general sampling statewide and are based on 3 persons per household served by each safe room.

Options for capturing additional benefits: If the benefits listed in Table 1 are not sufficient to produce a ratio greater than 1:1 for this project, additional benefits may be obtained by increasing household population, where appropriate, verifying the structure type (manufactured housing produces more benefits than standard construction), and/or using a more specific local valuation that may include higher benefits based on specific risk. Technical support is available if needed.

Budget/Funding Information

Sample budget:

Cost Item	Quantity	Est. Cost Each	Total Est. Cost	Est. Fed Share	Estimated Match Share
Data Collection	150	\$100	\$15,000	\$15,000	—
Material/Construction	150	\$5,000	\$750,000	\$525,000 ⁽¹⁾	\$225,000
Project Management	150	\$200	\$30,000	\$30,000	—
Inspection Certification	150	\$200	\$30,000	\$30,000	—
Design/Engineering Review	150	\$200	\$30,000	30,000	—

Cost Item	Quantity	Est. Cost Each	Total Est. Cost	Est. Fed Share	Estimated Match Share
Verification/Closeout	150	\$100	\$15,000	\$15,000	—
Outreach	—	—	\$15,000	\$15,000	—
Data Dissemination ⁽²⁾	—	—	\$15,000	\$15,000	—
Grand Total	NA	NA	\$900,000	\$675,000	\$225,000

NOTES:

Line items for Data Collection, Project Management, Design, and Outreach could be phased. This would allow limited fund release to identify participants and collect data to complete required environmental and historic preservation reviews.

General-cost line items are samples, not all costs may be required; amounts are variable. Additional line items may be included as necessary. These values are based on historical submittals and averages.

(1) This example limits reimbursement to property owner to \$3,500.

(2) With property owner authorization, provide safe room geo-data to local emergency medical services in usable format.

**All Federal Share Obligations of \$1,000,000 or More
Must Complete the Large Project Notification Process Prior to Approval**

Aggregate Benefits By State (Abridged List)			
Alabama	\$13,336.96	Nebraska	\$9,921.78
Arkansas	\$16,717.85	North Carolina	\$5,723.26
Georgia	\$5,290.98	Ohio	\$11,469.38
Illinois	\$13,685.72	Oklahoma	\$18,366.36
Iowa	\$14,962.87	Pennsylvania	\$4,065.90
Indiana	\$18,126.34	South Carolina	\$6,139.38
Kansas	\$14,005.75	South Dakota	\$5,230.17
Kentucky	\$13,554.96	Tennessee	\$13,579.58
Louisiana	\$9,921.94	Texas	\$5,421.32
Michigan	\$6,522.49	Virginia	\$3,936.05
Missouri	\$15,654.96	West Virginia	\$4,973.50
Mississippi	\$20,067.64	Wisconsin	\$9,025.48
Minnesota	\$7,092.39		

**Final Documentation and Certification Variable by State/Region
(FEMA/State/Applicant may include additional items)**

- Property Owner Name
- Property Address, including geo-location for Safe Room
- Verification of FEMA P-320 or FEMA P-361 criteria
- Installation Inspection
- Conforms to Categorical Exclusion or Environmental Assessment
- Conforms to Local Floodplain Ordinance (if applicable)
- Flood Insurance Deed Tag (if applicable)
- Final Cost list
- Property owner permission to distribute GEO-location to local emergency medical services (optional)

G. Generator FAQ

Eligibility of Generators under the Hazard Mitigation Grant Program

General Eligibility and Application Development

1. How does the information in this guidance differ from current practice?

This Hazard Mitigation Assistance (HMA) Guidance establishes that the purchase and installation of generators for the protection of critical facilities is an eligible, stand-alone project type under the Hazard Mitigation Grant Program (HMGP) and is no longer limited only to the 5 Percent Initiative. Generators that constitute a functional portion of an otherwise eligible mitigation solution (critical or not) remain eligible.

2. Are generators still eligible under the 5 Percent Initiative?

Yes. If there is insufficient data to evaluate a generator project using a standard, HMA-approved Benefit-Cost Analysis (BCA) method, the project may be eligible under the 5 Percent Initiative, as described in current HMA Unified Guidance. To perform this evaluation, a narrative description of the project's cost-effectiveness must be provided in lieu of a BCA. However, when data is available to perform a standard, HMA-approved BCA, the standard method must be used.

3. Are eligible critical facilities limited to those listed in this guidance?

No. The critical facilities listed in this guidance are not exhaustive. Eligible critical facilities are generally meant to include, but not be limited to, facilities such as hospitals, fire stations, police stations, and water and waste water treatment plants.

4. Must the generator be permanently installed in, or anchored to, the critical facility, or can it be portable?

Generators for a single facility or building should be permanently installed on site. Portable generators are eligible provided that they meet all HMGP requirements as described in **44 CFR Section 206.434, Eligibility**. The Applicant must ensure that the generator will be in place to protect the facility functions specified in the project application. The Application should describe relevant transport, hook up, and fuel supply and storage requirements at multiple facilities and how these will be executed if the generator is portable.

5. Is the purchase of generators for residential structures an eligible activity?

No. The purchase of a generator for the singular purpose of maintaining power for a single residential structure is not an eligible activity.

6. If a generator is required by code, is the purchase of a generator for these facilities eligible?

Yes, provided that the generator project meets all HMGP requirements as described in **44 CFR Section 206.434, Eligibility**.

7. What size generator is appropriate for a facility?

This will vary by facility and usage. It is not always necessary for the generator to support facility operations to their full capacity, but it should be sized appropriately to ensure the facility is able to provide uninterrupted critical functions in the event of future power outages.

8. Is there a National Emergency Management Information System (NEMIS) code for generators as a stand-alone project type?

Yes. The new NEMIS code for stand-alone generator projects is **601.2 – Generator Regular**. The NEMIS code for generator projects as part of the 5 percent discretionary allowance is **601.1 – Generator**.

Cost-effectiveness

9. Will FEMA develop a separate BCA module for generators?

No. A separate module is not necessary to perform the analysis. The Damage Frequency Assessment (DFA) module is able to perform this analysis for multiple hazards and project types. If you experience problems using the DFA module, contact the BC helpline at bchelp@fema.dhs.gov.

10. What are the key elements of a BCA for generator projects?

Key inputs required are:

- a. Project Useful Life:** According to **OMB Circular A-76, *Performance of Commercial Activities***, the useful life for generators or generator sets is 19 years. This value can be used as the default useful life value when performing the BCA. It may be altered based on manufacturer warranty or other documentation that can demonstrate that the generator may be able to provide service for longer than 19 years. Analysts should use the 19-year project useful life first.
- b. Project Costs:** The cost of generators varies by size, installation, and purpose. The generator's size and specifications should be reasonable, appropriate, and necessary to continuing critical functions of the facility. The exact costs for generators, installation, and components should be provided by the subapplicant and included in the costs when performing the BCA.
- c. Facility and Value of Service:** Analysis for facilities for potable water, waste water, police stations, fire stations, and hospitals can be quickly performed using FEMA's BCA toolkit and the DFA module, which provides service values for these facilities. To use these values, the analyst will need some information regarding the population served by the facility. For example, if a generator is to be installed at a waste water treatment plant, the analyst will need to know how many customers are served by the facility, as well as how many days the facility was not able to operate because of power failure. These values can typically be obtained from the facility manager and can be provided on official letterhead for documentation purposes.

-
- d. **Recurrence Determination:** Recurrence information used in the analysis may vary by location or by cause of power failure, such as wind or flood. See FAQ #17 for additional information.
 - e. **Other Benefits:** Other benefits (or costs avoided) may be included if they are addressed by the generator project.

11. What information is needed to perform a BCA for generator projects?

Information needed for performing the BCA will vary by facility. However, the following inputs are **required** to run the BCA module:

11.1 For **all BCAs** performed, the subapplicant must provide the following:

- a. The total project cost
- b. Useful life (19 years for generators)
- c. Estimated yearly maintenance costs
- d. The frequency of the event used in analysis that would cause a power failure demonstrating the need for a backup power source (generator)
- e. The number of days that service was affected (without power)

To calculate the value of services (benefits to society), the following inputs **must** be included for each specified facility type:

11.2 For Water or Waste Water Services:

- a. The number of customers affected by the power outage at the treatment plants

11.3 For Hospitals

- a. The number of people served by the hospital
- b. The distance in miles between the hospital being analyzed and the hospital that would treat these people in the event the hospital was inoperative
- c. The number of people normally served by the alternate hospital

11.4 For Police Stations

- a. The type of station (metropolitan, city, or rural)
- b. The number of people served by the police station
- c. The number of officers that work at the station and would serve the same area if the station were shut down as a result of a disaster

11.5 For Fire Stations

- a. The number of people served by the station
- b. The type of area served by the fire station (urban, suburban, rural, wilderness)
- c. The distance in miles to the nearest fire station that would provide protection for the area normally served by the fire station affected

d. Does the fire station provide emergency medical services?

Value of service for hospitals, police, and fire stations are in the DFA module by selecting Non Residential Buildings for the Facility Type for Loss of Function in the DFA modules as shown in the screen shots below.

PROJECT: Test Generator, STRUCTURE: test generator
MITIGATION TYPE: Damage-Frequency Assessment - TBD

Save and Go Back

TYPE OF SERVICES

Facility Type For Loss of Function *

☐ Utilities

☐ Roads/Bridges

☒ Non Residential Buildings

☐ Not Applicable

PROJECT: Test Generator, STRUCTURE: test generator
MITIGATION TYPE: Damage-Frequency Assessment - TBD

Save and Go Back

BUILDINGS

Facility Type *

☒ Fire Station ☐ Hospital ☐ Police Station ☐ Other

Fire Station

How many people are served by this fire station? *

0

Indicate the type of area served by this fire station *

== SELECT ==

What is the distance in miles between this fire station and the fire station that would provide fire protection for the geographical area normally served by this fire station? *

0.0

Does the fire station provide Emergency Medical Services (EMS)? ☐ Yes ☒ No

Fire Station with EMS *

What is the distance in miles between this fire station and the fire station that would provide EMS for the geographical area normally served by this fire station? *

0.0

Show Total (\$/day) 0.00

12. Are the benefits limited to damages avoided to the facility?

No, benefits are not limited to just damages avoided. The value of service for critical facilities can be used to demonstrate cost-effectiveness. The value of services for critical infrastructure and facilities are included in the BCA toolkit, which is available at <http://www.fema.gov/benefit-cost-analysis>. All costs associated with power failure that would be mitigated by a generator should be considered.

Additional losses can be included in the BCA if those losses are a direct result of interrupted power service that a generator would have mitigated. For waste water treatment plants, additional costs are sometimes required to bring the facility back to operating status after an extended power failure. This may include removal of sludge in equipment or additional man hours needed to bring the facility back to operational status. Those additional costs can be included above and beyond the value of service costs if a generator would have prevented those additional costs.

13. Can an Applicant consider multiple hazards in the BCA?

Yes. Multiple hazards may disrupt power supply. The Applicant will need to provide the frequency of each hazard used in its analysis.

14. How does an Applicant develop the return interval for an event requiring the use of a generator?

The recurrence interval used in the analysis will depend on the hazard that caused or will cause the facility to lose power. For example, in the New York City metropolitan area, winds of 85 miles per hour could equate to a 25-year recurrence interval. For other hazards, such as extreme snow fall, information about prior snow fall totals could be validated to estimate the recurrence interval. Recurrence interval data can be obtained from a number of sources, such as the National Weather Service for rainfall and ice storms and the U.S. Geological Survey for floods. If three or more past

events resulted in power failure, the DFA module can calculate the recurrence interval based on the years of the events. Question #17 provides some useful tools to assist in frequency determination.

Generally, two events are required to perform the analysis. Applicants/subapplicants are encouraged to provide as much historical damage information as they can. Projects submitted with one frequency will be considered acceptable.

15. In the case of a water treatment plant, is the cost of providing temporary water or other emergency protective measures considered a future cost avoided?

Yes. If the generator will negate the need for temporary water in the future, then those costs should be included in the analysis.

16. Are environmental benefits included in the BCA?

To the extent they can be captured and justified, environmental costs associated with raw sewage discharge can be included in the BCA for waste water treatment plants. FEMA does not have a default value for these associated costs, and these costs will vary by location. The Applicant/subapplicant should include all reasonable costs that will be mitigated by having a backup generator installed at a facility.

17. What resources are available to determine recurrence interval values?

Recurrence intervals may be determined by using some of the tools provided below:

- ◆ If the facility lost power as a result of wind damage to power lines feeding the facility, the analyst can utilize the Advanced Technology Council Wind Speed tool available at <http://www.atcouncil.org/windspeed/index.php> to determine the frequency of the coastal wind event.
- ◆ If power outages are attributed to flooding, recurrence information for the flooding event should be used in the analysis. The National Weather Services provides the Precipitation Frequency Data Server at <http://hdsc.nws.noaa.gov/hdsc/pfds/>, which can be utilized to establish a frequency for various precipitation events.
- ◆ U.S. Geological Survey stream gauge data can also be used to extrapolate frequency information for flood events, details of which can be found in the *Supplement to the Benefit-Cost Analysis Reference Guide* in the FEMA library at <http://www.fema.gov/library/viewRecord.do?id=4830>.
- ◆ National Snow and Ice Data Center (National Aeronautics and Space Administration, National Oceanic and Atmospheric Administration, National Science Foundation) at <http://nsidc.org/data/search/data-search.html>.
- ◆ Insurance claims, BureauNet information, damage repair records, data from the State/local agency, or local government Newspaper accounts citing credible sources (other than homeowner accounts) could be used in conjunction with the DFA module's unknown frequency calculator. Using this method may require more time as three events are required for analysis.

18. How should emergency operations centers (EOCs) be evaluated for inclusion in the BCA toolkit?

Finding the value (in loss of service terms) of a State Emergency Operation Center to prove cost-effectiveness of a generator project is difficult. FEMA will allow reasonable and justified “loss of service” costs for State and local EOCs that are identified by the Grantee to be entered into the DFA module to evaluate cost-effectiveness of an EOC generator project. Another or additional option is to investigate the costs of remobilizing an EOC to an alternate / continuity of operations location that could be avoided should the EOC be supplied with an uninterruptible power source such as a generator.

Scenarios

Different power failure scenarios at various facilities are outlined below. For analysis purposes, each facility was reviewed using 4 days of loss of service due to power failure at the 25-year recurrence. The 25-year recurrence interval for the test cases is based on observed wind speeds and the frequency was extrapolated using the Advanced Technology Council Wind Speed tool for the New York metropolitan area. Other project locations should use the appropriate recurrence intervals for the hazard being mitigated. Analysis was performed using the DFA module in the BCA Toolkit.

The scenarios are for demonstration purposes only. Dollar amounts and frequency intervals were chosen for comparison purposes only. Analysts should use the appropriate values for the facility being examined. For those performing the analysis, assistance is available through the benefit-cost helpline at bchelp@fema.dhs.gov or at 1-855-540-6744. The helpline is not allowed to perform or review analyses but can provide answers to specific questions regarding methodologies.

When performing the BCA, inputs used in the module should be documented, as with all analysis. Documentation sources may include, but are not limited to, correspondence with facility or site managers, data available from the county or facility Web site, information from other government Web sites, media releases, engineering analysis, and letters from the facility manager. Discussion of data documentation is available in the BCA training materials available on FEMA.gov. There are no special or extraordinary data documentation requirements for this project type.

Scenario 1: The Purchase and Installation of a Generator at an Urban Police Station

Assumptions:

- ◆ The police station has 119 officers who serve up to 27,000 residents
- ◆ The police station loses power and the efficiency of the police station drops to 50 percent (assumes 50 percent of the force are working out of other facilities or within the community)
- ◆ The power is not fully restored for 4 days
- ◆ The project useful life for the generator is 19 years
- ◆ The project cost is \$50,000

Benefit-Cost Ratio:

- ◆ The resulting benefit-cost ratio (BCR) is 1.23

Scenario 2: The Purchase and Installation of a Generator at an Urban Fire Station

Assumptions:

- ◆ The fire station has 119 firefighters who serve up to 27,000 residents
- ◆ The fire station loses power and the efficiency of the fire station drops to 50 percent
- ◆ The power is not fully restored for 4 days
- ◆ The project useful life for the generator is 19 years
- ◆ The project cost is \$50,000

Benefit-Cost Ratio:

- ◆ The resulting BCR is 0.80

Scenario 3: The Purchase and Installation of a Generator at an Urban Hospital

Assumptions:

- ◆ The hospital serves up to 27,000 residents
- ◆ The power is not fully restored for 4 days
- ◆ The project useful life for the generator is 19 years
- ◆ The project cost is \$200,000

Benefit-Cost Ratio:

- ◆ The resulting BCR is 1.0

Scenario 4: The Purchase and Installation of a Generator at a Rural Area Water Treatment Plant (Potable Water)

Assumptions:

- ◆ The water treatment plant serves up to 15,000 customers
- ◆ The plant loses power for 3 days
- ◆ A 100-year recurrence interval is used
- ◆ The project cost is \$200,000

Benefit-Cost Ratio

- ◆ The resulting BCR is 1.05

Scenario 5: The Purchase and Installation of a Generator at an Urban Area Waste Water Treatment Plant

Assumptions:

- ◆ The waste water treatment plant serves up to 500,000 residents
- ◆ The waste water treatment plant loses power and there is no service
- ◆ The power is not fully restored for 4 days
- ◆ The project useful life for the generator is 19 years
- ◆ The project cost is \$1,500,000

Benefit-Cost Ratio:

- ◆ The resulting BCR is 24.8

H. Eligibility and Completeness Review Checklist for Planning Subapplications

Applications submitted to FEMA that do not contain at least the basic components listed below may be immediately denied because there is no method to determine eligibility without this data. Additional information may be requested during FEMA review. This information is required for all submittals, including potential substitutions.

Application Component	Yes	No	Comments
General			
Documentation included in the subapplication?			
Technical Assistance Needed? Subapplicant is encouraged to contact the State (Applicant) to request application development assistance. FEMA resources may be available but will only be provided if requested by the Applicant.			
Applicants			
Applicant included management costs for delivery of technical assistance for mitigation planning (e.g., plan reviews, planning workshops, training)			
Scope of Work (SOW)			
Proposed planning activity is consistent with 44 CFR Part 201			
Proposed planning activity is described, including whether it will result in a new or updated hazard mitigation plan (including public involvement, identification of hazards, development of a comprehensive risk/vulnerability assessment, identification of mitigation goals and strategies, and plan implementation) or enhance an existing mitigation plan through a planning-related activity			
Participating jurisdiction(s) are identified and described			
A statement is provided on how the overall planning effort will be coordinated			
SOW is consistent with work schedule and cost estimate (describes entire planning process)			
For mitigation plan updates, the SOW describes the process that each jurisdiction will complete to review each section of the previous plan and address gaps, as needed; new information (including hazard, land use, and development trends); how the previous plan was implemented; and what process will be used			
Copy of the plan review document (i.e., review tool or crosswalk) from the FEMA approval of the previous plan is included, if available/applicable			

Application Component	Yes	No	Comments
Schedule			
Work schedule of 3 years or less is provided and allows sufficient time for State and FEMA reviews; preparation of required revisions, if needed; formal adoption by the jurisdiction(s); and FEMA approval			
Cost Estimate			
Cost estimate supports the SOW and is reasonable for the jurisdictions participating			
Assurances			
FEMA Form 20-16A, Assurances Non-Construction Programs			
FEMA Form 20-16C, Certifications Regarding Lobbying, etc.			
SF-LLL, Disclosure of Lobbying Activities			

I. EHP Checklist

“Yes” indicates that the environmental regulation or statute may apply to your project.

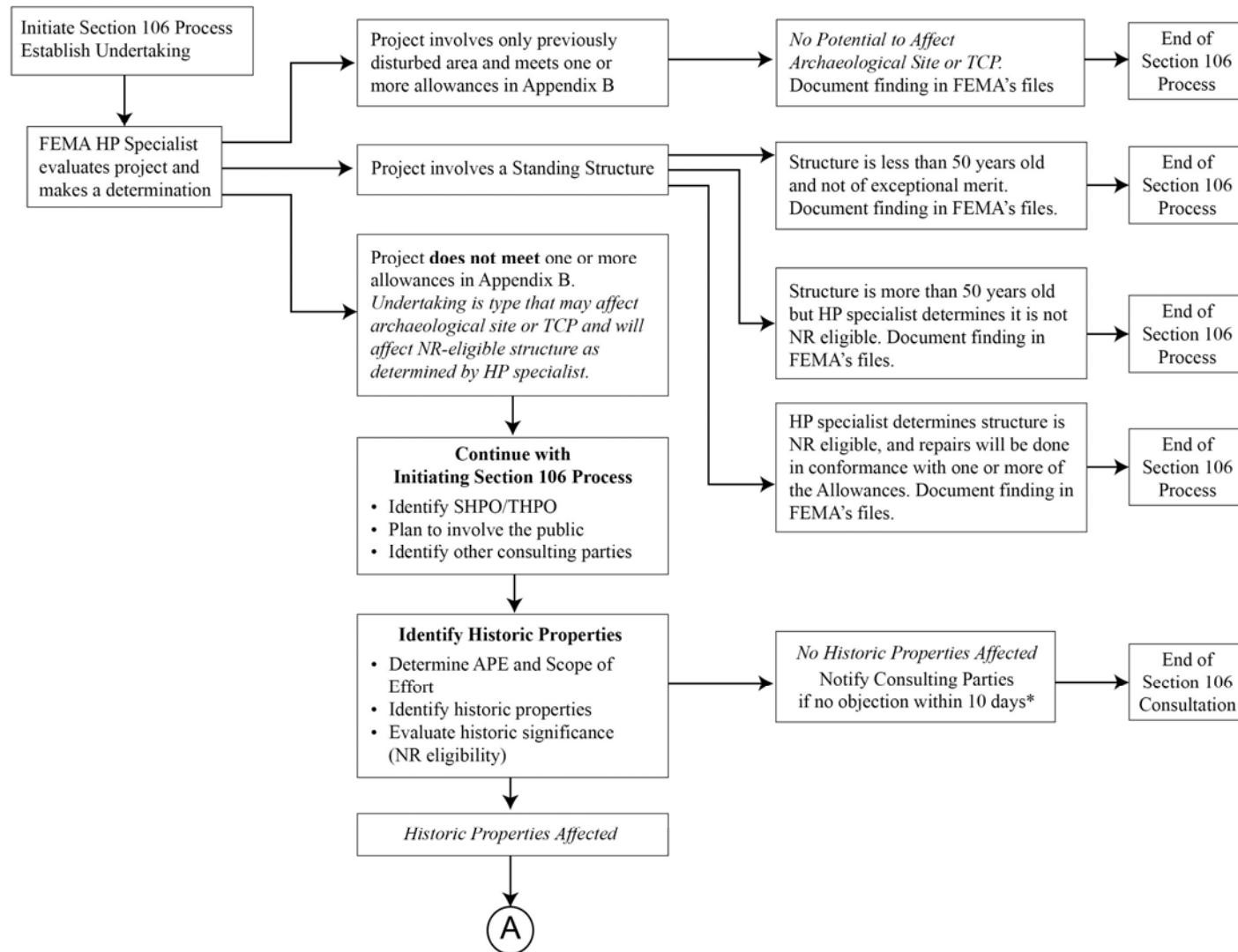
Environmental Regulation or Statute		Yes	No
National Historic Preservation Act			
1.A	Would the proposed project affect, or is the proposed project in close proximity to, any buildings or structures 50 years or more in age?		
1.B	Will the proposed project involve disturbance of ground?		
Endangered Species Act and Wildlife Coordination Act			
2.A	Are federally listed or endangered species, or their critical habitat, present in or near the project area and, if so, which species are present?		
2.B	Will the proposed project remove or affect vegetation?		
2.C	Is the proposed project in or near (within 200 feet), or likely to affect, any type of waterbody or body of water?		
Clean Water Act, Rivers and Harbors Act			
3.A	Will the proposed project involve dredging or disposal of dredged material, excavation, the addition of fill material, or result in any modification to water bodies or wetlands designated as “waters of the United States” as identified by the U.S. Army Corps of Engineers or on the National Wetland Inventory?		
Executive Order 11988 (Protection of Floodplains) and Executive Order 11990 (Protection of Wetlands)			
4.A	Does a Flood Insurance Rate Map, Flood Hazard Boundary Map, hydrological study, or some other source indicate that the project is located in, or will affect, a 100-year floodplain, a 500-year floodplain (if a critical facility), an identified regulatory floodway, or an area prone to flooding?		
4.B	Is the proposed project located in, or will it affect, a wetland as listed in the National Wetland Inventory?		
4.C	Will the proposed project alter a watercourse, water flow patterns, or a drainage way, regardless of its floodplain designation?		
4.D	Is the proposed project located in, or will it affect, a floodplain or wetland? If yes, the 8-step process summarized in Appendix J must be completed.		
Coastal Zone Management Act			
5.A	Is the proposed project located in the State’s designated coastal zone?		
Farmland Protection Policy Act			
6.A	Will the proposed project convert more than 5 acres of “prime or unique” farmland outside city limits to a non-agricultural use?		
Resource Conservation Recovery Act and Comprehensive Environmental Response, Compensation, and Liability Act			
7.A	Is there reason to suspect there are contaminants from a current or past use on the property associated with the proposed project?		
7.B	Are there any studies, investigations, or enforcement actions related to the property associated with the proposed project?		
7.C	Will any project construction or operation activities involve the use of hazardous or toxic materials?		

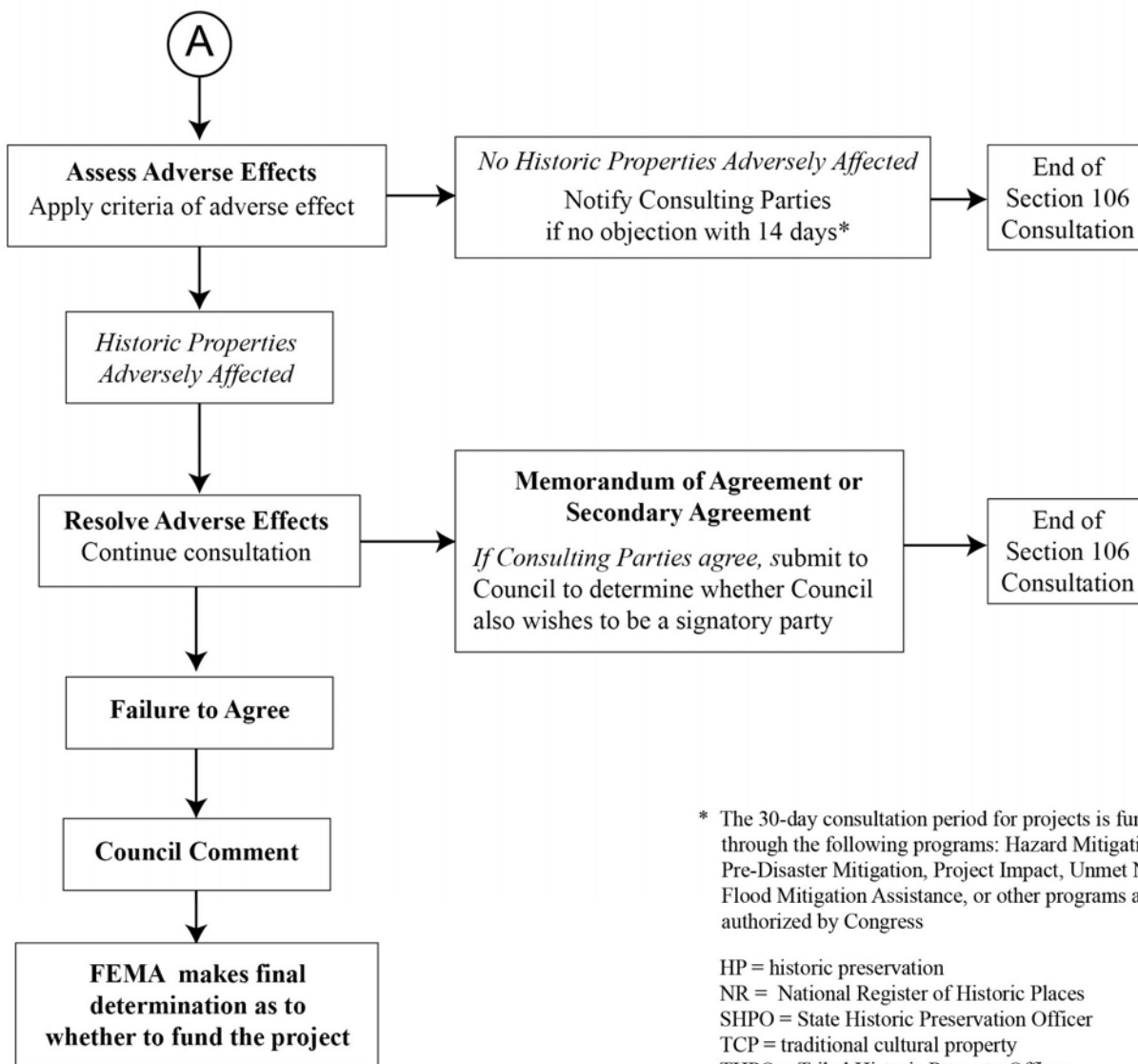
Environmental Regulation or Statute		Yes	No
7.D	Are any of the current or past land uses of the property associated with the proposed project or are any of the adjacent properties associated with hazardous or toxic materials?		
Executive Order 12898 (Environmental Justice for Low Income and Minority Populations)			
8.A	Are there any low-income or minority populations in the project's area of effect or adjacent to the project area?		
Other Environmental/Historic Preservation Laws (including applicable State laws) or Issues			
9.A	Are other environmental/historic preservation requirements associated with this project?		
9.B	Are any controversial issues associated with this project?		
9.C	Have any public meetings been conducted, or public comment solicited, on the proposed project?		

J. 8-Step Decision Making Process for Floodplain Management Considerations

- Step 1.** Determine whether the proposed action is located in a wetland and/or the 100-year floodplain (500-year floodplain for critical actions) and whether it has the potential to affect or be affected by a floodplain or wetland (see 44 CFR Section 9.7).
- Step 2.** Notify the public at the earliest possible time of the intent to carry out an action in a floodplain or wetland, and involve the affected and interested public in the decision-making process (see 44 CFR Section 9.8).
- Step 3.** Identify and evaluate practicable alternatives to locating the proposed action in a floodplain or wetland (including alternative sites, actions, and the “no action” option) (see 44 CFR Section 9.9). If a practicable alternative exists outside the floodplain or wetland, FEMA must locate the action at the alternative site.
- Step 4.** Identify the potential direct and indirect impacts associated with the occupancy or modification of floodplains and wetlands and the potential direct and indirect support of floodplain and wetland development that could result from the proposed action (see 44 CFR Section 9.10).
- Step 5.** Minimize the potential adverse impacts and support to or within floodplains and wetlands to be identified under Step 4, restore and preserve the natural and beneficial values served by floodplains, and preserve and enhance the natural and beneficial values served by wetlands (see 44 CFR Section 9.11).
- Step 6.** Reevaluate the proposed action to determine first, if it is still practicable in light of its exposure to flood hazards, the extent to which it will aggravate the hazards to others, and its potential to disrupt floodplain and wetland values, and second, if alternatives preliminarily rejected at Step 3 are practicable in light of the information gained in Steps 4 and 5. FEMA shall not act in a floodplain or wetland unless it is the only practicable location (see 44 CFR Section 9.9).
- Step 7.** Prepare and provide the public with a finding and public explanation of any final decision that the floodplain or wetland is the only practicable alternative (see 44 CFR Section 9.12).
- Step 8.** Review the implementation and post-implementation phases of the proposed action to ensure that the requirements stated in 44 CFR Section 9.11 are fully implemented. Oversight responsibility shall be integrated into existing processes.

K. Section 106 Process under the National Historic Preservation Act





* The 30-day consultation period for projects is funded through the following programs: Hazard Mitigation Grant, Pre-Disaster Mitigation, Project Impact, Unmet Needs, Flood Mitigation Assistance, or other programs as authorized by Congress

HP = historic preservation
NR = National Register of Historic Places
SHPO = State Historic Preservation Officer
TCP = traditional cultural property
THPO = Tribal Historic Property Officer

L. Application for Advance Assistance

Hazard Mitigation Grant Program (HMGP) Advance Assistance Pilot Optional Application

The State of _____ requests \$_____ in Advance Assistance¹ for DR_____ pursuant to Section 1104 of the Sandy Recovery and Improvement Act (SRIA) of 2013 to accelerate implementation of the Hazard Mitigation Grant Program (HMGP). The State will use Advance Assistance to develop mitigation strategies and obtain data to prioritize, select and develop complete HMGP applications in a timely manner, as described in the Project Description (Work Scope) below.

Disaster and Project Number _____

Project Title: Advance Funding Request

Applicant _____

Federal Information Processing Standard (FIPS) Code _____

Applicant's Agent and Contact Information _____

Project Description (Work Scope)

List proposed activities, estimated costs and deliverables. (See Advance Assistance Frequently Asked Questions for list of eligible activities).

Activity	Estimated Cost	Deliverable
1.		
2.		
3.		
(Etc.)		

Work Schedule

Following is a schedule of proposed milestones by quarter for all major activities by which the State proposes to monitor progress for Advance Assistance:

¹States may apply for up to 25 percent of the estimated total HMGP grant amount or \$10 million, whichever is less.

Q1 (First Quarter Following Initial Approval)

Activity	Milestone	Deliverables
1.		
2.		
3.		
(Etc.)		

Budget Information

Total Estimated Cost (Federal and non-Federal cost) _____

Total Federal Cost _____

Line Item Budget

The State may request that FEMA obligate Advance Assistance funds incrementally, based on when the State needs the funds. Please list the obligation schedule by activity below.

Activity	Initial Amount Requested	Second Amount Requested	Third Amount Requested	Total Requested
1,				
2,				
3.				
(Etc.)				

Additional Information Section

Provide any relevant information or explanation.

C HAZARD ANALYSIS

Hazard identification and rankings were obtained primarily from the Gardena hazard identification exercise. The hazard identification exercise was conducted as a participatory Steering Committee exercise to identify the potential hazards within the City. The hazard identification exercise was facilitated using an interactive software spreadsheet that asked specific questions on potential hazards and then rated them accordingly. These questions guided the team in the correct facilitation and application of the program. The following information summarizes the hazard identification exercise risk ranking results, including the descriptions of each hazard factor, and provides the specific descriptor choices for each risk factor and description. Additionally, a risk ranking matrix is provided to designate the overall ranking score and categorization of each hazard.

Hazard Identification and Risk Ranking

Each hazard profile included a profile ranking of the hazard (ranging from low risk to high risk). The Steering Committee determined this initial profile ranking based on all of the hazard identification and profile research summarized and group discussion and evaluation of all of the data, including numerical rankings (1-5) of the following criteria:

- **Consequence/Severity** – How wide spread is the impact area?
- **Secondary Effects** – Could the event trigger another event and separate response?
- **Probability/Frequency** – Historical view of how often this type of event occurs locally and projected recurrence intervals.
- **Warning/Onset** – Advance warning of the event, or none.
- **Duration** – Length of elapsed time where response resources are active.
- **Recovery** – Length of time until lives and property return to normal.



Risk Factors for Hazard Identification			
Risk Factor	Description	Descriptors	Value
Probability/ Frequency	Prediction of how often a hazard will occur in the future	Infeasible event - not applicable due to geographic location characteristics	0
		Rare event - occurs less than once every 50 years	1
		Infrequent event - occurs between once every 8 years and once every 50 years (inclusive)	2
		Regular event - occurs between once a year and once every 7 years	3
		Frequent event - occurs more than once a year	4
Consequence/ Severity	Physical Damage - structures and lifelines Economic Impact – loss of function for power, water, sanitation, roads, etc.	No damage	1
		Minor/slight damage to buildings and structures, no loss of lifelines	2
		Moderate building damage, minor loss of lifelines (less than 12 hours)	3
		Moderate building damage, lifeline loss (less than 24 hours)	4
		Extensive building damage, widespread loss of lifelines (water, gas, electricity, sanitation, roads), loss of life	5
Vulnerability	Impact Area - area impacted by a hazard event Secondary Impacts - Capability of triggering additional hazards Onset - Period of time between initial recognition of an approaching hazard and when the hazard begins to impact the community	No physical damage, no secondary impacts	1
		Localized damage area	2
		Localized damage area, minor secondary impacts, delayed hazard onset	3
		Moderate damage area, moderate secondary impacts, moderate warning time	4
		Widespread damage area, significant secondary impacts, no warning time	5

Each profile includes a ranking of the hazard. The hazard rankings were determined by assigning each hazard the appropriate risk factors as described above. The risk factors were then used with a hazard ranking matrix to determine the final hazard score. The following table provides the matrix used for determining each hazard's score.

Risk Ranking Matrix							
Probability/Frequency Description	Risk Ranking Matrix						
Rare Event: Occurs less than once every 50 years	Probability/Frequency		Consequence/Severity				
	Value	1	1	2	3	4	5
	Vulnerability	1	1	2	3	4	5
		2	2	4	6	8	10
		3	3	6	9	12	15
		4	4	8	12	16	20
Infrequent Event: Occurs between once every 8 years and once every 50 years (inclusive)	Probability/Frequency		Consequence/Severity				
	Value	2	1	2	3	4	5
	Vulnerability	1	2	4	6	8	10
		2	4	8	12	16	20
		3	6	12	18	24	30
		4	8	16	24	32	40
Regular Event: Occurs between once a year and once every 7 years	Probability/Frequency		Consequence/Severity				
	Value	3	1	2	3	4	5
	Vulnerability	1	3	6	9	12	15
		2	6	12	18	24	30
		3	9	18	27	36	45
		4	12	24	36	48	60
Frequent Event: Occurs more than once a year	Probability/Frequency		Consequence/Severity				
	Value	4	1	2	3	4	5
	Vulnerability	1	4	8	12	16	20
		2	8	16	24	32	40
		3	12	24	36	48	60
		4	16	32	48	64	80
		5	20	40	60	80	100

The hazard scores from the Hazard Ranking Matrix were compared to the hazard rank criteria to finally categorize each hazard with a hazard ranking. The table below provides the value determinations for each hazard ranking.

Risk Rank Categorization	
High Hazard	50 to 100
Moderately High Hazard	25 to 49
Moderate Hazard	15 to 24
Moderately Low Hazard	5 to 14
Low Hazard	1 to 4

The hazard ranking worksheets are provided in the following pages.

HAZARD IDENTIFICATION AND RISK RANKING

Earthquake

Probability	Rare event - occurs less than once every 50 years	1
Consequence	Extensive building damage, widespread loss of lifelines (water, gas, electricity, sanitation, roads), loss of life	5
Vulnerability	Widespread damage area, significant secondary impacts, no warning time	5
Risk	Moderately High	25
Comments	Northridge - No significant damage, normal shake damage, no infrastructure failure. The team identified another earthquake in Whittier (circa 87) but agreed the scenario was still rare.	

Hazardous Materials Release

Probability	Rare event - occurs less than once every 50 years	1
Vulnerability	Extensive building damage, widespread loss of lifelines (water, gas, electricity, sanitation, roads), loss of life	5
Consequence	Widespread damage area, significant secondary impacts, no warning time	5
Risk	Moderately High	25
Comments	The City is within a few miles of the Torrance Refinery. Torrance Refinery Action Alliance (TRAA). Foam and manufacturing business are located in South Gardena. The Team noted the 2005 Sulfur Mercaptan release incident. HazMat response team located in Carson.	

Pipeline Failure

Probability	Rare event - occurs less than once every 50 years	1
Consequence	Extensive building damage, widespread loss of lifelines (water, gas, electricity, sanitation, roads), loss of life	3
Vulnerability	Moderate damage area, moderate secondary impacts, moderate warning time	4
Risk	Moderate	20
Comments	Major Pipelines run along Rosecrans	

HAZARD IDENTIFICATION AND RISK RANKING

Windstorm

Probability	Infrequent event - occurs between once every 8 years and once every 50 years (inclusive)	2
Consequence	Moderate building damage, minor loss of lifelines (less than 12 hours), lost time injury but no disability	3
Vulnerability	Localized damage area, minor secondary impacts, delayed hazard onset	3
Risk	Moderate	18
Comments	Falling trees bringing down powerlines is the biggest issue. This can result in power loss, injury, and sometimes death.	

Disease Outbreak

Probability	Rare event - occurs less than once every 50 years	1
Consequence	Moderate building damage, lifeline loss (less than 24 hours), severe injury or disability	4
Vulnerability	Widespread damage area, significant secondary impacts, no warning time	3
Risk	Moderately Low	12
Comments		

Urban Fire

Probability	Rare event - occurs less than once every 50 years	1
Consequence	Extensive building damage, widespread loss of lifelines (water, gas, electricity, sanitation, roads), loss of life.	5
Vulnerability	Localized damage area	2
Risk	Moderately Low	10
Comments	CNG/Propane and gas at public works yard and City bus line yard. Goal for LACO Fire response time is 4-5 min. The team noted that high density living zones are higher vulnerability for urban fire. Underground pipelines	

HAZARD IDENTIFICATION AND RISK RANKING

traverse the area, this may result in a rupture/fire. Pipelines run up and down Rosecrans from the Torrance Refinery to the airport.

Adversarial Events

Probability	Rare event - occurs less than once every 50 years	1
Consequence	Moderate building damage, minor loss of lifelines (less than 12 hours), lost time injury but no disability	3
Vulnerability	Moderate damage area, moderate secondary impacts, moderate warning time	3
Risk	Moderately Low	9
Comments	City IT system is robust, but cyber security is a more-likely event. Police have robust capability to respond to violent events.	

Flood

Probability	Rare event - occurs less than once every 50 years	1
Consequence	Moderate building damage, minor loss of lifelines (less than 12 hours), lost time injury but no disability	3
Vulnerability	Localized damage area	2
Risk	Moderately Low	6
Comments	1995 - Flooding in North end of town by Rowley park. No damage due to recent storms. The Willows (designed to be a basin - no community hazards) are in the wetlands (500 year) and the Dominguez Channel area is identified.	

Drought

Probability	Regular event - occurs between once a year and once every 7 years	3
Consequence	No damage	1
Vulnerability	No physical damage, no secondary impacts	1
Risk	Low	3

HAZARD IDENTIFICATION AND RISK RANKING

Comments	Golden State and Cal Water purchased water from MWD. Golden State is ultimately responsible for water supply resiliency. However, the City gets involved in conservation efforts and may be involved in resilience efforts to secondary impacts for drought.
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PUBLIC PARTICIPATION & PLANNING PROCESS DOCUMENTATION

In order to facilitate the development of a Hazard Mitigation Plan (HMP) that includes valuable input from the community, the City of Gardena (City) solicited public participation in a survey posted on the City's website and on social media. The survey included 10 questions, provided in English and Spanish as language proficiency was one of the factors of the identified sensitive populations, designed to provide insight into the community's opinion on perceived vulnerability to certain hazard events, to clarify which methods the community prefers to receive educational and outreach materials, and to illustrate the participants' overall level of hazard awareness.

D.1 Survey Contents and Responses

This section includes the survey questions followed by the responses received. Over a period of a month, the City received 20 responses from the public. Those responses were tabulated and listed below.

1. In the past five years, have you or someone in your household experienced a disaster such as an earthquake, severe windstorm, flood, wildfire, or other type of disaster? Yes, or No?

Yes	No	No Answer	Total
4	16	-	20

2. If yes, which of these disasters have you or someone in your household experienced?

- Earthquake
- Hazardous Materials Release
- Gas Pipeline Failure
- Windstorm
- Disease Outbreak
- Urban Fire
- Adversarial Event
- Flood
- Drought

Hazard	Number	Hazard	Number
Earthquake	3	Urban Fire	0
Hazardous Material Release	0	Adversarial Event	0
Gas Pipeline Failure	0	Flood	2
Windstorm	0	Drought	2
Disease Outbreak	1		

Note: This is based on the 15 respondents who answered “yes” to Question 1.

3. How concerned are you about the following disasters affecting the City of Cerritos?

Hazard	Completely Unconcerned		Moderately Concerned		Extremely Concerned	
	1	2	3	4	5	
Earthquake	-	8	6	4	3	
Hazardous Material Release	-	6	5	5	3	
Gas Pipeline Failure	1	6	6	5	2	
Windstorm	5	8	4	1	2	
Disease Outbreak		6	4	5	4	
Urban Fire	3	5	6	3	2	
Adversarial Event	2	6	5	2	3	
Flood	4	7	5	2	1	
Drought	-	4	6	4	6	

To tally the results for question three, the levels of concern were given numerical values from one to five, with five being most concerned. The results for each hazard were averaged and then ranked highest to lowest. The result was the following hazard ranking based on the participants’ responses.

Table D-1: Participant Hazard Ranking

Hazard	Average Level of Concern
Drought	3.6
Disease Outbreak	3.37
Hazardous Materials Release	3.26
Earthquake	3.1
Pipeline Failure	3.05
Adversarial Events	2.89
Urban Fire	2.79
Flood	2.42
Windstorm	2.32

4. Have you ever received or requested information on ways to make your family and/or home safer from local hazards?

Yes	No	Total
17	3	20

5. How recently did you receive this information?

- In the last 6 months
- 6-12 months ago
- 1-2 years ago
- 2-5 years ago
- More than 5 years ago
- I don't remember

Timeframe	Number	Timeframe	Number
In the last 6 months	1	2-5 years ago,	1
6-12 months ago,	-	More than 5 years ago	-
1-2 years ago,	1	I don't remember	1

Note: This is based on the 19 respondents who answered "yes" to Question 4.

6. From whom did you last receive this information?

- News Media
- Government Agency
- Insurance Agent or Company
- Utility Company
- American Red Cross
- Other Non-profit Organization
- Unsure
- Other: _____

Information Source	Number	Information Source	Number
News Media	-	Other Non-profit Organization	-
Government Agency	-	Web search	1
Insurance Agent or Company	1	Unsure	1
Utility Company	-	Social Media	1
American Red Cross	-		

Note: This is based on the 19 respondents who answered "yes" to Question 4.

7. What are the best ways for you to receive information about making your family and home safer from local disasters? (Please check all that apply)

Newspapers:

- Newspaper stories
- Newspaper ads

Television:

- Television news
- Television ads

Radio:

- Radio news
- Radio ads

Other methods:

- Schools
- Outdoor advertisements (billboards, etc.)

- Books
- Mail
- Fire Department/Rescue
- Internet search
- Fact sheet or brochure available at a City facility or event
- Chamber of Commerce
- Public workshop/meeting
- Magazine
- Social Media
- Other (please explain)

The following table illustrates the number of responses for each information source listed by total number of responses.

Information Source	Number	Information Source	Number
Newspaper stories	1	Mail	12
Newspaper ads	3	Fire Department/Rescue	5
Television news	9	Internet search	9
Television ads	3	Fact sheet or brochure avail...	8
Radio news	4	Chamber of Commerce	1
Radio ads	3	Public workshop/meeting	7
Schools	4	Magazine	0
Outdoor Advertisements	6	Social Media	11
Books	0		

8. What steps, if any, have you or someone in your household taken to prepare for a disaster? *(Check all that apply)*

Our household has an emergency supply with the following:

- Food
- Water
- Flashlight(s)
- Batteries
- Battery-powered radio
- Medical supplies (First aid kit)
- Fire extinguisher
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Dust mask or cotton t-shirt (for air filtering)
- Plastic sheeting and duct tape (to shelter in-place)
- Wrench or pliers to shut off utilities
- Clothing
- Sleeping bag or warm blanket for each person
- Prescription medications
- Important family documents (copies of insurance policies, ID, and bank account records)
- Smoke detectors in each room of the house
- First-aid training
- Fire Escape Plan
- Reconnection Plan (where to go and who to call after a disaster)
- Utility Shut-off Instructions
- Other: _____

The following table illustrates the number of responses for each disaster preparation action listed by total number of responses.

Emergency Supply Item	Number	Emergency Supply Item	Number
Flashlight(s)	14	Important family documents	12
Batteries	12	Battery-powered Radio	7
Fire Extinguisher	10	Sleeping Bag or warm blanket	8

Emergency Supply Item	Number	Emergency Supply Item	Number
Wrench or Pliers for utility shut-off	11	Prescription Medications	8
Food	12	Clothing	10
Water	15	Dust mask or cotton T-shirt	9
Medical Supplies	12	Plastic Sheeting or Duct Tape	7
Moist towelettes, garbage bags and plastic ties for personal sanitation	12	Smoke detectors in each room of the house	16
First-aid training	10	Fire Escape Plan	9
Reconnection Plan	9	Utility Shut-off Plan	10
Other			

9. How many years have you lived in the City of Gardena?_____ years

Years of Residence			
0-15 year	10	36-50+ years	5
16-25 year	4	No Answer	-
26-35 years	1		

The years of residence for each participant ranges from three years to 55 years. The average length of residence among participants was 30 years with the majority of responders falling into the 36–50-year residency range.

10. Do you own or rent your home?

Rent	Own	Total
3	17	20

D.2 Inferences

The results of the public survey served three main purposes. It created a profile of the group of responders, provided insight regarding the methods the public would like to receive safety information, and, lastly, it provided the Steering Committee with the public's opinion of the hazard ranking. Conclusions drawn from the collected responses for each of these areas are discussed in more detail in the following subsections.

Participant Profile

It was important for the Steering Committee to identify certain characteristics of the participating group in order to give proper weight to the feedback received. First, each participant was asked to provide their years of residence and whether or not they owned or rented their home. With regards to years of residence, the assumption was made that those who had lived in the City over an extended period of time would have a better understanding of the hazards that have affected the City historically. Next, the Steering Committee assumed homeowners would take more interest in their community than renters due to higher personal investment in the long-term stability and functionality of the City. Based on these two assumptions and the responses received (see questions 9 and 10 above), the Steering Committee determined the participating group was invested in the success of the City and had a good grasp of historical hazard events as half of the participants have lived in the City more than 15 years.

Next the Steering Committee wanted to assess whether or not the participating group had actively tried to mitigate hazards in their own homes. An assumption was made that those who took a proactive role in mitigating hazards individually would have a better understanding of the City's efforts to mitigate the effects of a regional hazard. While the details of the responses from question 8 can be viewed above, the main point is that nearly all of the participants had taken steps to prepare themselves for a disaster. In doing so, this demonstrated to the Steering Committee the participating group was conscious of the threat of hazard events and were proactive about taking steps to mitigate loss. Coupled with their perceived knowledge of historical hazard events and personal investment in the City's progress, the Steering Committee determined the feedback from the participating group was credible and beneficial to the HMP update process.

Methods for Successful Public Outreach

Public education and outreach serve as one of the critical ways to mitigate future losses. While the City already has many outreach campaigns in place, the Steering Committee decided it would be useful for the public to comment on which information distribution methods were best for receiving information. The data provided from this line of questioning will allow the City to maximize its outreach efforts by utilizing those methods provided by the public to guide future outreach campaign planning.

Only 20% of the participants answered question 4 on whether participants had received or requested safety information regarding local hazards. This is significantly different from the majority of participants who said they took steps in their homes to protect themselves against disasters. Therefore, most of the participating group took preventive actions without requesting information from local authorities. While this data tells us little about the best ways to reach the public, it provided a little more insight into the participating group profile.

According to the survey results, the primary method the public would like to receive safety information is through mailers and Social Media. However, the Steering Committee acknowledged that the survey was advertised through the City Website and social media so many participants may have been notified via this method. Therefore, this result may be biased based on the preferences of the participation group. Conversely, the survey received a great response compared to the level of public participation through other methods. Therefore, the City's website and social media outlets have proven to be a good method for reaching the public. Future outreach campaigns within the City will consider using the City's website and social media outlets whenever appropriate, in addition to exploring other options.

Other methods that received strong support from the public were mail, television news, and fact sheets/brochures. The Steering Committee resolved to examine how they could expand the City's use of each of these mediums in future outreach programs.

Hazard Profiling

To fulfill FEMA's requirement to include the public in the planning process, the survey participants were asked to rank the hazards identified in the first Steering Committee meeting. The participants ranked the hazards based on their level of concern. The results were tallied and organized greatest to least to create a public hazard ranking. The list created by the Steering Committee and the Public ranking were reviewed side by side as shown below.

Steering Committee Hazard Ranking	Survey Participant Hazard Ranking
Earthquake	Drought
Hazardous Materials Release	Disease Outbreak
Pipeline Failure	Hazardous Materials Release
Windstorm	Earthquake
Disease Outbreak	Pipeline Failure
Urban Fire	Adversarial Events
Adversarial Events	Urban Fire
Flood	Flood
Drought	Windstorm

The Steering Committee reviewed the two hazard rankings and considered the difference between each list. The Steering Committee found that those hazards which affected individuals received the highest ranking from the public while the Steering Committee gave a higher ranking to hazards with the most perceived vulnerability to the whole City. The Steering Committee discussed several potential reasons for the differences in perceived vulnerability. The first reason may be that the public might only be privy to hazard information that affects them directly or that is publicized by the media. Another reason might be the manner in which the question was asked. Asking about a personal level of concern may have led participants to reflect only on their personal safety rather than the vulnerability of the entire City. With these two items in mind, the Steering Committee resolved to use the public's ranking as a guide to which mitigation actions would be well received by the community. The Steering Committee assumed when the City implements mitigation measures for hazards which present the highest level of concern, the action will lessen the magnitude of concern and will therefore be viewed favorably by the public. The Steering Committee intends for the City to use this information as a way to include the public's opinion as it continues to implement new mitigation measures.

D.3 Planning Process

The following sections provide additional information and supporting documentation about the planning process implemented by the Steering Committee to update the Hazard Mitigation Plan. For descriptions of the content of each Steering Committee meeting, please refer to Chapter 1.

Steering Committee Announcements

Hazard Mitigation Plan: Steering Committee Members



The City of Gardena is
looking for RESIDENTS
to join the Steering
Committee

For More Information:

If you have any questions or are interested in becoming a potential member of the Steering Committee, please contact Hong Lee at hlee@cityofgardena.org or (310)217-9564 by Thursday, February 3, 2022.

Purpose:

- Develop list of hazards
- Reduce and eliminate impacts
- Identify existing mitigation measures



POTENTIAL STEERING COMMITTEE PARTICIPANTS

The following list outlines potential Steering Committee participants that should be invited to the initial meeting. All invitations should be documented to be included in the Hazard Mitigation Plan as evidence of public and stakeholder outreach. Please maintain records of any emails. If appropriate, please consider copying Ryan.Bray@RMPCorp.com. Risk Management Professionals staff is happy to maintain documentation on the City's behalf.

1. City Planning and Safety Representatives
2. Public Works Representatives
3. Engineering Representatives
4. Local Fire Department Representatives
5. Local Police Department Representatives
6. Los Angeles County Office of Emergency Services Representatives
7. Local Hospital Representatives
8. Local School Representatives
9. Interested Public Representatives
10. Neighboring Communities

Steering Committee Meeting #1



CITY OF GARDENA HAZARD MITIGATION PLAN

STEERING COMMITTEE #1

Ryan Bray

Risk Management Professionals, Inc.

(949) 282-0123

(877) 532-0806

www.RMPCorp.com

DISCUSSION TOPICS

- Project Overview and Background
- Planning Team Goals
- Risk Assessment & Hazard Ranking
- Information Collection

PROJECT OVERVIEW

DISASTER MITIGATION ACT OF 2000

- Revitalized Federal Planning Requirements
 - State and Local Hazard Mitigation Plans
 - Plans must be updated every five years
- Federal Grant Funding Eligibility
 - Hazard Mitigation Grant Program (HMGP)
 - Pre-Disaster Mitigation Program (PDM)
- Disaster Mitigation Act of 2000 is intended to facilitate cooperation between state and local authorities on risk reduction measures and to expedite funding allocation



FEMA



PUBLIC PROCESS

- DMA 2000 Stresses Public Participation
 - An open public involvement process that is comprehensive, starts early and continuous
 - Coordination with neighboring communities and various interest groups in Plan development

CLIMATE CHANGE

- California Adaptation Planning Guide (APG) Revised 2020
- APG released in response to several Executive Orders encouraging research of and response to climate change
- Gardena is located in the South Coast Region. The City should consider the following hazards
 - Increased Temperatures
 - Reduced Precipitation
 - Sea Level Rise
 - Wildfire Risk
 - Public Health (heat and air quality)



PLANNING TEAM GOALS



Review existing Plan for implementation



Review the list of potential hazards and add additional hazards for the revision



Determine the hazard impacts throughout the City of Gardena



Interface with partner agencies to determine existing mitigation measures



Develop possible approaches to projects which will reduce the impacts



Prioritize mitigation projects for implementation

PLANNING TEAM MEETING SCHEDULE

- Meeting #1– Project Initiation and Hazard Identification
- Meeting #2 - Review and Update Goals and Objectives
- Meeting #3 - Asset Inventory and Vulnerability Assessment
- Meeting #4 - Mitigation Action Identification
- Meeting #5 - Mitigation Project Benefit-Cost Review

RISK ASSESSMENT METHODOLOGY

RISK ASSESSMENT – POTENTIAL HAZARDS

2013 Identified Hazards

- Earthquake
- Fire
- Severe Storm/Flood
- HazMat Release/Terrorism
- Drought
- Dam/Reservoir Failure
- Rail/Mass Transit Accident
- Pipeline Failure
- Airplane Crash

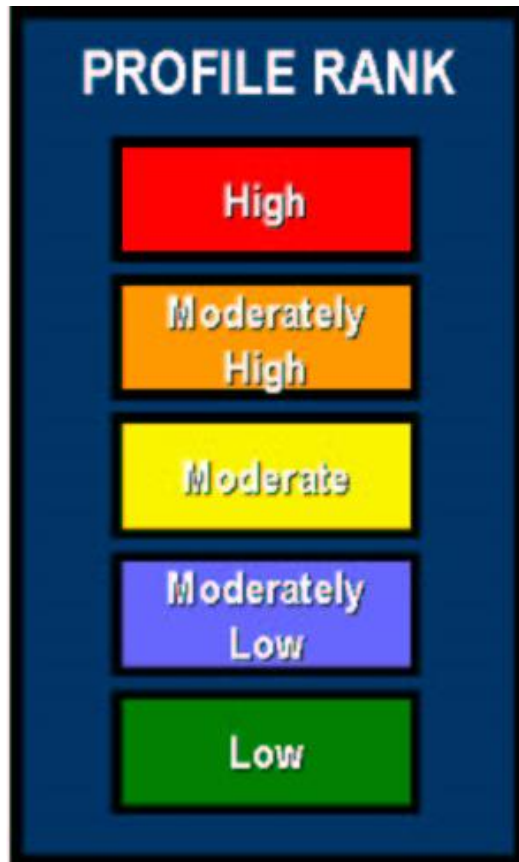
Potential Hazards

- Utility Loss
- Windstorm
- Biological/Human Disease
- Civil Unrest
- Other?

RISK ASSESSMENT – CLIMATE CHANGE HAZARDS

- Increased Temperatures
- Reduced Precipitation
- Sea Level Rise
- Reduced Tourism
- Reduced Water Supply
- Wildfire Risk
- Public Health – heat and air quality
- Coastal Erosion

RISK RANK METHODOLOGY



- The risk ranking is facilitated using an automated interactive software spreadsheet program that asks specific questions on potential hazards and then assigns a relative value to each potential hazard accordingly.
- The result of the workshop will be a ranked list of hazards to be studied in detail in the Hazard Mitigation Plan.

HAZARD IDENTIFICATION AND RISK RANKING			
Earthquake	Hazard Rank Factors	Hazard Factor Description	Rank
	Probability/Frequency		0
	Consequence/Severity		0
	Vulnerability	Probability/Frequency	0
	Risk Rank	Infeasible event - not applicable due to geographic location characteristics	0
	Comments	Rare event - occurs less than once every 50 years	
		Infrequent event - occurs between once every 8 years and once every 50 years (inclusive)	
		Regular event - occurs between once a year and once every 7 years	
		Frequent event - occurs more than once a year	
Wildfire	Hazard Rank Factors	Hazard Factor Description	Rank
	Probability		0
	Vulnerability		0
	Consequence		0
	Risk Rank	Not a Hazard	0
	Comments		
	Hazard Rank Factors	Hazard Factor Description	Rank
	Probability		0
	Vulnerability		0
	Consequence		0

HAZARD RANKING WORKSHEET

RISK RANKING – PROBABILITY/ FREQUENCY

- Recurrence Interval – Prediction of how often a hazard will occur in the future, including projected return intervals

Probability/Frequency Rank Descriptors	Rank
Infeasible event - not applicable due to geographic location characteristics	0
Rare event - occurs less than once every 50 years	1
Infrequent event - occurs between once every 8 years and once every 50 years (inclusive)	2
Regular event - occurs between once a year and once every 7 years	3
Frequent event - occurs more than once a year	4

RISK RANKING – CONSEQUENCE/ SEVERITY

- Physical Damage – Structures and lifelines
- Economic Impact – Loss of power, water, sanitation, roads, etc.

Consequence/ Severity Rank Descriptors	Rank
No damage	1
Minor/slight damage to buildings and structures, no loss of lifelines, first aid injury and no disability	2
Moderate building damage, minor loss of lifelines (less than 12 hours), lost time injury but no disability	3
Moderate building damage, lifeline loss (less than 24 hours), severe injury or disability	4
Extensive building damage, widespread loss of lifelines (water, gas, electricity, sanitation, roads), loss of life	5

RISK RANKING – VULNERABILITY

- Impact Area – Area impacted by a hazard event
- Secondary Impacts – Capability of triggering additional hazards
- Onset - Period of time between initial recognition of an approaching hazard and when the hazard begins to impact the community

Vulnerability Rank Descriptors	Rank
No physical damage, no secondary impacts	1
Localized damage area	2
Localized damage area, minor secondary impacts, delayed hazard onset	3
Moderate damage area, moderate secondary impacts, moderate warning time	4
Widespread damage area, significant secondary impacts, no warning time	5

RISK RANKING MATRIX

Probability/Frequency Description	Risk Ranking Matrix						
Rare Event: Occurs less than once every 50 years	Probability/Frequency		Consequence/Severity				
	Value	1	1	2	3	4	5
	Vulnerability	1	1	2	3	4	5
		2	2	4	6	8	10
		3	3	6	9	12	15
		4	4	8	12	16	20
		5	5	10	15	20	25
Infrequent Event: Occurs between once every 8 years and once every 50 years (inclusive)	Probability/Frequency		Consequence/Severity				
	Value	2	1	2	3	4	5
	Vulnerability	1	2	4	6	8	10
		2	4	8	12	16	20
		3	6	12	18	24	30
		4	8	16	24	32	40
		5	10	20	30	40	50
Regular Event: Occurs between once a year and once every 7 years	Probability/Frequency		Consequence/Severity				
	Value	3	1	2	3	4	5
	Vulnerability	1	3	6	9	12	15
		2	6	12	18	24	30
		3	9	18	27	36	45
		4	12	24	36	48	60
		5	15	30	45	60	75
Frequent Event: Occurs more than once a year	Probability/Frequency		Consequence/Severity				
	Value	4	1	2	3	4	5
	Vulnerability	1	4	8	12	16	20
		2	8	16	24	32	40
		3	12	24	36	48	60
		4	16	32	48	64	80
		5	20	40	60	80	100

CONTACT INFORMATION

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Technical Consultant

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Risk Management Professionals, Inc.
(949) 282-0123
(877) 532-0806
www.RMPCorp.com

2022 LHMP Steering Committee

City Representatives					
Name	Organization	Email Address	Confirmed (y/n)	2012 Committee Member?	1st Mtg.
Vicente Osorio	City of Gardena Police Department	vosorio@gardenapd.org	Yes	Yes	Yes
Tim Tran	City of Gardena Police Department	cntran@gardenapd.org	Yes	No	Yes
Amanda Acuna	City of Gardena Community Development	aacuna@cityofgardena.org	Yes	No	Yes
Allan Rigg	City of Gardena Public Works	arigg@cityofgardena.org	Yes	No	Yes
Hong Lee	City of Gardena Public Works	hlee@cityofgardena.org	Yes	No	Yes
Kevin Kwak	City of Gardena Public Works	kkwak@cityofgardena.org	Yes	No	Yes
Kevin Thomas	City of Gardena Public Works	kevinthomas@cityofgardena.org	Yes	No	Yes
Stakeholders					
Name	Organization	Email Address	Confirmed (y/n)		
Gregg McClain	City of Hawthorne Director of Planning	GMcClain@cityofhawthorne.org	Yes	Yes	Yes
William Gamble	LA County Fire Department	william.gamble@fire.lacounty.gov	Yes	No	Yes
Brian Bennett	LA County Fire Department (Fire Chief)	brian.bennett@fire.lacounty.gov	Yes	No	No
Bryan La Sota	County of LA Office of Emergency Management	BLaSota@ceooem.lacounty.gov	Yes	No	Yes
Residents					
Name	Organization	Email Address	Confirmed (y/n)		
Margie Hoyt	Resident/CERT	margie.hoyt@gmail.com	Yes	No	Yes
Brenda Rodriguez	Resident/Emergency Manager for CCALAC	brodriguez@ccalac.org	Yes	No	Yes
Consultant					
Name	Organization	Email Address	Confirmed (y/n)		
Ryan Bray	Consultant	ryan.bray@rmpcorp.com	Yes	No	Yes

Steering Committee Meeting #2



CITY OF GARDENA HAZARD MITIGATION PLAN

STEERING COMMITTEE #2

Ryan Bray

Risk Management Professionals, Inc.

(949) 282-0123

(877) 532-0806

www.RMPCorp.com



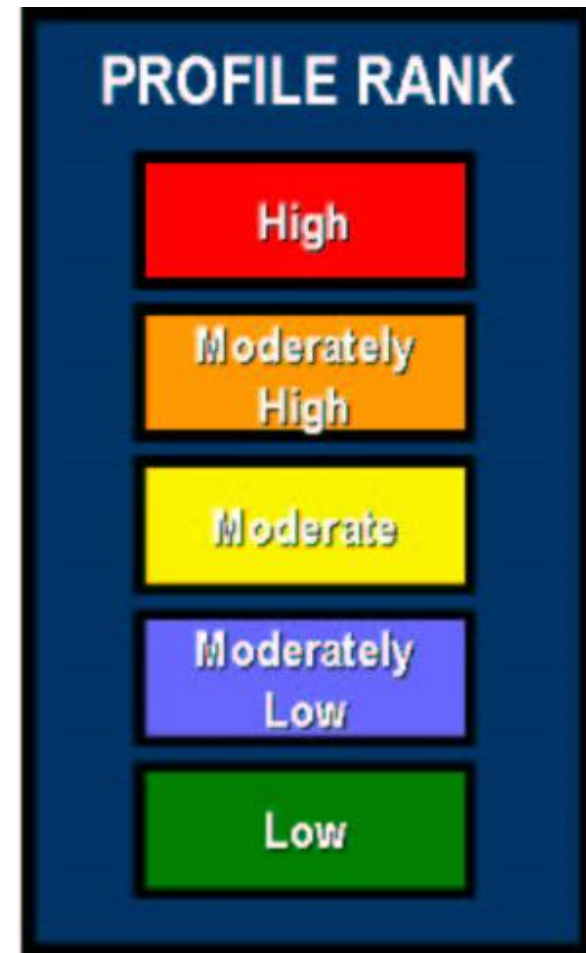
DISCUSSION TOPICS

- Review Hazard Rankings
- HMP Goals and Objectives
- Review and Update Asset Inventory List

HAZARD RANKING REVIEW

RISK RANKING METHODOLOGY

- The risk ranking is facilitated using an automated interactive software spreadsheet program that asks specific questions on potential hazards and then assigns a relative value to each potential hazard accordingly.
- The result of the exercise was a ranked list of hazards to be studied in detail in the Hazard Mitigation Plan.



RISK RANKING METHODOLOGY

HAZARD IDENTIFICATION AND RISK RANKING			
	Hazard Rank Factors	Hazard Factor Description	Rank
Earthquake	Probability/Frequency		0
	Consequence/Severity		0
	Vulnerability	Probability/Frequency	0
	Risk Rank	Infeasible event - not applicable due to geographic location characteristics Rare event - occurs less than once every 50 years	0
	Comments	Infrequent event - occurs between once every 8 years and once every 50 years (inclusive) Regular event - occurs between once a year and once every 7 years Frequent event - occurs more than once a year	
	Hazard Rank Factors	Hazard Factor Description	Rank
Wildfire	Probability		0
	Vulnerability		0
	Consequence		0
	Risk Rank	Not a Hazard	0
	Comments		
	Hazard Rank Factors	Hazard Factor Description	Rank
Flood	Probability		0
	Vulnerability		0
	Consequence		0
	Risk Rank	Not a Hazard	0
	Comments		

RISK RANKING METHODOLOGY

Probability/Frequency Description	Risk Ranking Matrix									
Rare Event: Occurs less than once every 50 years	Probability/Frequency					Consequence/Severity				
	Value					1 2 3 4 5				
	Vulnerability	1	1	2	3	4	5			
		2	2	4	6	8	10			
		3	3	6	9	12	15			
		4	4	8	12	16	20			
		5	5	10	15	20	25			
	Probability/Frequency					Consequence/Severity				
	Value					1 2 3 4 5				
	Vulnerability	1	2	4	6	8	10			
		2	4	8	12	16	20			
		3	6	12	18	24	30			
		4	8	16	24	32	40			
		5	10	20	30	40	50			
Regular Event: Occurs between once a year and once every 7 years	Probability/Frequency					Consequence/Severity				
	Value					1 2 3 4 5				
	Vulnerability	1	3	6	9	12	15			
		2	6	12	18	24	30			
		3	9	18	27	36	45			
		4	12	24	36	48	60			
		5	15	30	45	60	75			
	Probability/Frequency					Consequence/Severity				
	Value					1 2 3 4 5				
	Vulnerability	1	4	8	12	16	20			
		2	8	16	24	32	40			
		3	12	24	36	48	60			
		4	16	32	48	64	80			
		5	20	40	60	80	100			

RISK RANKING

Rank	Score
High	
Moderately High	
Earthquake	25
Hazardous Materials Release	25
Moderate	
Pipeline Failure	20
Windstorm	18
Moderately Low	
Disease Outbreak	12
Urban Fire	10
Adversarial Events	9
Flood	6
Low	
Drought	3

MITIGATION GOALS & OBJECTIVES



GOALS & OBJECTIVES

- Review Previous HMP Goals and Objectives
- Engage in discussions to review and develop Goals and Objectives specific to the needs of the City of Gardena

PREVIOUS PLAN GOALS

Significantly
reduce life
loss and
injuries

Minimize damage to structures
and property, as well as
disruption of essential service
and human activities

Protect the Environment

Increase
Public
Awareness

Maintain the Cities'
eligibility for, and
pursue, multi-objective
funding opportunities
wherever possible

Improve emergency services
and management capability

Promote Mitigation efforts to reduce disruption of the
community's infrastructure by a hazard event.

NEXT STEPS...

ASSET INVENTORY

Review Asset Inventory

- Types and number of existing and future buildings
- Infrastructure
- Critical Facilities

Loss Estimates

- Review each asset category and assign potential percentage of damage expected due to each identified hazard

CONTACT INFORMATION

Ryan Bray
Technical Consultant

Ryan.Bray@RMPCorp.com
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2022 LHMP Steering Committee

City Representatives									
Name	Organization	Email Address	Confirmed (y/n)	2012 Committee Member?	1st Mtg.	2nd Mtg.	3rd Mtg.	4th Mtg.	5th Mtg.
Vicente Osorio	City of Gardena Police Department	vosorio@gardenapd.org	Yes	Yes	Yes	Yes			
Tim Tran	City of Gardena Police Department	cntran@gardenapd.org	Yes	No	Yes	Yes			
Amanda Acuna	City of Gardena Community Development	aacuna@cityofgardena.org	Yes	No	Yes	Yes			
Allan Rigg	City of Gardena Public Works	arigg@cityofgardena.org	Yes	No	Yes	Yes			
Hong Lee	City of Gardena Public Works	hlee@cityofgardena.org	Yes	No	Yes	Yes			
Kevin Kwak	City of Gardena Public Works	kkwak@cityofgardena.org	Yes	No	Yes	No			
Kevin Thomas	City of Gardena Public Works	kevinthomas@cityofgardena.org	Yes	No	Yes	No			
Stakeholders									
Name	Organization	Email Address	Confirmed (y/n)						
Gregg McClain	City of Hawthorne Director of Planning	GMcClain@cityofhawthorne.org	Yes	Yes	Yes	Yes			
William Gamble	LA County Fire Department	william.gamble@fire.lacounty.gov	Yes	No	Yes	Yes			
Brian Bennett	LA County Fire Department (Fire Chief)	brian.bennett@fire.lacounty.gov	Yes	No	No	No			
Bryan La Sota	County of LA Office of Emergency Management	BLaSota@ceooem.lacounty.gov	Yes	No	Yes	Yes			
Residents									
Name	Organization	Email Address	Confirmed (y/n)						
Margie Hoyt	Resident/CERT	margie.hoyt@gmail.com	Yes	No	Yes	Yes			
Brenda Rodriguez	Resident/Emergency Manager for CCalac	brodriguez@ccalac.org	Yes	No	Yes	No			
Consultant									
Name	Organization	Email Address	Confirmed (y/n)						
Ryan Bray	Consultant	ryan.bray@rmppcorp.com	Yes	No	Yes	Yes			

Steering Committee Meeting #3



CITY OF GARDENA HAZARD MITIGATION PLAN

STEERING COMMITTEE #3

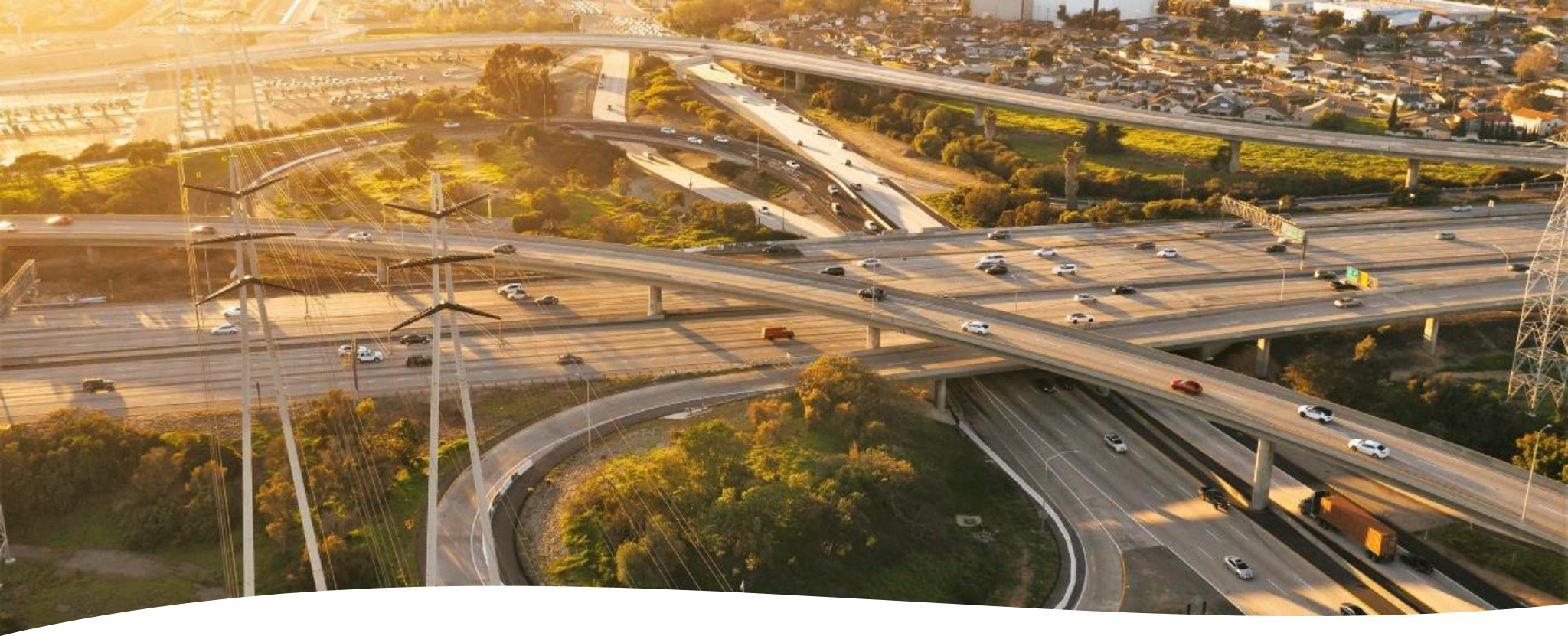
Ryan Bray

Risk Management Professionals, Inc.

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DISCUSSION TOPICS

- Public Survey Release
- Validate Asset Inventory List
- Complete Vulnerability Assessment (Loss Estimate Calculations)
 - Assign estimated percent damage to each asset from the identified hazards

PUBLIC SURVEY RELEASE

PUBLIC SURVEY

Using Google Forms, the survey includes 10 questions designed to provide insight into the community's opinion of local hazards

The survey meets DMA 2000 public participation requirements and historically has return relatively higher results than other outreach methods.

HAZARD RANKING REVIEW



ASSET INVENTORY AND VULNERABILITY ASSESSMENT

- Validate Asset Inventory
- Conduct Vulnerability Assessment (Loss Estimates)

ASSET INVENTORY

- Validate Asset Inventory
 - Types and number of existing and future buildings
 - Infrastructure
 - Critical Facilities

Asset Inventory Summary – City of Gardena							
Type	Name	Address	Square Footage	Cost / Square Foot	Structure Value	Contents Value %	TOTAL
Police Station	Gardena Police Department	1718 West 162nd Street, Gardena, CA 90247	23,147				\$4,763,500.00
Fire Station	Fire Sation #158-Headquarters	1650 W 162nd St. Gardena, CA 90249	17,975				\$2,110,600.00
Fire Station	Fire Station #159	2030 W 135TH ST Gardena, CA 90249	5,587				\$5,110,600.00

VULNERABILITY ASSESSMENT ESTIMATES

- Review each asset and assign potential percentage of damage expected due to each identified hazard

City of Gardena Vulnerability Assessment Calculations				Earthquake		Urban Fire	
Type	Name	Address	TOTAL	% Damage	Loss Estimate	% Damage	Loss Estimate
Police Station	Gardena Police Department	1718 West 162nd Street, Gardena, CA 90247	\$4,763,500.00	10%	\$476,350.00	1%	\$47,635.00
Fire Station	Fire Sation #158- Headquarters	1650 W 162nd St. Gardena, CA 90249	\$2,110,600.00	10%	\$211,060.00	1%	\$21,106.00
Fire Station	Fire Station #159	2030 W 135TH ST Gardena, CA 90249	\$5,110,600.00	10%	\$511,060.00	1%	\$51,106.00
Library	Gardena Mayme Dear Library	1731 W. Gardena Blvd. Gardena, CA 90247	\$1,444,800.00	10%	\$144,480.00	0%	\$0.00

NEXT STEPS...

MITIGATION ACTION WORKSHEET

Develop Mitigation Actions

- Summarize mitigation project specifications
- Identify project goal categories
- Capital Improvements

Action Categories

- Prevention
- Property Protection
- Public Awareness
- Natural Resource Protection
- Emergency Services
- Structural Projects

CONTACT INFORMATION

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Senior Technical Consultant

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Kevin Kwak	City of Gardena Public Works	kkwak@cityofgardena.org	Yes	No	Yes	No	No		
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Brenda Rodriguez	Resident/Emergency Manager for CCalac	brodriguez@ccalac.org	Yes	No	Yes	No	Yes		
Consultant									
Name	Organization	Email Address	Confirmed (y/n)						
Ryan Bray	Consultant	ryan.bray@rmppcorp.com	Yes	No	Yes	Yes	Yes		

Steering Committee Meeting #4

City of Gardens – Local Hazard Mitigation Plan

Steering Committee Meeting #4

May 10, 2022 – MS TEAMS

Meeting Link

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjExODYzMjAtYzE1Zi00NmYzLTgwNTYtMzExNDk0NTJiZDkx%40thread.v2/0?context=%7b%22Tid%22%3a%22d9cf5a54-23c2-4a42-9bbd-89938bfa5afd%22%2c%22Oid%22%3a%223ab38174-ec66-4b8f-95d1-c95998daccaa%22%7d

Attendees:

Allan Rigg – City of Gardena

Hong Less - City of Gardena

Amanda Acuna - City of Gardena

Vicente Osorio – Gardena PD

Kevin Kwak – City of

Margie Hoyt – Gardena Resident

Ryan Bray – Risk Management Professionals



CITY OF GARDENA HAZARD MITIGATION PLAN

STEERING COMMITTEE #4

Ryan Bray

Risk Management Professionals, Inc.

(949) 282-0123

(877) 532-0806

www.RMPCorp.com



DISCUSSION TOPICS

- Review Mitigation Goals and Objectives
- Develop Potential Mitigation Projects
- Discuss Next Steps

HAZARD RANKING REVIEW

HAZARD RANKING SUMMARY

Rank	Score
High	
Moderately High	
Earthquake	25
Hazardous Materials Release	25
Moderate	
Pipeline Failure	20
Windstorm	18
Moderately Low	
Disease Outbreak	12
Urban Fire	10
Adversarial Events	9
Flood	6
Low	
Drought	3

MITIGATION GOALS & OBJECTIVES REVIEW

MITIGATION GOALS

- Protect Life, Property, and Commerce
- Minimize damage to structures and property, as well as disruption of essential services and human activities
- Protect the Environment
- Increase public awareness and participation
- Improve emergency services and management capability

IDENTIFY POTENTIAL MITIGATION ACTIONS

MITIGATION ACTION CATEGORIES

- Prevention
- Property Protection
- Public Education and Awareness
- Natural Resource Protection
- Emergency Services
- Structural Projects

EARTHQUAKE EXAMPLE MITIGATION PROJECTS



- Building Retrofits
- Anchor Electrical Transformers
- Install Expansion Joints
- Reinforce Well Shaft or Install Submersible Pump
- Restrain Pipes
- Improve Pipe Materials
- Install Tank Anchors
- Install Friction Dampers on Elevated Tanks

PIPELINE FAILURE/ HAZMAT RELEASE EXAMPLE MITIGATION PROJECTS



- Emergency Plans
- Transportation
- Disposal
- Emergency Response Teams
- Industrial Site Buffering
- Pipeline Location and Design
- Digging Hotlines
- Contingency Planning
- Improvements to Maps and Records

WINDSTORM EXAMPLE MITIGATION PROJECTS



- Implement Tree Trimming
- Retrofits
- Anchoring
- Traffic Light Upgrades

URBAN FIRE EXAMPLE MITIGATION PROJECTS



- Community Awareness
- Fire-safe Practices for Structures and Landscaping
- Enhancement of Fire-Suppression Capabilities
- Fire Risk Mapping

ADVERSARIAL EVENT EXAMPLE MITIGATION PROJECTS



- Emergency Plans
- Emergency Response Teams
- Security
- Training

FLOOD/DAM FAILURE EXAMPLE MITIGATION PROJECTS



- Acquisition, Relocation, & Elevation Projects
- Dry-Floodproofing (e.g., plastic sheeting)
- Wet-Floodproofing (e.g., water resistant materials)
- Stormwater Management Ordinances or Amendments
- Floodplain Ordinances or Amendments
- Storm Drainage System Improvements
- Structural Flood Control Measures (e.g., levees, dams, floodwalls)
Inundation Zone Mapping
- Preparedness and Response Plans
- Notification Systems
- Structural Storage Tank Reservoir Improvements

DROUGHT EXAMPLE MITIGATION PROJECTS



- Water Use Ordinances
- Contingency Plans
- Emergency Water Distribution and Storage Systems
- Water Conservation Education
- System Retrofits
- Leak Detection Programs

NEXT STEPS...

NEXT STEERING COMMITTEE MEETING

- The Next Steering Committee meeting will consist of a Benefit-Cost Review of the identified Mitigation Actions:

CONTACT INFORMATION

Ryan Bray
Senior Technical Consultant

Ryan.Bray@RMPCorp.com
Risk Management Professionals, Inc.
(949) 282-0123
(877) 532-0806
www.RMPCorp.com

Steering Committee Meeting #5

Benefit Cost Review Example

Actions	Benefits (Pros)	Costs (Cons)	Priority
Floodproof 10 businesses in the downtown area	<ul style="list-style-type: none"> - Avoidance of 1 loss of life every 20 years (casualties reduced by half) - Saving of \$90,000 in private damages and \$5,000 in public cost - Loss of use of 10 downtown businesses completely eliminated - Community's problem of business interruption solved - Federal grants like FMA and PDM can be applied for to implement the proposed floodproofing - Will help improve CRS rating in the long term (so entire community's flood insurance premium will be reduced) - More than half the members of the City Council are opposed to buy-outs; it might be easier to get their support for an alternative to buy-outs 	<ul style="list-style-type: none"> - Floodproofing cost = \$10,000 X 10 = \$100,000 - Need at least 3 people to administer (after obtaining technical assistance from the State) - Need a year to implement 	High (Priority no. 1)
Build safe rooms for a neighborhood of 50 homes without basements	<ul style="list-style-type: none"> - Avoidance of 5 lives lost every 20 years (casualties reduced by half) - Public and political support for mitigating this hazard exists (due to regular recurrence of tornadoes) 	<ul style="list-style-type: none"> - City will share 50% of the cost per existing home = \$2,000 X 50 = \$100,000 - Administrative cost per home = \$1,000 X 50 = \$50,000 - Need 3 years to complete - Tornadoes are unpredictable; they may never strike this exact area again 	Medium (Priority no. 2)
Broadcast educational video on local channel on hazard mitigation	<ul style="list-style-type: none"> - Local channel might be willing to broadcast free of cost - Publicity would spread awareness about mitigation methods as well as what to do in an emergency 	<ul style="list-style-type: none"> - Cost of preparing video = \$5,000 - Only 5% of population might notice the broadcast - Only 5% of that 5% might actually consider acting on individual mitigation methods 	Low (Priority no. 3)

Example Benefits	
Avoided Physical Damages	<ul style="list-style-type: none"> ▪ Buildings ▪ Contents ▪ Infrastructure ▪ Landscaping ▪ Site Contamination ▪ Vehicles ▪ Equipment
Avoided Loss-of-Function Costs	<ul style="list-style-type: none"> ▪ Displacement costs for temporary quarters ▪ Loss of rental income ▪ Loss of business income ▪ Lost wages ▪ Disruption time for residents ▪ Loss of public services ▪ Economic impact of loss of utility services ▪ Economic impact of road/bridge closures
Avoided Casualties	<ul style="list-style-type: none"> ▪ Deaths ▪ Injuries ▪ Illnesses
Avoided Emergency Management Costs	<ul style="list-style-type: none"> ▪ Emergency operations center costs ▪ Evacuation or rescue costs ▪ Security costs ▪ Temporary protective measure costs ▪ Debris removal and cleanup costs ▪ Other management costs
Example Costs	
<ul style="list-style-type: none"> ▪ Planning Costs ▪ Construction Cost ▪ Administration/Management Cost ▪ Time Needed to Implement ▪ Social Impacts ▪ Public/Political Opposition ▪ Environmental Impacts 	

City of Gardens – Local Hazard Mitigation Plan

Steering Committee Meeting #5

June 10, 2022 – MS TEAMS

Meeting Link

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmNkZDdINTgtNWU1ZC00N2ExLThiMWMtZTk1NWFiOGRhYjk%40thread.v2/0?context=%7b%22Tid%22%3a%22d9cf5a54-23c2-4a42-9bbd-89938bfa5afd%22%2c%22Oid%22%3a%223ab38174-ec66-4b8f-95d1-c95998daccaa%22%7d

Attendees:

Allan Rigg – City of Gardena

Hong Less - City of Gardena

Vicente Osorio – Gardena PD

Kevin Kwak – City of

Tim Tran – Gardena PD

Kevin Thomas – City of Gardena

Ryan Bray – Risk Management Professionals



FEMA

July 19, 2024

Hong Lee
Program Coordinator
City of Gardena
1700 West 162nd Street
Gardena, CA 90274

Dear Hong Lee:

The Federal Emergency Management Agency (FEMA) has completed its review of the *City of Gardena Hazard Mitigation Plan 2024* and has determined that this plan is eligible for final approval pending its adoption by the City of Gardena.

Formal adoption documentation must be submitted to FEMA Region 9 within one calendar year of the date of this letter, or the entire plan must be updated and resubmitted for review. FEMA will approve the plan upon receipt of the documentation of formal adoption.

If you have any questions regarding the planning or review processes, please contact the FEMA Region 9 Hazard Mitigation Planning Team at fema-r9-mitigation-planning@fema.dhs.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Alison Kearns". The signature is written in a cursive style with a long, sweeping line extending from the end.

Alison Kearns
Planning and Implementation Branch Chief
Mitigation Division
FEMA Region 9

Enclosure (1)

City of Gardena Plan Review Tool, dated July 19, 2024

cc: Robyn Fennig, State Hazard Mitigation Officer, California Governor's Office of
Emergency Services
Victoria LaMar-Haas, Hazard Mitigation Planning Chief, California Governor's Office of
Emergency Services

RESOLUTION NO. 6682

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF GARDENA, CALIFORNIA, ADOPTING THE 2024
LOCAL HAZARD MITIGATION PLAN**

WHEREAS, the City of Gardena recognizes the threat that natural hazards pose to people and property within the City of Gardena, and;

WHEREAS, the City of Gardena has prepared a multi-hazard mitigation plan, hereby known as 2024 Local Hazard Mitigation Plan in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended, and;

WHEREAS, 2024 Local Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the City of Gardena from the impacts of future hazards and disasters, and;

WHEREAS adoption by the City of Gardena demonstrates its commitment to hazard mitigation and achieving the goals outlined in the 2024 Local Hazard Mitigation Plan.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, DOES HEREBY FIND, DETERMINE, AND RESOLVE, AS FOLLOWS:

SECTION 1. The City of Gardena adopts the 2024 Local Hazard Mitigation Plan. While content related to City of Gardena may require revisions to meet the plan approval requirements, changes occurring after adoption will not require City of Gardena to re-adopt any further iterations of the plan. Subsequent plan updates following the approval period for this plan will require separate adoption resolutions.

SECTION 2. That this Resolution shall be effective immediately.

BE IT FURTHER RESOLVED that the City Clerk shall certify to the passage and adoption of this Resolution; shall cause the same to be entered among the original Resolutions of said City; and shall make a minute of the passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes of the meeting at which the same is passed and adopted.

Passed, approved, and adopted this 8 day of October, 2024.

TASHA CERDA, Mayor

ATTEST:

MINA SEMENZA, City Clerk

APPROVED AS TO FORM:

CARMEN VASQUEZ, City Attorney

NOTICE OF CANCELLATION



City of Gardena

Planning & Environmental Quality Commission

Notice is hereby given that the regular meeting of the
Planning & Environmental Quality Commission
scheduled for September 17, 2024,
has been canceled.

The next regularly scheduled meeting will be held on
October 1, 2024, at 7 p.m.

Dated this 12th day of September 2024

/s/ MINA SEMENZA
City Clerk

CITY OF GARDENA
PLANNING AND ENVIRONMENTAL QUALITY COMMISSION

STAFF REPORT
THIRD EXTENSION OF TIME REQUEST FOR
TENTATIVE PARCEL MAP NO. 82410 (TM#1-18)
AGENDA ITEM #6.A.

DATE: October 1, 2024

TO: Chair Henderson and Members of the Planning and Environmental Quality Commission

FROM: Greg Tsujiuchi, Community Development Director

PREPARED BY: Amanda Acuna, Community Development Manager

APPLICANT: Nancy Hurt Canady (Representative: Karl Reimer)

LOCATION: 15906-15908 S. Manhattan Place

REQUEST: Third request for extension of time for Tentative Parcel Map No. 82410, to subdivide a 17,221 square foot property at 15906-15908 S. Manhattan Place creating two separate parcels in the Low-Density Multiple-Family Residential (R-2) zone.
Requested Extension: 2-months

BACKGROUND

On April 16, 2019, the Planning Commission approved Tentative Map #1-18 for Parcel Map No. 82410 to subdivide a 17,221 square foot property at 15906-15908 S. Manhattan Place creating two separate parcels in the Low-Density Multiple-Family Residential (R-2) zone.

The conditions of approval called for the final parcel map to be recorded with the Los Angeles County Recorder's office within 24 months from the date of the tentative map approval. In December of 2020, due to the delays caused by the COVID-19 pandemic, a State law passed that granted all residential development projects an automatic 18-month extension.

On November 1, 2022, the Planning Commission granted the first extension of time to the tentative map for one-year of time.

On November 7, 2023, the Planning Commission approved a second 12-month extension, establishing the new expiration date as October 16, 2024.

Technical review of the final map was completed by the City's consultant, RKA Consulting Group, and signed off by their office on September 9, 2024, under the surveyor statement. However, before the final map can be recorded with the Los Angeles County's office it first must be approved by the City Council

At this time the final map is prepared to go before the City Council for final approval by the Public Works Department. Due to the late timeline, the map may be presented to the Council at its regularly scheduled meetings on either October 8th or October 22nd. If the final map is not submitted by the first October meeting, the approval of the tentative map will expire and become void. Therefore, the applicant/property owners, represented by civil engineer Karl Riemer, are requesting an extension of 2 months, in order to guarantee the final map can get recorded before the expiration date of the tentative map.

PROJECT DESCRIPTION

The map calls for the subdivision of a single parcel to create two equal-sized lots each containing one (1) single family home and one (1) two-car garage, which is consistent with the neighboring properties.

At this time the applicant is requesting an extension of 2 months to the tentative map approval in order to allow for the final approval of the final map by City Council and have it recorded in accordance with the timeframes of the Subdivision Map Act. The applicant's request does not include any modifications to the map that was approved originally by the Planning Commission.

As part of the request for an extension of time, the applicant has provided a statement as to the reasons for this request, which is attached hereto as Attachment A. In accordance with the Subdivision Title (17) of the Municipal Code a request for extension to a tentative map is subject to review and approval by the Planning Commission.

Staff has reviewed the reason for the extension of time by the applicant and recommends granting a 2 month extension of time.

ENVIRONMENTAL ASSESSMENT

The project is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant Guidelines Section 15061(b)(3) which exempts projects where it can be seen with certainty that the activity in question does not have a significant effect on the environment. The applicant's request for a 2-month extension to a tentative map will allow the applicant to complete the subdivision map process and will not create any environmental effects.

ATTACHMENTS

Attachment A – Statement of Reasons for Extension of Time



September 30, 2024

Honorable Planning Commission
City of Gardena, City Hall
1700 W. 162nd Street
Gardena, CA 90247

Re: Request for Time Extension
Tentative Parcel Map #2001-189 (PLN02021-00061) (Parcel Map No. 82410)
15906-15908 S. Manhattan Place

Honorable Commission;

The Commission previously granted time extensions to this Tentative Parcel Map, extending to October 17, 2024, to allow time for the Applicant to satisfy the Tentative Map approval conditions and complete the final map checking process, thereby satisfying the requirements for Parcel Map recordation. Throughout this process, City Staff has been responsive and helpful.

This property is under family ownership dating back to 1933, to the Grandparents of the siblings (brother and sister) who are the present owners and the Applicant (one of the siblings is a Torrance Unified School District Substitute School Teacher; the other is retired). Because of lack of financial resources, exacerbated during, and lingering after, the COVID period, it has been a difficult process for the Applicant to gather the necessary financial resources to satisfy approval conditions and final map checking process. The purpose of the Parcel Map is to split the site into two parcels so that one or both can be sold in order to lessen ongoing Applicant financial burdens. There is no desire to re-develop the site and no construction is proposed.

The final map checking process has been completed and conditions satisfied. However, before the Final Map can be released to the County for recordation, it must first be approved by the City Council. Because of this late date, there has not been enough time for this project to get onto the October 8th City Council Meeting. The next Council Meeting will be on October 23rd, but, by this time the Parcel map will have expired.

It is for that reason that, as representative for the Applicant, we are herewith requesting that the Commission grant a time extension, to November 28, 2024, for this Parcel Map. This much k
time should not be needed but it is requested as a safety factor should one or more City Council meetings be cancelled.

Thank you for your consideration and courtesy in this matter.

DCA Civil Engineering Group

A handwritten signature in blue ink, appearing to read "Karl M. Riemer".

Karl M. Riemer



PLANNING AND ENVIRONMENTAL QUALITY COMMISSION

Regular PEQC Meeting Notice and Agenda

Website: www.cityofgardena.org

Tuesday, October 1, 2024 – 7:00 PM

Council Chamber at City Hall
1700 W. 162nd Street, Gardena, California

6. **OTHER ITEMS**

6.A **THIRD REQUEST FOR EXTENSION**

The Planning Commission considered a request for a third extension of time for Tentative Parcel Map No. 82410, to subdivide a 17, 221 square foot property at 15906 -15908 S. Manhattan Place creating two separate parcels in the Low-Density Multiple-Family Residential (R-2) zone. Requested Extension: 2-Months

LOCATION: 15906-15908 S. Manhattan Place

APPLICANT: Nancy Hurt Canady (Representative: Karl Reimer)

[Staff Report \(15906-15908 Manhattan\).pdf](#)

[Provided at the Meeting – Applicant Letter to Planning Commission](#)

Commission Action: The Planning Commission approved a third request for an extension of time for Tentative Parcel Map No. 82410 (TM#1-18), by a vote of 4-0, granting an additional 2-month extension.

6.B **1818 West Redondo Beach Boulevard, the Tire House Progress Report**

As requested by the Planning Commission at the July 16, 2024, meeting, staff presented an update report on the Tire House Inc.'s progress with meeting the requirements of Site Plan Review #4-15.

[Staff Report.pdf](#)

[Attachment A - September 5, 2024 Progress Photos.pdf](#)

[Attachment B - September 26, 2024 Progress Photos.pdf](#)

[Attachment C - PC Agenda Packet February 20, 2024.pdf](#)

[Attachment D - PC Agenda Packet April 16, 2024.pdf](#)

[Attachment E - PC Agenda Packet July 16, 2024.pdf](#)

Commission Action: The Planning Commission motioned to postpone the adoption of the resolution for denial, to continue monitoring the business for three additional months, by a vote of 3-1. The Planning Commission directed staff to bring a report of the applicant's progress to the January 7, 2025, Planning Commission meeting.

Becky Romero

From: Mina Semenza
Sent: Monday, September 23, 2024 8:38 AM
To: City Clerk Web
Subject: Fwd: Public Comment All Agencies: LA County SPA8 Health Outcomes

Sent from my iPhone

Begin forwarded message:

From: Stop BCHD <stop.bchd@gmail.com>
Date: September 23, 2024 at 8:03:06 AM PDT
To: Mark.Ghaly@chhs.ca.gov, info <info@lalafco.org>, info@allcove.org, media@ph.lacounty.gov, jared.goldman@chhs.ca.gov, MHSOAC <MHSOAC@mhsoac.ca.gov>, "Cc: Kevin Cody" <kevin@easyreadernews.com>, lisa.jacobs@scng.com, Garth Meyer <gmeyer@easyreadernews.com>, tevains@scng.com, Eleanor Manzano <cityclerk@redondo.org>, cityclerk@hermosabeach.gov, cityclerk@manhattanbeach.gov, Mina Semenza <msemenza@cityofgardena.org>, marsha@cocosouthla.org, kbradshaw@carsonca.gov, CityClerk@lacity.org, cityclerk@lawndalecity.org, athompson@cityofinglewood.org, contactcityclerk@comptoncity.org, cityclerk@longbeach.gov, executiveoffice@bos.lacounty.gov, info@redondochamber.org, info@achd.org, mayor@lacity.gov
Subject: Public Comment All Agencies: LA County SPA8 Health Outcomes

Caution! This message was sent from outside your organization.

Public Comment

On August 15, 2024, Gallup issued a press release that was an analysis of health outcomes based on a \$400,000 contract with Beach Cities Health District (BCHD). The Gallup press release did not provide enough of a fact base to validate its results and despite significant taxpayer funding to Gallup by BCHD, no further data or workpapers were available.

As a result, our volunteers undertook a study of South Bay, SPA8 health outcomes and needs. Our primary data sources are all documented within the attachments.

Summary Results

Differences in health outcomes were found to be largely explained by differences in income levels amongst the SPA8 cities that LA County Department of Public Health (LACDPH) provided data for. Explanatory power varied, but in general 70% to 80% of health outcome differences could be statistically explained using household income

levels (using the taxpayer funded Gallup definitions of important health outcomes including Obesity, Diabetes and Smoking). That suggests to us that for health equity, more direct health services need to be injected into the lower income Cities. Attachment #1 goes into more detail.

Mental Healthcare Professional Shortage Areas (M-HPSAs) tend to be in the northeast and southeast sections of SPA8. BCHD was funded to deliver allcove youth services to all of SPA8, but with a specific emphasis on diverse areas. **We did not find evidence of any significant effort by BCHD to deliver allcove to the youth of SPA8 M-HPSAs.** Attachment #2 goes into more detail.

Disadvantaged Communities in SPA8 are more widespread than M-HSPAs and also represent an income correlation. **Disadvantaged Communitites also do not appear to be a service delivery priority for BCHD with its allcove funding.** See Attachment #3 for more detail.

Medically Underserved Areas/Populations provide a powerful snapshot of the state of healthcare in SPA8. They are relatively widespread and could serve as a focus target for Federal, State, County and BCHD allcove funding and services. See them in Attachment #4 for more detail.

All measures suggest that the western coastal areas of SPA8 and the Palos Verdes Peninsula are well served compared to the rest of SPA8.

We hope that this documented, detailed work is able to provide local governments with support for increased resources and also highlights the disparate need situation for services and support inside SPA8.

The Neighborhood Team

--

StopBCHD.com (StopBCHD@gmail.com) is a Neighborhood Quality-of-Life Community concerned about the quality-of-life, health, and economic damages that BCHDs 110-foot above the street, 800,000 sqft commercial development will inflict for the next 50-100 years. Our neighborhoods have been burdened since 1960 by the failed South Bay Hospital project and have not received the benefit of the voter-approved acute care public hospital since 1984. Yet we still suffer 100% of the damages and we will suffer 100% of the damages of BCHDs proposal.

<4-Medically Underserved Areas in SPA8.pdf>

<3-SB535 Disadvantaged Communities in SPA8.pdf>

<1-Analysis of South Bay SPA8 Health Outcomes.pdf>

<2-Mental Health MHSAs in SPA8.pdf>

CONCERNED TAXPAYER GROUP SEEKS OVERSIGHT OF allcove BEACH CITIES ACTIVITY

As a neighborhood taxpayer and advocacy group, we are very concerned about both MHSOAC's lack of controls and evaluation of BCHD's allcove program, as well as the potential misuse of our taxpayer funding. The results of the BCHD allcove program demonstrate a significant bias toward whiter, advantaged, higher income, less diverse communities. The BCHD program further exacerbating the disparity of services within SPA8.

OVERSIGHT BY MHSOAC AND BCHD IS LACKING REGARDING allcove BEACH CITIES

Based on the allcove proposal evaluation criteria, areas of mental health provider shortages, disadvantaged communities, and targeted underserved groups such as LGBTQ+ and BIPOC were the primary objective of the allcove funding. Unfortunately, those objectives appear to have been ignored by BCHD in its allcove program delivery design, and MHSOAC appears to have failed in its oversight role of BCHD and protection of taxpayer funding.

allcove BEACH CITIES ENROLLMENT IS INEQUITABLE BASED ON INCOME, RACE, DISADVANTAGED COMMUNITY STATUS, MENTAL HEALTH PROVIDER SHORTAGES AND DEMOGRAPHIC NEED

The only plausible conclusion is that BCHD failed to target those factors that led to the creation of the Children and Youth Behavioral Health Initiative (CYBHI), failed to target those factors used to evaluate the BCHD allcove application, failed to target those factors in the funding agreement, and that MHSOAC failed in its oversight role of the programs and funding.

How else could 70.8% of the allcove enrollees have 190% of the income level, 63% the level of non-white residents, no mental health provider shortages, and no disadvantaged communities?

	%<18	HH Income	% Non-white	% allcove Enrollment
SPA8	21.9%	\$ 93,058	70.8%	94.80%
BCHD (HB/RB/MB)	23.5%	\$ 152,392	35.6%	54.30%
The BCHD "4" (HB/RB/MB/Tor)	22.1%	\$ 129,316	52.7%	70.80%
Disadv+Below Avg Target	24.2%	\$ 67,272	84.4%	10.10%

MENTAL HEALTH PROVIDER SHORTAGES DO NOT APPEAR CONSIDERED

We have conducted a census tract analysis of Los Angeles County Service Planning Area 8 (SPA8) using HRSA.gov data. SPA8 is the service area for allcove Beach Cities and we determined based on program lack of performance that areas of mental health provider shortages have not been prioritized by BCHD based on current allcove results for SPA8.

Athens, Carson, Gardena, Harbor City, Hawthorne, Inglewood, Lawndale, Lennox, Rancho Dominguez, San Pedro, and Wilmington all contain one or more census tracts with shortages of mental health providers. Increasing services to areas with shortages of providers is a primary objective of the broader CYBHI initiative that provides the funding. Those communities represent only 12.9% of the allcove enrollees/participants per BCHD.

DEMOGRAPHICS, SOCIOECONOMICS, DISADVANTAGED COMMUNITIES, AND UNDERSERVED GROUPS DO NOT APPEAR CONSIDERED BROADLY WITHIN SPA8

To determine which SPA8 cities have the greatest need for allcove based on demographics, socioeconomics, disadvantaged communities and underserved groups, we gathered data for proxy measures of those community factors. The variables selected were based on their sources, relative similarity to the application evaluation criteria and their ease and consistency of acquisition across all the cities. They are Cal Enviro Screen/SB 535 disadvantaged community status, fraction of the city population under the age of 18 (a Census measure), percentage of non-white residents, and average household income.

DISADVANTAGED COMMUNITIES

Athens, Carson, Gardena, Harbor City, Hawthorne, Inglewood, Lawndale, Lennox, Rancho Dominguez, San Pedro and Wilmington are all disadvantaged communities by Cal Enviro Screen/SB 535 criteria. Those communities represent only 12.9% of the allcove enrollees/participants per BCHD.

DEMOGRAPHIC NEED BASED ON RELATIVE SHARE OF COMMUNITY YOUTH

The US Census metric for fraction of population under age 18 was available and of consistent quality across cities. Using the intersection of Mental Health Provider Shortage Areas and Disadvantaged Communities, we found that Athens, Harbor City, Hawthorne, Inglewood, Lawndale, Rancho Dominguez, and Wilmington all had youth populations above the average share for SPA8. By virtue of their lack of mental health providers, community disadvantage, and high population fraction of use, these seven communities qualify as priority prospects for allcove services and should receive a disproportionate share of services, effects, and expenditures. This group represents on 10.1% of the allcove enrollees/participants per BCHD data.

TRADITIONALLY UNDERSERVED GROUPS

US Census measures of gender preference and identity are not available currently. As a proxy, we used fraction of non-white population. Athens, Carson, Gardena, Hawthorne, Inglewood, Lawndale, Lennox, Long Beach, Rancho Dominguez, and Wilmington all rank above the average non-white % of SPA8 and should be considered priority prospects for BIPOC and other marginalized groups. This group represents on 12.4% of the allcove enrollees/participants per BCHD data.

ECONOMICALLY DISADVANTAGED COMMUNITIES

Household income was used to identify economic disparity among SPA8 communities. There is an enormous disparity in income levels between the wealthier coastal and Palos Verdes Peninsula communities and the rest of SPA8. The following communities all have household income below the SPA8 average: Athens, Avalon, Gardena, Harbor City, Hawthorne, Inglewood, Lawndale, Lennox, Long Beach, Rancho Dominguez, San Pedro and Wilmington. This group represents on 12.4% of the allcove enrollees/participants per BCHD data.

PRIORITY TARGETING IN THE allcove APPLICATION AND AGREEMENT

The priority groups were set out in both the allcove application and agreement. Further, the intent of the program as stated in the application included: "Priority will be given to applicants serving communities

with higher demonstrated need (e.g., mental health professional shortage areas, socio-economically disadvantaged communities, communities with populations of focus) or those which propose to reduce disparities between racial/ethnic/marginalized groups in the community.”

The only reasonable conclusion to draw based on the allcove Beach Cities results is that BCHD ignored the various factors of disparity and and inequity and provided the service primarily to higher income, better served, local areas without regard to appropriate targeting.



RFA Youth-Driven Programs-001 **Addendum 1**
Youth-Driven Programs

5. Grant awards will be calculated based on multiple factors, including but not limited to: number of total applications received, number of applications received by track and practice model type, and, number of total individuals expected to be impacted (i.e., served) by grant applicant as a result of the grant award. Priority will be given to applicants serving communities with higher demonstrated need (e.g., mental health professional shortage areas, socio-economically disadvantaged communities, communities with populations of focus) or those which propose to reduce disparities between racial/ethnic/marginalized groups in the community.

State of California
Mental Health Services Oversight and
Accountability Commission (MHSOAC)

Beach Cities Health District
Agreement: 19MHSOAC059
Exhibit A, Scope of Work

EXHIBIT A SCOPE OF WORK

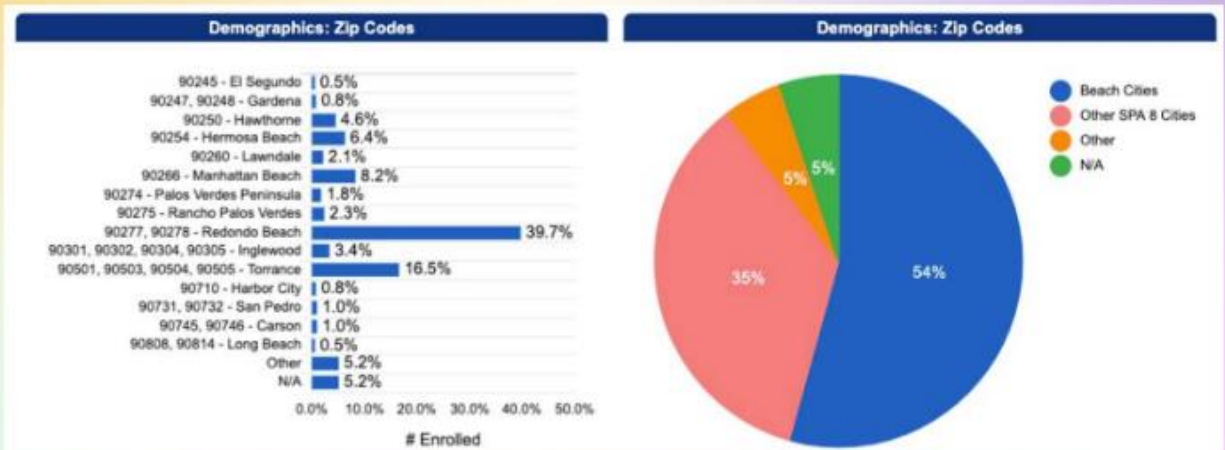
1. GENERAL:

- A. The Beach Cities Health District, hereafter referred to as Grantee, enters into this Agreement with the Mental Health Services Oversight and Accountability Commission (MHSOAC) to establish an allcoveTM model youth drop-in center, hereafter referred to as Program, which offers integrated health and wellness services as outlined in the RFA_YDC_001 (Appendix 1 –Core Implementation Components). The target group for this effort is youth and young adults between the ages of 12 to 25 with a focus on vulnerable and marginalized youth and disparity populations including, but not limited to, LGBTQ, homeless, and indigenous youth.

BCHD PERFORMANCE FOCUS IS ON WEALTHIER AND WHITER AREAS OF LA COUNTY SERVICE PLANNING AREA 8

BCHD is currently stating in a June 4, 2024 California Public Records Request (CPRA) response that allcove Beach Cities is servicing the following with allcove:

Enrolled in Service Stream



allcove

As of September 2023

Further, BCHD highlights in its CPRA response “In addition, please find the attached slide that shows the allcove Beach Cities residents’ enrollment is 54.3% and with Torrance is 70.8% (September 2023.)”

Katherine Rhee

From: Luis Medel <luismedel1710@icloud.com>
Sent: Tuesday, October 1, 2024 3:25 PM
To: Public Comment
Subject: "Public Comment"

Caution! This message was sent from outside your organization.

Hi, my name is Luis Medel, I live in Gardena at Crenshaw and marine. I wanted to let you know about Line 4 from G Tran. During the afternoons line 4 surpasses the capacity of people on the bus (majority students) after passing Gardena high. I told the bus driver, "wow you have a lot of students", she said yeah it's for the students. I asked her if she was the only bus for the afternoon she said yes.

I told her sorry because I believe she needed an another bus so that we weren't stacked like sardines. I later told her that I believe that it seemed like a danger to have a bus full of students really close to each other on a moving bus. she told me that do to changes to line 2 and a added on demand app for rides in the hopes that people would use that the number of buses to line 4 will remain low to nonexistent, but as of now that students have gone to line 4 at full capacity.

I asked her if she is going to the council meeting in order to fix the problem. She told me that you (the council) are more likely to listen to the public compared to the bus drivers.



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 13.A
Section: DEPARTMENTAL
ITEMS - COMMUNITY
DEVELOPMENT
Meeting Date: October 8, 2024

TO: THE HONORABLE MAYOR AND MEMBERS OF THE GARDENA CITY COUNCIL

AGENDA TITLE: PUBLIC HEARING: Consolidated Annual Performance and Evaluation Report (CAPER) for the 2023-2024 Fiscal Year

COUNCIL ACTION REQUIRED:

Staff Recommendation: Open the public hearing, receive testimony from the public, allow three (3) minutes for each speaker, and close the public hearing.

Staff Recommendation for Motion: Staff respectfully recommends that the Council authorize staff to submit the FY 2023-2024 CAPER to the U.S. Department of Housing and Urban Development (HUD).

RECOMMENDATION AND STAFF SUMMARY:

The U.S. Department of Housing and Urban Development (HUD) requires that the City Council annually conduct a public hearing to allow for comments regarding the City's Consolidated Annual Performance and Evaluation Report (CAPER) for each fiscal year. The CAPER is a federally required annual review of the City's progress toward meeting the objectives specified in the City's five-year Consolidated Plan for use of Community Development Block Grant (CDBG) funds.

A public notice was published in the Gardena Valley News on September 11, 2024 to solicit public comments from interested citizens and invite them to the City Council meeting if they wish to comment on this item. In addition, the draft CAPER was available for public review for the required 15-day period from September 19, 2024 through October 3, 2024 at City Hall and on the City's website.

FINANCIAL IMPACT/COST:

ATTACHMENTS:

[Staff Report - CAPER 2023-2024.pdf](#)

[Gardena - 2023-2024 Draft CAPERv.10.8.24.pdf](#)

APPROVED:

A handwritten signature in blue ink, appearing to read "Clint Osorio", is centered within a light gray rectangular box.

Clint Osorio, City Manager



City of Gardena

City Council Meeting

Agenda Item No. 13A
Department: Community Development
Meeting Date: October 8, 2024
CDBG CAPER FY23-24

AGENDA STAFF REPORT

AGENDA TITLE: PUBLILC HEARING, Regarding FY 2023-2024 Consolidated Annual Performance And Evaluation Report (Caper)

RECOMMENDATION:

Staff Recommendation: Open the public hearing, receive testimony from the public, allow three (3) minutes for each speaker, and close the public hearing.

Staff Recommendation for Motion: Staff respectfully recommends that the Council authorize staff to submit the FY 2023-2024 CAPER to the U.S. Department of Housing and Urban Development (HUD).

BACKGROUND:

The U.S. Department of Housing and Urban Development (HUD) requires that the City Council annually conduct a public hearing to allow for comments regarding the City's Consolidated Annual Performance and Evaluation Report (CAPER) for each fiscal year. The CAPER is a federally required annual review of the City's progress toward meeting the objectives specified in the City's five-year Consolidated Plan for use of Community Development Block Grant (CDBG) funds. A public notice was published in the Gardena Valley News on September 11, 2024 to solicit public comments from interested citizens and invite them to the City Council meeting if they wish to comment on this item. In addition, the draft CAPER was available for public review for the required 15-day period from September 19, 2024 through October 3, 2024 at City Hall and on the City's website.

DISCUSSION:

The City's current 5-year Consolidated Plan covers the period from July 1, 2021 through June 30, 2026. The Consolidated Plan provides HUD with a comprehensive assessment of the City's housing and community development needs. The Plan outlines the City's priorities, objectives, and strategies for the investment of CDBG funds to address these needs over a five-year period. While the Consolidated Plan establishes objectives and strategies, the Annual Action Plan identifies the specific activities that will use CDBG funds to achieve certain outcomes related to the established objectives, and the CAPER evaluates the accomplishments of the Annual Action Plan.

FY 2023-2024 CAPER Summary

For the 2023-2024 program year, the City received \$592,299 of CDBG funds. Combined with prior year unused funds and program income, totaling \$650,000, the City's formula grant allocation totaled \$1,249,299. A total of \$240,280.56 of these funds were used to meet the Action Plan goals, including funding for fair housing and landlord-tenant mediation services, services for low- and moderate-income persons, public facilities improvements and residential rehabilitation. Although considerable progress was made in both the Residential Rehabilitation Program and Community Center – Demolition Project, the bulk of expenditures and actual accomplishments will be completed and reported in FY2024-2025. Remaining unused funds will be available to reallocate towards FY 2024-2025 eligible activities.

In addition, under the CARES Act, HUD provided special allocations of CDBG - Coronavirus (CV) funds to the City of Gardena. In total, the City received \$901,984 of CDBG-CV funds to prevent, prepare for, and respond to the COVID-19 Pandemic. A total of \$571,605.39 of CDBG-CV funds have been expended by the Emergency Rental Assistance Program, Small Business Assistance Program, and Emergency Food/Sustenance Assistance Program. However, these CV-funded activities are no longer being implemented therefore, the City will consider reallocating the balance of \$330,378.61 in CDBG-CV funds to an eligible activity which will address the emergency service needs of Gardena residents in FY 2024-2025.

LEGAL REVIEW:

N/A

FISCAL IMPACT:

None

Submitted by: Amanda Acuna, Community Development Manager

Date: 10/2/2024

Attachment: FY 2023-2024 CAPER

2023-2024 Consolidated Annual Performance and Evaluation Report

Community Development Block Grant
HOME Investment Partnerships Program



Adopted October 8, 2024

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Prepared by:

The City of Gardena
Community Development Department
1700 West 162nd Street
Gardena, CA 90247

<https://cityofgardena.org/cddhomepage/>

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its Strategic Plan and its Action Plan.
91.520(a)

This 2023-2024 Consolidated Annual Performance and Evaluation Report (CAPER) is the City of Gardena's report to the U.S. Department of Housing and Urban Development (HUD) describing the use of federal Community Development Block Grant (CDBG) funds. The CAPER reports on the third Program Year of the 2021-2025 Consolidated Plan period, covering July 1, 2021 to June 30, 2026.

The City receives CDBG funds from HUD on a formula basis each year, and in turn, implements projects and activities in furtherance of the Consolidated Plan. The CDBG program generally provides for a wide range of eligible activities for the benefit of low- and moderate-income Gardena residents, as discussed below.

For the 2023-2024 program year, the City received \$592,299 of CDBG funds. Combined with prior year unused funds and program income, totaling \$650,000, the City's formula grant allocation totaled \$1,249,299. These funds were intended to be used to meet the Action Plan goals, including funding for fair housing and landlord-tenant mediation services, services for low- and moderate-income persons, public facilities improvements and housing rehabilitation. Although considerable progress was made in both the Residential Rehabilitation Program and Community Center – Demolition Project, the bulk of expenditures and actual accomplishments will be completed and reported in FY2024-2025. Remaining unused funds will be available to reallocate towards FY 2024-2025 eligible activities.

Under the CARES Act, HUD provided special allocations of CDBG funds to the City of Gardena. In total, the City received \$901,984 of CDBG-CV funds to prevent, prepare for, and respond to the COVID-19 Pandemic. A total of \$571,605.39 of CDBG-CV funds has been expended by the Emergency Rental Assistance Program, Small Business Assistance Program, and Emergency Food/Sustenance Assistance Program. The City will consider reallocating the balance of \$330,378.61 in CDBG-CV funds to an eligible activity which will continue to address the emergency service needs of Gardena residents in FY2024-2025.

Table 1 provides a summary of the proposed five-year and one-year accomplishments for the period ending June 30, 2024, listed by each of the Strategic Plan Goals included in the 2021-2025 Strategic Plan of the Consolidated Plan.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the Consolidated Plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Table 1 - Accomplishments – Strategic Plan and Program Year to Date

Goal	Category	2023-2024 Amount	Indicator	Unit of Measure	5-Year Strategic Plan			2023-2024 Program Year 3		
					Expected	Actual	Percent Complete	Expected	Actual	Percent Complete
Program Administration)	Planning & Administration	CDBG: \$98,450	Planning Administration	Other	5	2	40.00%	1	1	100.00%
Fair Housing Services	Affordable Housing Non-Homeless Special Needs	CDBG: \$20,000	Fair Housing Services	People	250	238	95.20%	188	188	100.00%
Services for Low & Moderate Income Persons	Homeless Non-Homeless Special Needs	CDBG: \$88,840	Public services to help low-income residents.	People	100	205	205.00%	100	90	90.00%

Goal	Category	2023-2024 Amount	Indicator	Unit of Measure	5-Year Strategic Plan			2023-2024 Program Year 3		
					Expected	Actual	Percent Complete	Expected	Actual	Percent Complete
Residential Rehabilitation	Affordable Housing	CDBG: \$385,009	Preserve the supply of affordable housing	Housing Units	125	8	6.40%	10	0	0.00%
Public Facilities Improvements	Non-Housing Community Development	CDBG: \$650,000	Improve Public Facilities	People	8,900	0	0.00%	8,900	0	0.00%

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the Action Plan, giving special attention to the highest priority activities identified.

As shown in Table 1, the City and its housing and community development partners made significant progress toward achieving the 2023-2024 Program Year goals established in the Action Plan. Each of the CDBG funded activities addressed specific high priority objectives identified in the 2021-2025 Consolidated Plan.

The City of Gardena allocated CDBG funds to activities that affirmatively furthered fair housing choice, provided public services, preserved affordable housing and provided for the administration of the CDBG.

Each of the activities that were underway during the 2023-2024 Program Year are listed in Figure 1, including the amount of CDBG allocated to the activity and the amount spent as of June 30, 2024. Figure 2 provides the numeric accomplishment goal and the amount accomplished as of June 30, 2024.

Figure 1 – Use of CDBG Funds

Strategic Plan Goal / Activity	Source	Allocation	Spent through 6/30/24	Percent Spent
1. Planning and Administration				
Program Administration	CDBG	\$98,450.00	\$85,501.63	86.85%
	Subtotal	\$98,450.00	\$85,501.63	86.85%
2. Fair Housing Services				
Fair Housing Services	CDBG	\$20,000.00	\$20,000.00	100.00%
	Subtotal	\$20,000.00	\$20,000.00	100.00%
3. Scvs for Low- & Mod-Inc Persons				
Youth & Family Services Bureau	CDBG	\$88,840.00	\$40,312.61	45.38%
	Subtotal	\$88,840.00	\$40,312.61	45.38%
4. Affordable Hsg Preserv & Access				
Residential Rehabilitation Program	CDBG	\$385,009.00	\$61,869.75	16.07%
	Subtotal	\$385,000.00	\$61,869.75	16.07%
5. Public Facilities Improvements				
Community Ctr – Demo Phase Project	CDBG	\$650,000.00	\$32,596.57	5.01%
	Subtotal	\$650,000.00	\$32,596.57	5.01%
Total for all Goals:		\$1,242,299.00	\$240,280.56	19.34%

Figure 2–Program Year Accomplishments by Strategic Plan Goal

Strategic Plan Goal / Activity	Unit of Measure	Expected	Actual	Percent Accomplished
1. Planning and Administration Program Administration	Other	1	1	100.00%
2. Fair Housing Services Fair Housing Services	People	188	188	100.00%
3. Svcs for Low- & Mod-Inc Persons Youth & Family Services Bureau	People	100	90	90.0%
4. Affordable Hsg Preserv & Access Residential Rehabilitation Program	Housing Units	10	0	0.00%
5. Public Facilities Improvements Community Ctr – Demo Phase Project	People	8,900	0	0.00%

CR-10 - Racial and ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

Table – Table of assistance to racial and ethnic populations by source of funds

Race / Ethnicity	CDBG
White	98
Black or African American	58
Asian	24
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	1
Other Multi-Racial	7
Total	188
Hispanic	74
Not Hispanic	114

Narrative

Table 2 provides an aggregate of race and ethnicity data for the combined number of people, families, households or housing units reported as complete during the Program Year based on accomplishment data from all CDBG activities reported in HUD's Integrated Disbursement and Information System (IDIS).

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Table 2 - Resources Made Available

Source of Funds	Resources Made Available in the 2023-2024 Action Plan	Amount Expended During Program Year
CDBG	\$1,242,299.00	\$240,280.56

Narrative

The federal resources allocated in the 2023-2024 Action Plan for the implementation of projects are identified in Table 3. A grand total of \$1,242,299.00 of CDBG funds were allocated to projects in the 2023-2024 Action Plan, and \$240,280.56 of CDBG funds were expended. The remaining FY2023-2024 CDBG funds will be reallocated to 2024-2025 projects and activities.

Identify the geographic distribution and location of investments

Table 3 – Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CDBG Eligible Areas	38%	0%	CDBG Eligible Areas
Citywide Area	62%	0%	Citywide

Narrative

The City sought to disburse federal entitlement dollars strategically within low-and moderate-income (LMI) census tracts. No specific neighborhoods were targeted for expenditure of funds. Investments in services serving special needs populations and primarily low- and moderate-income persons continue to be made throughout the City. The City will evaluate each eligible project and program based on urgency of needs, availability of other funding sources and financial feasibility. Residential rehabilitation assistance will be available to income-qualified households citywide with an emphasis on distressed neighborhoods.

Leveraging

Explain how federal funds leveraged additional resources (private, state, and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the Action Plan.

To address housing and community development needs in Gardena, CDBG entitlement grants are used to leverage a variety of funding resources to maximize the effectiveness of available funds. The CDBG public service activities leveraged private, state, and other federal funds to deliver services for low- and moderate-income people.

During the program year, the City did not identify and did not use any publicly owned land or property located within the jurisdiction to address the needs identified in the Consolidated Plan. The City does not currently own land or property that is suitable for use in addressing the needs identified in the Consolidated Plan.

In addition, the City does not receive direct HOME funds and therefore, is not required to meet a matching requirement.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income and middle-income persons served.

Table 4 – Number of Households

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units	0	0
Number of non-homeless households to be provided affordable housing units	10	0
Number of special-needs households to be provided affordable housing units	0	0
Total	10	0

Table 5 – Number of Households Supported

	One-Year Goal	Actual
Number of households supported through rental assistance	0	0
Number of households supported through the production of new units	0	0
Number of households supported through the rehab of existing units	10	0
Number of households supported through the acquisition of existing units	0	0
Total	10	0

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

As the City's housing stock ages, a growing percentage of housing units may need rehabilitation to allow them to remain safe and habitable. The situation is of particular concern for low- and moderate-income homeowners who are generally not in a financial position to properly maintain their homes.

As such, the 2023-2024 Action Plan allocated \$385,009 of CDBG funds for the preservation of owner-occupied single-family dwellings as part of the Residential Rehabilitation Program. However, the City did not complete any projects in FY2023-2024 but approved and initiated six (6) projects that will be completed in FY2024-2025.

Discuss how these outcomes will impact future annual action plans.

The City anticipates continuing to invest in affordable housing preservation in addition to investing in projects that will create new affordable housing opportunities for low-income residents.

As community needs change the City may need to undertake additional activities to best achieve the City's ability to meet its affordable housing goals. All future Annual Action Plans will provide additional information on any on-going affordable housing activities and the City will continue to assess and determine affordable housing needs that best utilize available funding sources.

Include the number of extremely low-income, low-income, and moderate-income families or households served by each activity where information on income by family size is required to determine the eligibility of the activity.

Table 6 – Number of Families or Households Served

Number Served	CDBG Actual
Extremely Low-Income	66
Low-Income	79
Moderate-Income	25
Total	170

Narrative Information

Although the City did not complete any rehabilitation projects in FY 2023-2024, to address what HUD defines as “worst case housing need” the City will continue to provide funds in FY 2024-2025 for the preservation of the physical and functional integrity of existing housing units occupied by low- and extremely low-income residents who would otherwise continue

to live in substandard housing because they were not in the financial position to properly maintain their home.

Addressing substandard housing conditions through housing preservation activities is a cost-effective way to invest limited resources to retain housing units that are already affordable to low- and moderate-income residents and ensure all economic segments of the community have the opportunity to live in decent housing.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Gardena is not the recipient of federal or state funds targeted to homeless individuals and families. However, the City of Gardena supported homeless and other special needs activities by continuing to allocate CDBG funds to support the Youth and Family Services Bureau, which focuses their work on addressing homelessness and providing services to special needs populations.

Preventing and ending homelessness is a HUD priority addressed nationally through coordination of regional strategies carried out locally by government agencies and a wide variety of community-based organizations and faith-based groups. To reach out to unsheltered homeless persons and assess their individual needs for the purpose of connecting them with available emergency shelter and transitional housing resources, the City of Gardena provided information and referrals to the Los Angeles County Continuum of Care (CoC) led by the Los Angeles Homeless Services Authority (LAHSA) and the organizations receiving CDBG funds for homelessness prevention activities.

During LAHSA's most recent homeless count in 2024, the City of Gardena had a total of 69 homeless persons counted. Of the 69 homeless persons counted, 9 were in cars, 6 had makeshift shelters, 12 were in RV's/campers, 4 were in vans, 0 were in tents, and 38 were not in a dwelling.

The City will continue its efforts in the prevention and reduction of homelessness by supporting the LAHSA and its outreach programs and providing referrals to public assistance programs offered by the County. Additionally, the City will continue to use CDBG funds to fund its Youth and Family Service Program that provides various services to the homeless and those at risk of becoming homeless.

Addressing the emergency shelter and transitional housing needs of homeless persons

The ultimate solution to ending homelessness is transitional to permanent housing closely aligned with supportive services that ensure housing stability can be maintained. However, because the demand for affordable housing far outpaces the region's supply, the CoC continues to rely on its emergency and transitional housing system in order, to address the immediate needs of Los Angeles County's homeless population.

Los Angeles County has implemented policy and program changes aimed at ensuring homeless persons in Los Angeles County are rapidly housed and offered an appropriate level of support services to meet their circumstances and keep them stably housed. An increase in permanent supportive housing for the most vulnerable populations is attributed to Los Angeles County homeless service providers re-tooling their programs and shifting their focus to moving people quickly into permanent supportive housing throughout the County.

The City will continue its efforts in addressing the emergency shelter and transitional housing needs of the homeless by collaborating with agencies that provide shelter for the homeless. The City will also continue to fund its Youth and Family Services Program to address the homeless issue.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Inadequate discharge planning and coordination contributes to homelessness in situations where people are released from public institutions or public systems of care without having an appropriate mainstream or supportive housing option available upon discharge from an institutional setting. Public institutions such as jails, hospitals, treatment facilities, mental health facilities, youth facilities, and foster care homes are central to limiting the creation of newly homeless persons upon discharge.

In California, discharge coordination and planning is largely unregulated unless county or municipal ordinances provide rules preventing public institutions from discharging people into homelessness. One of the goals included in the Los Angeles Ten Year Strategy to End Homelessness is to formalize protocols and improve the coordination of discharge planning among key institutional systems of care and supervision. The goal calls for the CoC to close the "revolving door" to homelessness so that new persons do not find themselves living in the community without the social and economic support necessary to access and maintain

themselves in a safe environment.

The City will continue its efforts in helping low-income individuals and families avoid becoming homeless through its Youth and Family Services Program. The City will also provide referrals to public assistance programs offered by other agencies in the County.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City will continue its efforts in helping homeless persons make the transition to permanent housing and independent living by collaborating with agencies that provide shelter for the homeless. The City will also provide referrals to public assistance programs offered by other agencies to aid in preventing the recently homeless from becoming homeless again.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The Gardena Housing Authority does not administer Section 8 and does not own HUD Public Housing; however, the City is within the service area of the Los Angeles Community Development Agency (LACDA), formerly known as the Housing Authority of the County of Los Angeles (HACoLA), for the purposes of Section 8 and Public Housing.

LACDA continues to serve the needs of residents through public housing and Section 8 vouchers. Specifically, the U.S. Census Bureau projects that the elderly in California will have an overall increase of 112 percent from 1990 to 2020. Los Angeles County mirrors this trend. To address the need for the growing senior population, in August of 2013, HUD approved LACDA's application to designate 13 public housing senior developments as housing for elderly families only (62 years or older).

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

LACDA actively encourages residents to be involved in the organization through resident councils and active participation in housing authority decisions via surveys and other forms of engagement. LACDA also maintains quarterly newsletters for Section 8 tenants, public housing residents, and Section 8 property owners.

LACDA encourages residents to explore homeownership opportunities. LACDA currently administers Family Self-Sufficiency (FSS) program for public conventional housing and Housing Choice Voucher program residents. The FSS program provides critical tools and supportive services to foster a resident's transition from financial and housing assistance to economic and housing self-sufficiency, most importantly homeownership.

To support this effort, LACDA utilizes marketing materials to outreach and further promote the program's requirements and benefits to all public housing residents. For families that are eligible to participate, a Contract of Participation (COP) is prepared to govern the terms and conditions of their participation and an Individual Training Service Plan (ITSP) is created that outlines the following: supportive services to be provided, activities to be completed by the participant, and agreed upon completion dates for the services and activities. The COP is valid for five years and may be extended to allow the family to meet their ITSP goals.

Actions taken to provide assistance to troubled PHAs

N/A, LACDA is designated as a High Performing Public Housing Agency.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

In the Housing Element Update, the City has established barrier removal goals, policies and programs. The following goals will be implemented:

- Remove or reduce governmental constraints on affordable housing development.
- Continue efforts to streamline administrative procedures for granting approvals and permits.
- Review residential development standards, regulations, ordinances, review procedures and permitting fees related to the development of housing. Adjust, as appropriate, those that are determined to be a constraint to the development of housing.
- Encourage the use of density bonuses and provide other regulatory concessions to facilitate affordable housing development.
- Provide appropriate definitions and zoning designations in the Zoning Ordinance to allow and facilitate the development of housing for extremely low-income and special needs persons.
- Streamline the development process, particularly for affordable housing projects,

which reduces the costs associated with holding on to land until it can be developed.

As part of the Governmental Constraints analysis for the Housing Element update, revisions to the Gardena were identified as appropriate to better facilitate the provision of a variety of housing types such as: emergency shelters, transitional housing, supportive housing, and single-room occupancy (SRO) units.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Efforts to address obstacles to meeting underserved needs included:

- The City obtained data from the Housing Authority of the County of Los Angeles on the number of Section 8 households assisted by race, ethnicity, age and disability status. The City will compare who is being served to the demographic characteristics of the community. In this way, the City can estimate more precisely underserved populations.
- The City encouraged and supported the efforts of the Housing Authority of the County of Los Angeles to seek additional Section 8 Housing Choice Vouchers.
- The City encouraged and supported the efforts of non-profit housing development corporations to seek funding from federal, state and local sources for special needs housing.
- The City adopted a new ordinance that allows for the use of accessory structures as living units under certain conditions.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The Residential Lead Based Paint Hazard Reduction Act of 1992 (Title X) emphasizes prevention of childhood lead poisoning through housing-based approaches. To reduce lead-based paint hazards, the City of Gardena's Residential Rehabilitation Program conducted lead-based paint testing and risk assessments for each property assisted that was built prior to January 1, 1978 and incorporated safe work practices or abatement into the scope of work as required to reduce lead-based paint hazards in accordance with 24 CFR Part 35.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City will continue to implement its strategy to help impoverished families achieve economic independence and self-sufficiency. The City's anti-poverty strategy utilizes existing County job training and social service programs to increase employment marketability, household income, and housing options. As funds become available, the City will consider allocating CDBG funds to public service agencies that offer supportive services in the fight

against poverty.

The City assists in reducing the number of persons living below poverty level by continuing to fund its Youth and Family Services Program that assist with making referrals to job skill training and educational resources that assist in obtaining employment opportunities.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The institutional delivery system in Gardena is high-functioning and collaborative — particularly the relationship between local government and the nonprofit sector comprised of a network of capable community-based organizations that are delivering a full range of services to residents.

To support and enhance this existing institutional structure, the City of Gardena collaborated with nonprofit agencies to ensure that the needs of low- and moderate-income residents were met as envisioned within the 2021-2025 Consolidated Plan - Strategic Plan.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

To enhance coordination between public and private housing and social service agencies, the City continued consulting with and inviting a wide variety of agencies and organizations involved in the delivery of housing and supportive services to low- and moderate-income residents to participate in Gardena - particularly in low- and moderate-income areas.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City works with the Fair Housing Foundation to address the impediments identified in the report. One of the most common impediments to Fair Housing choice is discrimination towards race and familial status. The Fair Housing Foundation uses a diverse pool of skilled testers to investigate complaints. When an investigation is complete, each client is advised of the findings and available legal options. Referrals are made to the U.S. Department of Housing and Urban Development (HUD) for complaints regarding lending discrimination, to the Department of Justice (DOJ) for class action cases, to the State Department of Fair Employment and Housing (DFEH), Small Claims Court and to private attorneys for other matters as appropriate. The Fair Housing Foundation follows the desired legal path selected by the Complainant and mediates the situation if requested to do so. Legal training seminars are available to property owners as a means to educate them on Fair Housing regulations and requirements.

The City of Gardena's goal is to ensure that all available avenues are maximized to make

sure there are fair housing opportunities for all residents within the City.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

This part describes the City's compliance with the five monitoring requirements that are contained in 91.230. These requirements include topics such as standards and procedures and ensuring compliance with City housing codes.

1. Standards and Procedures - The City monitors each funded activity to ensure compliance with the CDBG regulations, national objectives, and subrecipient agreement. The City requires any sub-recipients to execute an agreement with specific performance measures prior to the release of funds. In addition, all records must be maintained for a five-year period. Pursuant to the CDBG contract, progress reports are required to be submitted quarterly. Staff conducts periodic site visits to ensure program records are in order and services are being provided in compliance with the sub-recipient agreements. The City further ensures compliance with the Strategic Plan and Action Plan by placing guidelines or conditions in its contracts with consultants that ensure implementation of the annual monitoring goals. All CDBG funds are disbursed on a reimbursement basis. Invoices must be submitted for payment and must include a description of activities being reimbursed. Audit reports are further required at the close of the year.

2. Monitoring of City's Performance - The previously described Performance Measurement System will be used to monitor the City's performance in meeting its goals and objectives as set forth in the Strategic Plan and Action Plan.

3. Ensuring Compliance with Planning and Monitoring Requirements - The City makes every effort to comply with all CDBG and Consolidated Plan regulations. The Citizen Participation Plan ensures input from the community prior to action to approve or amend the Consolidated Plan or Action Plan. Housing rehabilitation, construction and professional services agreements are prepared to guarantee compliance with applicable CDBG program regulations. CDBG subrecipient agreements also contain language consistent with the program regulations. Additionally, the City continues on-site monitoring of CDBG recipients and housing units assisted by State HOME funds and subject to occupancy and/or affordability covenants.

4. **Compliance with Housing Codes and On-Site Inspections** - The City has established program guidelines for all its CDBG-funded housing rehabilitation programs. The program guidelines require an initial property inspection to evaluate the current condition of the property and to prepare of written scope of work that addresses all outstanding building code and health and safety identified issues.

5. **Monitoring of Subrecipients** - As previously described, the City requires that sub-recipients maintain all records for a five-year period. Progress reports are required to be submitted quarterly. Staff conducts periodic site visits to ensure program records are in order and services are being provided in compliance with the sub-recipient agreements.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

In accordance with the City's adopted Citizen Participation Plan, a public notice was published in the Gardena Valley News on September 19, 2024, notifying the public of the availability of the Consolidated Annual Performance and Evaluation Report for a 15-day public review and comment period. A copy of the public notice is included in Appendix A.

The draft CAPER was available from September 19, 2024, to October 3, 2024, on the City's website and at Gardena City Clerk's Office, Gardena City Manager's Office, Gardena Human Services Division, Mayme Dear Memorial Library, and Nakaoka Community Center.

A public hearing was conducted before the City Council on Tuesday, October 8, 2024, to solicit comments from residents and interested parties. A summary of any written or oral comments received during the public hearing is included in Appendix B.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

In review of the progress made toward accomplishing the goals established in the 2021-2025 Consolidated Plan – Strategic Plan during the program year, there is no need to change the program objectives or the projects and activities using CDBG funds.

CDBG funded activities are contributing significantly to the City's progress toward meeting the high priority needs identified in the Consolidated Plan. As shown in Table 1 on page 2 of this document, CDBG funds are contributing to the Strategic Plan goals including fair housing

services, services to low- and moderate income persons, owner occupied rehabilitation, and improvements to public facilities.

While considerable progress was made in both the Residential Rehabilitation Program and Community Center – Demolition Project, the bulk of expenditures and actual accomplishments will be completed and reported in FY2024-2025. Remaining unused funds will be available to reallocate towards FY 2024-2025 eligible activities.

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Table 7 – Total Labor Hours

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities					
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					
Qualitative Efforts - Number of Activities by Program					
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					

Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					
Other.					

Table 8 – Qualitative Efforts - Number of Activities by Program

Narrative

The City did not have any activities that required Section 3 reporting requirements.



APPENDIX A

Public Notice

2023-2024
CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT
JULY 1, 2023 THROUGH JUNE 30, 2024

AFFP

146050 CAPER -Acuna

Affidavit of Publication

STATE OF CALIFORNIA) SS
COUNTY OF LOS ANGELES

I am a citizen of the United States; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principle clerk of the printer of Gardena Valley News, a newspaper of general circulation, published ONCE WEEKLY in the city of Gardena, County of LOS ANGELES, which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of LOS ANGELES, State of California under the date of November 13, 1958, Case Number 192381; that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

September 19, 2024

That said newspaper was regularly issued and circulated on those dates.

SIGNED:

Gardena Valley News

Subscribed to and sworn by me this 19th day of September 2024.

00004357 00146050

LEGAL ACCOUNT
GV-CITY OF GARDENA
1700 WEST 162ND STREET
GARDENA, CA 90247-3778

NOTICE OF COMMENT PERIOD
AND PUBLIC HEARING
FOR THE DRAFT FY 2023-2024
CONSOLIDATED ANNUAL PERFORMANCE
EVALUATION REPORTS (CAPER)
CITY OF GARDENA

PUBLIC NOTICE IS HEREBY GIVEN that pursuant to the U.S. Department of Housing and Urban Development (HUD) regulations, the City of Gardena has prepared a draft Consolidated Annual Performance Evaluation Report (CAPER) for the 2023-2024 Fiscal Year. The draft CAPER will be available for public review and comment from September 19, 2024 through October 3, 2024.

The CAPER provides an assessment of the City's performance in using Community Development Block Grant (CDBG) funds in meeting the City's housing and community development goals that were included in the 2023-2024 Annual Action Plan.

During the public comment period, the draft document is available for public inspection on the City's website at: www.cityofgardena.org, Gardena City Clerk's Office, Gardena City Manager's Office, Gardena Human Services Division, Mayme Dear Memorial Library, and Nakasaki Community Center. Copies may also be provided upon request by contacting Greg Tajiuchi, Director of Community Development at (310) 217-9526.

PUBLIC NOTICE IS HEREBY FURTHER GIVEN that the City Council of the City of Gardena will conduct a public hearing on Tuesday, October 8, 2024, at 7:30 p.m. in the City Hall Council Chambers, 1700 W. 162nd Street, Gardena, California for the purpose of (1) receiving public comment on the draft FY2023-2024 CAPER report and (2) approving the submission of the report to the U.S. Department of Housing and Urban Development (HUD).

All interested persons may appear before the City Council at said hearing and will be given an opportunity to comment on the above-referenced item at the public hearing and any subsequent public hearings conducted related to the item. In addition, written comments may be submitted to the City Council prior to the hearing via U.S. Mail to the attention of City Clerk's Office, City of Gardena, 1700 W. 162nd Street, Gardena, CA 90247 or via email to publiccomment@cityofgardena.org. Please reference the hearing title and date of the hearing in any correspondence.

If you wish to challenge the above item in court, the challenge will be limited only to those issues you or someone else raised at the public hearing in written correspondence delivered to the City at or prior to the public hearing as described in this notice. The City cannot be held responsible for U.S. Mail that is not received prior to the hearing.

Americans with Disabilities Act (ADA): The City of Gardena, in complying with the Americans with Disabilities Act (ADA), requests individuals who require special accommodations to attend, attend and/or participate in the City meeting due to disability, to please contact the City Clerk's Office by email: cityclerk@cityofgardena.org or least 24 hours prior to the scheduled special meeting to ensure assistance is provided. Assistive listening devices are available.

Limited English Proficiency (LEP): An interpreter for Limited English-speaking persons with Limited English Proficiency (LEP) can be made available at public hearing meetings. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements.

Spanish: Si necesita más información sobre este aviso o la traducción de documentos en español, comuníquese con Greg Tajiuchi al (310) 217-9526.

Korean: 이 통지 또는 한국어 문서 번역에 대한 자세한 정보가 필요한 경우 (310) 217-9526으로 Greg Tajiuchi에게 문의하십시오.

Japanese: この通知または日本語の文書の翻訳に関する詳細情報が必要な場合は、Greg Tajiuchi(310)217-9526に お問い合わせください。

ADMINISTRATIVE
CITY CLERK

TO: Gardena Valley News
FROM: City of Gardena

DATE: September 11, 2024

Publication Date: September 19, 2024

**NOTICE OF COMMENT PERIOD AND PUBLIC HEARING
FOR THE DRAFT FY 2023-2024
CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORTS (CAPER)
CITY OF GARDENA**

PUBLIC NOTICE IS HEREBY GIVEN that pursuant to the U.S. Department of Housing and Urban Development (HUD) regulations, the City of Gardena has prepared a draft Consolidated Annual Performance Evaluation Report (CAPER) for the 2023-2024 Fiscal Year. The draft CAPER will be available for public review and comment from September 19, 2024 through October 3, 2024.

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During the public comment period, the draft document is available for public inspection on the City's website at www.cityofgardena.org, Gardena City Clerk's Office, Gardena City Manager's Office, Gardena Human Services Division, Mayme Dear Memorial Library, and Nakaoka Community Center. Copies may also be provided upon request by contacting Greg Tsujiuchi, Director of Community Development at (310) 217-9526.

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Japanese:

この通知または日本語の文書の翻訳に関する詳細情報が必要な場合は、Greg Tsujiuchi((310)217-9526)にお問い合わせください。

/s/ MINA SEMENZA
CITY CLERK



APPENDIX B

Summary of Citizen Participation Comments

2023-2024
CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT
JULY 1, 2023 THROUGH JUNE 30, 2024

Summary of Citizen Participation Comments

In compliance with the City's approved Citizen Participation Plan and implementing regulation 24CFR 91.105, a public notice was published (see attached proof of publication) to solicit public comments from interested citizens regarding the draft 2023-2024 CAPER. The draft CAPER was made available to the general public for a period of 15 days in order to provide an opportunity for the public to review the document.

The public hearing to solicit input and comment on the CAPER and the City's performance during PY 2023-2024 was held at the Gardena City Council Chambers at 1700 W. 162nd Street, Gardena CA. on October 8, 2024.

The following is a summary of Citizen Participation comments:

- TBD



APPENDIX C

IDIS PR26 FINANCIAL REPORT

2023-2024
CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT
JULY 1, 2023 THROUGH JUNE 30, 2024



Office of Community Planning and Development
U.S. Department of Housing and Urban Development
Integrated Disbursement and Information System
PR26 - CDBG Financial Summary Report
Program Year 2023
GARDENA , CA

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PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	1,541,294.00
02 ENTITLEMENT GRANT	592,299.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	2,133,593.00

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	134,909.31
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	(130.38)
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	134,778.93
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	105,501.63
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	240,280.56
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	1,893,312.44

PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	134,909.31
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	(130.38)
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	134,778.93
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: 2023 PY: 2024 PY: 2025
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	134,909.31
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	134,909.31
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	100.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	40,442.99
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	(130.38)
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	40,312.61
32 ENTITLEMENT GRANT	592,299.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	592,299.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	6.81%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	105,501.63
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	105,501.63
42 ENTITLEMENT GRANT	592,299.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	592,299.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	17.81%



Office of Community Planning and Development
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LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

No data returned for this view. This might be because the applied filter excludes all data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

No data returned for this view. This might be because the applied filter excludes all data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2023	5	253	6894352	Community Center - Demolition Phase Project	04	LMC	\$11,213.58
2023	5	253	6907231	Community Center - Demolition Phase Project	04	LMC	\$6,662.82
2023	5	253	6907233	Community Center - Demolition Phase Project	04	LMC	\$10,000.00
2023	5	253	6927720	Community Center - Demolition Phase Project	04	LMC	\$4,720.17
					04	Matrix Code	\$32,596.57
2022	4	244	6907227	YOUTH AND FAMILY SERVICES BUREAU (COUNSELORS/AIDES)	05Z	LMC	\$130.38
2023	3	250	6862037	Youth and Family Services	05Z	LMC	\$28,944.01
2023	3	250	6894352	Youth and Family Services	05Z	LMC	\$11,368.60
					05Z	Matrix Code	\$40,442.99
2023	4	251	6927722	Residential Rehabilitation Program	14A	LMH	\$7,416.00
					14A	Matrix Code	\$7,416.00
2023	4	252	6862037	Residential Rehabilitation Program Administration	14H	LMH	\$952.00
2023	4	252	6883807	Residential Rehabilitation Program Administration	14H	LMH	\$14,904.50
2023	4	252	6894354	Residential Rehabilitation Program Administration	14H	LMH	\$13,850.50
2023	4	252	6907233	Residential Rehabilitation Program Administration	14H	LMH	\$12,520.25
2023	4	252	6927722	Residential Rehabilitation Program Administration	14H	LMH	\$12,226.50
					14H	Matrix Code	\$54,453.75
Total							\$134,909.31

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2022	4	244	6907227	No	YOUTH AND FAMILY SERVICES BUREAU (COUNSELORS/AIDES)	B22MC060577	EN	05Z	LMC	\$130.38
2023	3	250	6862037	No	Youth and Family Services	B23MC060577	EN	05Z	LMC	\$28,944.01
2023	3	250	6894352	No	Youth and Family Services	B23MC060577	EN	05Z	LMC	\$11,368.60
								05Z	Matrix Code	\$40,442.99
				No	Activity to prevent, prepare for, and respond to Coronavirus					\$40,442.99
Total										\$40,442.99

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2023	1	248	6862037	CDBG Program Administration	21A		\$4,256.50
2023	1	248	6883807	CDBG Program Administration	21A		\$10,346.00
2023	1	248	6894354	CDBG Program Administration	21A		\$31,836.75
2023	1	248	6907233	CDBG Program Administration	21A		\$20,033.38
2023	1	248	6927722	CDBG Program Administration	21A		\$19,029.00
					21A	Matrix Code	\$85,501.63
2023	1	249	6862037	Fair Housing Services	21D		\$8,674.90
2023	1	249	6883807	Fair Housing Services	21D		\$1,623.21
2023	1	249	6894354	Fair Housing Services	21D		\$3,312.99
2023	1	249	6907232	Fair Housing Services	21D		\$1,538.68
2023	1	249	6927722	Fair Housing Services	21D		\$2,776.45
2023	1	249	6945612	Fair Housing Services	21D		\$2,073.77



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
Total					21D	Matrix Code	\$20,000.00
							\$105,501.63



PART I: SUMMARY OF CDBG-CV RESOURCES

01 CDBG-CV GRANT	901,984.00
02 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
03 FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
04 TOTAL CDBG-CV FUNDS AWARDED	901,984.00

PART II: SUMMARY OF CDBG-CV EXPENDITURES

05 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	571,605.39
06 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	0.00
07 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
08 TOTAL EXPENDITURES (SUM, LINES 05 - 07)	571,605.39
09 UNEXPENDED BALANCE (LINE 04 - LINE8)	330,378.61

PART III: LOWMOD BENEFIT FOR THE CDBG-CV GRANT

10 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
11 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
12 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	571,605.39
13 TOTAL LOW/MOD CREDIT (SUM, LINES 10 - 12)	571,605.39
14 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 05)	571,605.39
15 PERCENT LOW/MOD CREDIT (LINE 13/LINE 14)	100.00%

PART IV: PUBLIC SERVICE (PS) CALCULATIONS

16 DISBURSED IN IDIS FOR PUBLIC SERVICES	234,218.39
17 CDBG-CV GRANT	901,984.00
18 PERCENT OF FUNDS DISBURSED FOR PS ACTIVITIES (LINE 16/LINE 17)	25.97%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

19 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	0.00
20 CDBG-CV GRANT	901,984.00
21 PERCENT OF FUNDS DISBURSED FOR PA ACTIVITIES (LINE 19/LINE 20)	0.00%



Office of Community Planning and Development
U.S. Department of Housing and Urban Development
Integrated Disbursement and Information System
PR26 - CDBG-CV Financial Summary Report
GARDENA , CA

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LINE 10 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 10

No data returned for this view. This might be because the applied filter excludes all data.

LINE 11 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 11

No data returned for this view. This might be because the applied filter excludes all data.

LINE 12 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 12

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	6	232	6615574	Emergency Rental Assistance Program (COVID-19)	05S	LMH	\$160,152.00
			6643580	Emergency Rental Assistance Program (COVID-19)	05S	LMH	\$13,616.00
			6726742	Emergency Rental Assistance Program (COVID-19)	05S	LMH	\$5,022.02
			6796783	Emergency Rental Assistance Program (COVID-19)	05S	LMH	\$30,265.00
			6863427	Emergency Rental Assistance Program (COVID-19)	05S	LMH	\$3,650.00
	7	233	6615574	2Small Business Assistance Program (COVID-19)	18A	LMA	\$337,387.00
	8	234	6615574	Emergency Food/Sustenance Assistance Program (COVID-19)	05Q	LMC	\$18,334.00
			6796783	Emergency Food/Sustenance Assistance Program (COVID-19)	05Q	LMC	\$3,179.37
	Total						

LINE 16 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 16

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	6	232	6615574	Emergency Rental Assistance Program (COVID-19)	05S	LMH	\$160,152.00
			6643580	Emergency Rental Assistance Program (COVID-19)	05S	LMH	\$13,616.00
			6726742	Emergency Rental Assistance Program (COVID-19)	05S	LMH	\$5,022.02
			6796783	Emergency Rental Assistance Program (COVID-19)	05S	LMH	\$30,265.00
			6863427	Emergency Rental Assistance Program (COVID-19)	05S	LMH	\$3,650.00
	8	234	6615574	Emergency Food/Sustenance Assistance Program (COVID-19)	05Q	LMC	\$18,334.00
			6796783	Emergency Food/Sustenance Assistance Program (COVID-19)	05Q	LMC	\$3,179.37
			Total				

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

No data returned for this view. This might be because the applied filter excludes all data.



City of Gardena

Gardena City Council Meeting

AGENDA REPORT SUMMARY

Agenda Item No. 13.B
Section: DEPARTMENTAL
ITEMS - COMMUNITY
DEVELOPMENT
Meeting Date: October 8, 2024

TO: THE HONORABLE MAYOR AND MEMBERS OF THE GARDENA CITY COUNCIL

AGENDA TITLE: INTRODUCTION OF ORDINANCE NO. 1875, Amending Chapter 18.66 and Section 18.36.020 and Adding Chapter 5.80 to the Gardena Municipal Code Relating to Non-Storefront Retail Medicinal Cannabis Delivery Service Businesses.

Environmental Determination: The adoption of the ordinance is exempt from the provisions of the California Environmental Quality Act (CEQA) under the common sense exemption of CEQA Guidelines section 15061(b)(3).

COUNCIL ACTION REQUIRED:

Staff Recommendation: Open the public hearing, receive testimony from the public, allow three (3) minutes for each speaker, and close the public hearing.

Staff Recommendation for Motion: Introduce Ordinance No. 1875, find that the adoption of the Ordinance is exempt from the provisions of CEQA, and direct staff to file a notice of exemption.

RECOMMENDATION AND STAFF SUMMARY:

On September 18, 2022, Governor Newsom signed Senate Bill No. 1186 (SB 1186) into law, referred to as the Medicinal Cannabis Patients' Right of Access Act, prohibiting cities from adopting or enforcing any regulation on or after January 1, 2024, that directly or indirectly prohibits the retail sale by delivery of medicinal cannabis in the City. In order to comply with the requirements of SB 1186, the City must consider amendments to Chapters 18.66 and Title 5 of the Gardena Municipal Code (GMC). Ordinance No. 1875 has been drafted to make the necessary amendments.

On August 20, 2024, the Planning Commission approved Resolution No. PC 16-24, by a vote of 3-1, recommending the City Council adopt Ordinance No. 1875 and amend GMC Chapter 18.66 and Section 18.36.020 under Title 18 (Zoning) and determination on the adoption of the ordinance to be exempt from the provisions of the California Environmental Quality Act (CEQA). The Planning Commission did not make a recommendation as to the changes to Title 5 as those provisions are not within the purview of the Commission. The City Council is being asked to consider the adoption of Ordinance No. 1875, in its entirety.

FINANCIAL IMPACT/COST:

None.

ATTACHMENTS:

[Staff Report.pdf](#)

[Attachment A - Planning Commission Resolution No. PC 16-24.pdf](#)

[Attachment B - Ordinance No. 1875](#)

[Attachment C - State Regulations Excerpts.pdf](#)

APPROVED:

A handwritten signature in blue ink, appearing to read "Clint Osorio".

Clint Osorio, City Manager



City of Gardena

City Council Meeting

Agenda Item No. 13B
Department: Community Development
Meeting Date: October 8, 2024
Ordinance No. 1875

AGENDA STAFF REPORT

AGENDA TITLE: INTRODUCTION OF ORDINANCE NO. 1875, Amending Chapter 18.66 and Section 18.36.020 and Adding Chapter 5.80 to the Gardena Municipal Code Relating to Non-Storefront Retail Medicinal Cannabis Delivery Service Businesses.

Environmental Determination: The adoption of the ordinance is exempt from the provisions of the California Environmental Quality Act (CEQA) under the common sense exemption of CEQA Guidelines section 15061(b)(3).

RECOMMENDATION:

Staff respectfully recommends the City Council open the public hearing, receive testimony from the public, allow three (3) minutes for each speaker, and close the public hearing.

Staff Recommendation for Motion: Introduce Ordinance No. 1875, find that the adoption of the Ordinance is exempt from the provisions of CEQA, and direct staff to file a notice of exemption.

BACKGROUND:

On September 18, 2022, Governor Newsom signed Senate Bill No. 1186 (SB 1186) into law, referred to as the Medicinal Cannabis Patients' Right of Access Act, prohibiting cities from adopting or enforcing any regulation on or after January 1, 2024, that directly or indirectly prohibits the retail sale by delivery of medicinal cannabis in the City. However, the Act allows cities to adopt or enforce reasonable regulations on the location and operation of medicinal cannabis delivery service businesses, also known as "non-storefront retailers," within the City.

Gardena Municipal Code (GMC) Chapter 18.66 currently prohibits all cannabis activity in the City, except for personal cultivation within residential properties. This prohibition includes the delivery of cannabis to or from destinations within the City, including for medical purposes. As a result, the current Gardena Zoning Code does not comply with SB 1186. To comply with state law, the City must amend GMC Chapter 18.66 to lift the ban on the establishment of a physical location which would allow the retail delivery of medicinal cannabis to patients or caregivers within the City. Additionally, if the City's intends to regulate the establishment of non-storefront retailers within the City, the Zoning Code must be amended to designate appropriate zoning areas for these businesses.

Ordinance No. 1875 has been drafted to comply with the requirements of SB 1186. The ordinance establishes that non-storefront retailers would be allowed within the Industrial (M-1)

and General Industrial (M-2) zones with a 600-foot distance requirement from listed sensitive receptors. Additionally, the ordinance proposes to add a new chapter to GMC Title 5 (Business License and Regulations) to establish a regulatory permitting scheme and impose reasonable regulations.

On August 20, 2024, the Planning Commission approved Resolution No. PC 16-24 (Attachment A), by a vote of 3-1, recommending the City Council adopt Ordinance No. 1875 amending the GMC Chapter 18.66 and Section 18.36.020 of the Zoning Code, and determination on the adoption of the ordinance to be exempt from the provisions of the California Environmental Quality Act (CEQA) under the common sense exemption of CEQA Guidelines section 15061(b)(3). The Planning Commission did not make a recommendation as to the changes to Title 5 as those provisions are not within the purview of the Commission.

DISCUSSION:

In 1996, California voters approved Proposition 215, which legalized the use of medical cannabis in California. In 2015, a series of state laws known as the Medical Cannabis Regulation and Safety Act established a state regulatory and licensing scheme for medical cannabis businesses. In November 2016, voters approved Proposition 64, referred to as the Adult Use of Marijuana Act, which legalized the nonmedical use of cannabis. Under Proposition 64, adults 21 years of age or older can legally grow, possess and use cannabis for nonmedical purposes, with certain restrictions. Proposition 64 also established a state regulatory and licensing scheme for commercial adult-use cannabis businesses.

Senate Bill 94 was signed into law in 2017 which created a single regulatory scheme known as the Medicinal and Adult-Use Cannabis Regulation and Safety Act to regulate both medical and non-medical cannabis. Under this law, the City retained local control and continued to prohibit all commercial cannabis activity within the City. Chapter 18.66 was previously amended to comply with state law to allow personal cultivation.

Senate Bill No. 1186 (SB 1186) - Medicinal Cannabis Patients' Right of Access Act

SB 1186 prohibits cities from adopting or enforcing any regulation that prohibits the establishment of a business that allows the delivery of medicinal cannabis within the City to medicinal cannabis patients or their primary caregivers. These businesses will not be open to the public.

This legislation specifically states that a city cannot regulate the following with respect to medicinal cannabis delivery service businesses:

- Limit the number of businesses authorized to deliver medicinal cannabis in the city.
- Limit the operating hours of medicinal cannabis businesses.
- Limit the number or frequency of medicinal cannabis sales by delivery.
- Limit the types or quantities of medicinal cannabis.
- Require the establishment of physical premises within the city.

However, the law does not prevent the City from adopting or enforcing reasonable regulations on non-storefront retailers of medicinal cannabis related to:

- Zoning requirements.
- Security or public health and safety requirements.
- Licensing requirements.
- Imposing or collecting applicable state or local taxes on retail sales of medicinal cannabis occurring within the city.
- Regulations consistent with requirements or restrictions imposed on cannabis businesses by state law or regulations issued by the California Department of Cannabis Control.

Additionally, cities may continue to enforce prohibitions on all other aspects of medicinal cannabis including cultivation, manufacturing, testing and sales. The legislation also does not impact cities' local control over non-medicinal cannabis businesses.

In order to comply with the requirements of SB 1186, the City must consider amendments to Chapters 18.66 and Title 5 of the Gardena Municipal Code. The City's licensing requirements will be in addition to State law requirements. Excerpts from the State regulations relating to cannabis businesses are included as Attachment C.

LEGAL REVIEW:

Staff from the City Attorney's Office, the Community Development Department and the Police Department worked together to draft Ordinance No. 1875 to develop regulations that comply with SB 1186. Ordinance No. 1875, which is attached hereto as Attachment B, establishes reasonable restrictions and operational standards that address potential security and public health and safety concerns as it relates to allowing non-storefront retail medicinal cannabis delivery services businesses within the City.

Ordinance No. 1875 will introduce new definitions for terms related to the retail sale and delivery of medicinal cannabis, specify the zoning districts where these activities will be allowed, and establish permitting and operational standards to be managed by the Police Department.

Amendments to Chapter 18.66 – Cannabis Prohibition and Personal Cultivation

Ordinance No. 1875 clarifies that the City's ban on commercial cannabis activities does not apply to the delivery of medicinal cannabis by a non-storefront retailer to a medicinal cannabis patient for medical use within the City. However, the City's current prohibition on all other aspects of medical and commercial cannabis activities, such as cultivation, manufacturing, testing, retail sales, and retail delivery of non-medical cannabis products, will be unaffected by the proposed changes.

This Ordinance will also introduce definitions related to the retail sale and delivery of medicinal cannabis to clarify the distinctions between the medical cannabis uses permitted under SB 1186. The following are some of the definitions that will be added to Chapter 18.66:

- Medical Use - or "medicinal use" shall mean the use of medicinal cannabis by a medicinal cannabis patient;

- Medicinal cannabis – business means a retailer authorized to engage in the retail sale by delivery of medicinal cannabis to medicinal cannabis patients;
- Medicinal cannabis delivery service – means a state-licensed, non-storefront retailer that sells and delivers only medicinal cannabis and medicinal cannabis products to medicinal cannabis patients; and
- Non-storefront retailer – means a retailer that sells cannabis goods to customers only through delivery and whose business is closed to the public.

Amendments to Chapter 18.36 – Industrial Zone (M-1)

As mandated by SB 1186, the City must permit the establishment of non-storefront retailers for medicinal cannabis delivery services. Upon review, staff found these businesses to be similar to uses located in Industrial Zoning districts. The City's Zoning Map currently includes two Industrial Zoning designations: M-1 and M-2. However, both designations serve the same purpose, as the M-2 zone adheres to the same regulations as the M-1 zone.

Ordinance No. 1875 will permit medicinal cannabis delivery service businesses in the M-1 and M-2 zones, provided they are located at least 600 feet from the following sensitive receptors:

- Public or private schools;
- Daycare centers as defined by Health and Safety Code section 1596.76;
- Churches;
- Public parks;
- Libraries;
- Youth centers, which for purposes of this section shall mean a public or private facility that is primarily used to host recreation or social activities for minors, including:
 - Private youth membership organizations or clubs;
 - Social service teenage club facilities;
 - Any facility used for youth activities at least 60 percent of the time in a calendar year;
 - A park, playground or recreational area located on a public or private school grounds or in a city, county or state park specifically designed to be used by children or which has play equipment installed, including public grounds designed for athletic activities including courts or fields; or
 - A similar facility to one of the above.
- Any other medicinal cannabis delivery service business.

Businesses that meet the zoning requirements must obtain a permit from the Police Department before commencing operations, in accordance with the newly established Chapter 5.80.

Adding Chapter 5.80 to the Gardena Municipal Code Relating to Non-Storefront Retail Medicinal Cannabis Delivery Service Businesses

As stated above, Ordinance No. 1875 will add a new chapter 5.08 to Title 5 (Business Licenses and Regulations). The Ordinance would require a person to obtain a medicinal cannabis business permit in addition to having a State license to operate as a non-storefront retailer. In addition to this business permit, each employee of the medicinal cannabis delivery service business must also obtain a permit. Each employee must be at least 21 years of age.

The Ordinance outlines all application requirements and the necessary submissions for each business and employee to secure the appropriate permits from the City. The Chief of Police will be the authority responsible for approving these permits and may deny any application based on certain convictions the applicant has received for specified offenses within the 10 years prior to their permit application with the City.

The Ordinance would outline the following regulations for medicinal cannabis delivery service business and its employees within the City:

- All applicable requirements of state law, including statutes and California Code of Regulations.
- No markings or indications of medicinal cannabis shall be visible from the public right-of-way and/or exterior of the structure(s) associated with the medicinal cannabis delivery service business.
- Odor control devices and techniques shall be incorporated and maintained to ensure that odors from the medicinal cannabis are not detectable off-site.
- The original of the business permit issued by the city pursuant to this chapter, along with the medicinal cannabis delivery business's state cannabis license and city-issued business license, shall be readily available upon request by the Chief and not visible to the public.
- Delivery drivers shall keep the original of the employee permit and identification card, along with a copy of the business permit, with them at all times while making deliveries.
- All records required to be kept by state law shall be made available to the Chief and must be produced no later than one business day after receipt of the City's request, unless otherwise stipulated by the City.
- The business shall designate a security representative/liaison who can meet with the Chief regarding any security related measures and/or operational issues.
- Signage shall be limited to the name of the business only and shall be in compliance with Chapter 18.58 of the City's sign code and shall contain no advertising of other companies, brands, goods, or services.
- No medicinal cannabis products shall be visible from outside the non-storefront medicinal cannabis delivery services fixed location or delivery vehicles.
- No visual display, signage, or condition on the exterior of the non-storefront medical cannabis delivery service fixed locations or delivery vehicles shall indicate the types of products being stored inside the fixed location or transported in the delivery vehicles.
- All deliveries of medicinal cannabis must be to a customer's physical address and no delivery may be made to an address located on publicly owned land or any address on land or in a building leased by a public agency.

Lastly, the Ordinance would allow for the Chief, Police Officers, Code Enforcement Officers, and Los Angeles County Fire Department to conduct inspections of any permitted establishment in the City to ensure that they are abiding by all City and State regulations.

GENERAL PLAN CONSISTENCY

Approving these changes to the Gardena Municipal Code is required for the public necessity, convenience, general welfare and good land use and zoning practices. The Industrial land use designation of the Gardena General Plan Land Use Plan allows for a variety of clean and environmentally friendly industries. The Industrial land use designation is implemented by the M-1 and M-2 zones. These zones allow for commercial, manufacturing and industrial uses conducted within enclosed buildings. The establishment of non-storefront cannabis delivery businesses is consistent with the General Plan and zoning.

ENVIRONMENTAL REVIEW

Adoption of this ordinance is exempt under the common sense exemption of CEQA Guidelines section 15061(b)(3) where it can be seen that the project will not have any possibility of creating significant effects on the environment. The ordinance does not authorize any development and is merely sets forth policy and procedures.

FISCAL IMPACT:

None

CONCLUSION

The adoption of Ordinance No. 1875 will bring the City's code into compliance with the state laws but will not change the ban on all other commercial cannabis related activities including storefront cannabis businesses from operating in the City. Staff respectfully recommends the City Council open the public hearing, receive testimony from the public, allow three (3) minutes for each speaker, and close the public hearing.

Submitted by: Amanda Acuna, Community Development Manager

Date: 10/2/2024

Attachment:

- A – Planning Commission Resolution No. PC 16-24
- B – Ordinance No. 1875
- C – State regulation excerpts

RESOLUTION NO. PC 16-24

A RESOLUTION OF THE PLANNING AND ENVIRONMENTAL QUALITY COMMISSION OF THE CITY OF GARDENA, CALIFORNIA RECOMMENDING THAT THE CITY COUNCIL ADOPT ORDINANCE NO. 1875 AMENDING CHAPTER 18.66 AND SECTION 18.36.020 TO THE GARDENA MUNICIPAL CODE RELATING TO NON-STOREFRONT RETAIL MEDICINAL CANNABIS DELIVERY SERVICE BUSINESSES

THE PLANNING COMMISSION OF THE CITY OF GARDENA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. RECITALS.

A. Chapter 18.66 of the Gardena Municipal Code imposes reasonable regulations consistent with state law to protect the city's neighborhoods, residents, and businesses from negative public safety and aesthetic impacts associated with the transporting, delivery, and distribution of medicinal cannabis and medicinal cannabis products to patients within the City.

B. On September 18, 2022, Governor Newsom signed Senate Bill No. 1186 into law, which is referred to as the Medicinal Cannabis Patients' Right of Access Act, codified as Chapter 26 (commencing with Section 26320) to Division 10 of the Business and Professions Code, ("MCPRAA").

C. The MCPRAA further prohibits cities from adopting or enforcing any regulations on or after January 1, 2024, that have the effect of prohibiting the retail sale by delivery within the local jurisdiction of medicinal cannabis to medicinal cannabis patients or their primary caregivers in a timely and readily accessible manner and in types and quantities that are sufficient to meet demand from medicinal cannabis patients within the jurisdiction.

D. Sections 5 and 7 of Article XI of the California Constitution, and the provisions of the Medical Cannabis Regulation and Safety Act ("MCRSA") as amended by the Medical and Adult-Use Cannabis Regulation and Safety Act ("MAUCRSA"), authorize cities to adopt ordinances that establish standards, requirements, and regulations for local licenses and permits for commercial cannabis and cannabis related activity. Any standards, requirements, and regulations regarding health and safety, security, and worker protections established by the State of California, or any of its departments or divisions, shall be the minimum standards applicable to medicinal cannabis related activity in a city.

E. It is the City's desire to amend the Gardena Municipal Code to reflect the requirements of SB 1186 and appropriately regulate the establishment of physical premises from which retail sale by delivery of medicinal cannabis within the City is conducted by a licensed non-storefront retailer.

F. On August 20, 2024, the Planning Commission held a duly noticed public hearing on this matter at which time it considered all evidence presented, both written and oral.

NOW, THEREFORE, THE PLANNING AND ENVIRONMENTAL QUALITY COMMISSION OF THE CITY OF GARDENA DOES HEREBY RESOLVE AS FOLLOWS:

The Planning Commission hereby recommends that the City Council adopt the Ordinance No. 1875 attached hereto as Exhibit A, amending the Gardena Municipal Code Chapter 18.66 and Section 18.36.020 relating to allowing non-storefront retail medicinal cannabis delivery services businesses in the M-1 and M-2 zoning districts.

SECTION 2. FINDINGS

The Planning Commission hereby makes the following findings.

- A. The recitals set forth in Section 1 are true and correct;
- B. The amendments under Ordinance No. 1875 to the Gardena Municipal Code are required for the public necessity, convenience, general welfare and good land use and zoning practices. The Industrial land use designation of the Gardena General Plan Land Use Plan allows for a variety of clean and environmentally friendly industries. The Industrial land use designation is implemented by the M-1 and M-2 zones. These zones allow for commercial, manufacturing and industrial uses conducted within enclosed buildings. The establishment of non-storefront cannabis delivery businesses is consistent with the General Plan and zoning;
- C. Adoption of Ordinance No. 1875 is exempt under the common sense exemption of CEQA Guidelines section 15061(b)(3) where it can be seen that the project will not have any possibility of creating significant effects on the environment. The ordinance does not authorize any development and is merely sets forth policy and procedures.

SECTION 3. RECORD.

Each and every one of the findings and determinations in this Resolution is based on the competent and substantial evidence, both oral and written, contained in the entire record. All summaries of information in the findings which precede this section are based on the entire record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 4. CUSTODIAN OF RECORD.

The Custodian of Record for the proceedings relating to the Project is Greg Tsujiuchi, Community Development Director, City of Gardena, 1700 West 162nd Street, Gardena,

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California 90247. Mr. Tsujiuchi's email is gtsujiuchi@cityofgardena.org and his phone number is (310) 217-9530.

SECTION 5. CERTIFICATION.

The Secretary shall certify the passage of this Resolution.

PASSED, APPROVED, AND ADOPTED this 20th day of August 2024.



DERYL HENDERSON, CHAIR
PLANNING AND ENVIRONMENTAL
QUALITY COMMISSION

ATTEST:



GREG TSUJIUCHI, SECRETARY
PLANNING AND ENVIRONMENTAL QUALITY COMMISSION
STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF GARDENA

I, Greg Tsujiuchi, Planning and Environmental Quality Commission Secretary of the City of Gardena, do hereby certify that the foregoing Resolution was duly adopted by the Planning and Environmental Quality Commission of the City of Gardena at a regular meeting thereof, held on the 20th day of August 2024, by the following vote:

AYES: Kanhan, Wright-Scherr and Sherman
NOES: Langley
ABSENT: Henderson

Attachments:
Exhibit A – Draft Ordinance No. 1875

ORDINANCE NO. 1875

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, AMENDING CHAPTER 18.66 AND SECTION 18.36.020 AND ADDING CHAPTER 5.80 TO THE GARDENA MUNICIPAL CODE RELATING TO NON-STOREFRONT RETAIL MEDICINAL CANNABIS DELIVERY SERVICE BUSINESSES

WHEREAS, on November 6, 1996, California voters approved Proposition 215, the “Compassionate Use Act of 1996”, an initiative measure that declared that its purpose was, among other things, to ensure that seriously ill Californians have the right to obtain and use marijuana for medical purposes and exempts from state criminal liability certain patients and their primary caregivers who possess or cultivate marijuana for the personal medical purposes of the patient; and

WHEREAS, on October 9, 2015, Assembly Bill 243, Assembly Bill 266, and Senate Bill 643 were signed into law, which collectively were known as the Medical Cannabis Regulation and Safety Act (hereinafter “MCRSA”) and established a state regulatory and licensing scheme for commercial and medical cannabis businesses; and

WHEREAS, on November 8, 2016, California voters approved Prop 64, the “Control, Regulate and Tax Adult Use of Marijuana Act” (“AUMA”), an initiative measure which made it lawful under state and local law for persons 21 years of age or older to possess and cultivate limited quantities of cannabis for personal non-medical or recreational use. The AUMA also established a state regulatory and licensing scheme for commercial adult-use cannabis businesses; and

WHEREAS, on June 27, 2017, Senate Bill 94 was signed into law and repealed the MCRSA, included certain portions of the MCRSA in the licensing provisions of the AUMA, and created a single regulatory scheme known as the Medicinal and Adult-Use Cannabis Regulation and Safety Act (“MAUCRSA”) to regulate both medical and non-medical cannabis and retained certain provisions from MCRSA and AUMA that granted local jurisdictions control over whether commercial cannabis activity could occur in a particular jurisdiction; and

WHEREAS, Gardena Municipal Code Chapter 18.66 currently prohibits all cannabis activity in the City except for personal cultivation, including all delivery of cannabis to or from destinations within the city, including for medical purposes; and

WHEREAS, on September 18, 2022, Governor Newsom signed Senate Bill No. 1186 into law, which is referred to as the Medicinal Cannabis Patients’ Right of Access Act, codified as Chapter 26 (commencing with Section 26320) to Division 10 of the Business and Professions Code, (“MCPRAA”); and

WHEREAS, the MCPRAA further prohibits cities from adopting or enforcing any regulations on or after January 1, 2024, that have the effect of prohibiting the retail sale by delivery within the local jurisdiction of medicinal cannabis to medicinal cannabis patients or their primary caregivers in a timely and readily accessible manner and in types and quantities that are sufficient to meet demand from medicinal cannabis patients within the jurisdiction; and

WHEREAS, Sections 5 and 7 of Article XI of the California Constitution, and the provisions of the Medical Cannabis Regulation and Safety Act ("MCRSA") as amended by the Medical and Adult-Use Cannabis Regulation and Safety Act ("MAUCRSA"), authorize cities to adopt ordinances that establish standards, requirements, and regulations for local licenses and permits for commercial cannabis and cannabis related activity. Any standards, requirements, and regulations regarding health and safety, security, and worker protections established by the State of California, or any of its departments or divisions, shall be the minimum standards applicable to medicinal cannabis related activity in a city; and

WHEREAS, the City desires to amend the Gardena Municipal Code to reflect the requirements of SB 1186 and appropriately regulate the establishment of physical premises from which retail sale by delivery of medicinal cannabis within the City is conducted by a licensed non-storefront retailer; and

WHEREAS, Chapter 18.66 of the Gardena Municipal Code imposes reasonable regulations consistent with state law to protect the city's neighborhoods, residents, and businesses from negative public safety and aesthetic impacts associated with the transporting, delivery, and distribution of medicinal cannabis and medicinal cannabis products to patients within the City; and

WHEREAS, on August 20, 2024, the Planning Commission of the City of Gardena, held a duly noticed public hearing at which time it considered all evidence presented, both written and oral regarding the proposed amendments to Title 18 of the Gardena Municipal Code as set forth in this Ordinance, after which time it adopted Resolution No. PC 16-24 recommending that the City Council adopt this Ordinance and make a finding that the Ordinance falls under the common sense exemption of CEQA set forth in Guidelines section 15061(b)(3); and

WHEREAS, on ____, 2024, the City Council of the City of Gardena held a duly noticed public hearing and considered the staff report, recommendations by staff, and public testimony regarding this Ordinance, at which time it considered all evidence presented, both written and oral; and

WHEREAS, the proposed Zoning Code amendments are consistent with the City's General Plan; and

WHEREAS, all legal requirements prior to the adoption of this Ordinance have occurred.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF GARDENA DOES ORDAIN AS FOLLOWS:

SECTION 1. The City Council finds that the recitals set forth above are true and correct.

SECTION 2. Sections 18.66.010, 18.66.020, and 18.66.030 of Chapter 18.66 (Cannabis Prohibition and Personal Cultivation Regulations/Permitting) of the Gardena Municipal Code are hereby amended to read as follows; the rest of the provisions of Chapter 18.66 remain the same.

18.66.010 Purpose.

A. ~~A.~~ The purpose of this chapter is to expressly prohibit the establishment of commercial cannabis uses in the city relating to medical cannabis and adult use ~~non-medicinal~~ cannabis, except to the extent that allowing the retail delivery of medical cannabis and cannabis products to medical cannabis patients within the city by a non-storefront retailer is required by law.

~~A.B. The purpose of this chapter is also as well as~~ to impose reasonable regulations on both personal cultivation in private residences and accessory structures and on non-storefront retailers and impose ~~a~~ permitting schemes on such uses.

~~C.B.~~ The city council finds that except as provided for herein and as required by law, the prohibition on storefront commercial cannabis activity is necessary for the preservation ~~of~~ and protection of the public health, safety, and welfare of the city. The prohibition of such uses is within the authority conferred upon the city council by state law and is an exercise of its police powers to enact and enforce regulations for the public health, safety, and welfare.

18.66.020 Definitions.

A. “Adult Use” or “non-medical use” means the recreational or personal use of cannabis by a natural person 21 years of age or older, as used in MAUCRSA.

B. “Authorized grower” ~~shall mean~~ means a person twenty-one years and older who is authorized by, and in compliance with, state law and the provisions of this chapter relating to the cultivation of cannabis for personal use.

~~B.C.~~ “Cannabis” means all parts of the plant Cannabis sativa Linnaeus, Cannabis indica, or Cannabis ruderalis, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. “Cannabis” also means the separated resin, whether crude or purified, obtained from cannabis, and any product containing cannabis. “Cannabis” includes cannabis that is used for medical, nonmedical, or other purposes. “Cannabis” does not include the mature

stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. “Cannabis” also does not include industrial hemp, as defined in California Health and Safety Code Section [11018.5](#).

~~CD~~. “Commercial cannabis activity” means the cultivation, possession, manufacture, distribution, processing, storing, laboratory testing, labeling, packaging, transportation, delivery or sale of cannabis and cannabis products for nonmedical, medical or any other purpose, and includes the activities of any business licensed by the state or other government entity under Division 10 of the California Business and Professions Code or any other provision of state law that regulates the licensing of cannabis businesses.

~~DE~~. “Cultivation” means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis.

~~EF~~. “Delivery” means the commercial transfer of cannabis or cannabis products to a customer. Delivery also includes the use by a retailer of any technology platform owned and controlled by the retailer.

~~FG~~. “Fully enclosed and secure structure” means a space within a building that complies with the California Building Code (“CBC”) as adopted by the city of Gardena, or if exempt from the permit requirements of the CBC, a structure that has a complete roof, a foundation, slab or equivalent base to which the floor is secured by bolts or similar attachments, is secure against unauthorized entry, and is accessible only through one or more lockable doors. Walls and roofs must be constructed of solid materials that cannot be easily broken through such as two-inch by four-inch nominal or thicker studs overlaid with three-eighths-inch or thicker plywood or the equivalent. Plastic sheeting, regardless of the mil or inches, or similar products do not satisfy this requirement. If skylights are used, security bars shall be added to the skylights. The structure must provide complete visual screening.

~~GH~~. “Indoors” means within a fully enclosed and secure structure.

~~HI~~. “MAUCRSA” means the Medicinal and Adult-Use Cannabis Regulation and Safety Act, as codified in Division 10 of the California Business and Professions Code (Section [26000](#) et seq.) as the same may be amended from time to time.

J. “MCPRAA” means the Medicinal Cannabis Patients' Right to Access Act, as codified in Chapter 26 (commencing with Section 26320) to Division 10 of the Business and Professions Code.

K. “Medicinal Cannabis” means both medicinal cannabis and medicinal cannabis products, as those terms are defined in Section 26001(ai)(1) of the Business and Professions Code.

L. “Medical Use” or “medicinal use” shall mean the use of medicinal cannabis by a medicinal cannabis patient.

ML. “Medicinal cannabis business” means a retailer authorized to engage in the retail sale by delivery of medicinal cannabis to medicinal cannabis patients pursuant to an M-license, as defined in the MCPRAA.

N. “Medicinal cannabis delivery service” means a state-licensed, non-storefront retailer that sells and delivers only medicinal cannabis and medicinal cannabis products to medicinal cannabis patients.

OM. “Medicinal cannabis patient” means a qualified patient or a primary caregiver for a qualified patient, as the same are defined in Section 11362.7 of the Health and Safety Code.

P. “Non-storefront retailer” means a retailer that sells cannabis goods to customers only through delivery and whose business is closed to the public.

QQ. “Outdoors” means any location that is not within a fully enclosed and secure structure.

JPR. “Person” means any person, firm, corporation, partnership, joint venture, limited liability company, collective, cooperative, nonprofit, trust, estate, association, club, receiver, syndicate, society, or other organization. The term “person” shall include any owner, manager, proprietor, employee, volunteer, or salesperson.

KQS. “Private residence” means a house, apartment unit, condominium, mobile home, or other similar dwelling that is lawfully used as a residence.

18.66.030 Prohibition.

A. Commercial cannabis activities, whether or not for profit, are expressly prohibited in all zones in the city of Gardena, including all specific plan areas and overlay zones. No person shall establish, operate, conduct, allow or engage in a commercial cannabis activity anywhere within the city. This prohibition includes any type of business enterprise where cannabis is complementarily provided as part of any other non-cannabis-related business activity.

B. A property owner shall not rent, lease, or otherwise permit any person or business that engages in commercial cannabis activity to occupy real property in the city. A property owner shall not allow any person or business to establish, operate, maintain, conduct, or engage in commercial cannabis activity on any real property owned or controlled by that property owner that is located in the city.

C. To the extent not already covered by subsection A of this section, all deliveries of non-medicinal cannabis are expressly prohibited within the Ccity of Gardena. No person

shall conduct any deliveries that either originate or terminate within the city, but the city shall not prohibit the use of city streets where the delivery does not originate or end within the jurisdictional limits of the city.

D. This section is meant to prohibit all commercial retail activities for which a state license is required, except for a medicinal cannabis delivery service pursuant to the MAUCRSA. Accordingly, the city shall not issue any permit, license or other entitlement for any activity for which a state license is required under the AUMA, including any local license to a non-profit entity pursuant to California Business and Professions Code Section 26070.5, except for a permit for a medicinal cannabis delivery service as provided for in Chapter 5.80 of this Code.

E. Except as provided in Section 18.66.040, all cultivation of cannabis is expressly prohibited in all zones in the City of Gardena.

F. Notwithstanding any other provision of this chapter, the prohibitions set forth herein do not apply to the delivery by a non-storefront retailer of medicinal cannabis to a medicinal cannabis patient for medical use within the city.

SECTION 3. Section 18.36.020 of the Gardena Municipal Code relating to uses allowed in the M-1 zone, is hereby amended by **adding** a new subsection P. to read as follows:

P. Medicinal cannabis delivery service as defined in Chapter 18.66, subject to the following requirements:

1. The owner of the medicinal cannabis delivery service has obtained a medicinal cannabis delivery service permit prior to the commencement of operations in accordance with Chapter 5.80 of this Code, as well as a business license as required by Chapter 5.04 of this Code.

2. The medicinal cannabis delivery service businesses shall be located at least 600 feet from the following sensitive receptors. All measurements shall be taken from the closest property line of the medicinal cannabis delivery service business to the closest property line of the sensitive receptor.

- a. Public or private schools;
- b. Daycare centers as defined by Health and Safety Code section 1596.76;
- c. Churches;
- d. Public parks;
- e. Libraries;

f. Youth centers, which for purposes of this section shall mean a public or private facility that is primarily used to host recreation or social activities for minors, including:

1. Private youth membership organizations or clubs;
2. Social service teenage club facilities;
3. Any facility used for youth activities at least 60 percent of the time in a calendar year;
4. A park, playground or recreational area located on a public or private school grounds or in a city, county or state park specifically designed to be used by children or which has play equipment installed, including public grounds designed for athletic activities including courts or fields; or
5. A similar facility to one of the above.

g. Any other medicinal cannabis delivery service business.

SECTION 4. Chapter 5.80 (Medical Cannabis Delivery Service Businesses) is hereby **added** to Title 5 (Business Licenses and Regulations) of the Gardena Municipal Code to read as follows:

Chapter 5.80

MEDICINAL CANNABIS DELIVERY SERVICE BUSINESSES

5.80.010 Purpose and intent.

The purpose and intent of this chapter is to implement the provisions of Chapter 26 (commencing with Section 26320) of Division 10 of the California Business and Professions Code, referred to as the Medicinal Cannabis Patients' Right to Access Act. This chapter also imposes a regulatory permitting scheme and reasonable regulations to protect the city's neighborhoods, residents, and businesses from negative impacts associated with the delivery of medicinal cannabis.

5.80.020 Definitions.

All definitions in Chapter 18.66 of this code also apply to this chapter.

Any term defined in Title 4, Division 19 of the California Code of Regulations, that is not otherwise defined herein, shall have the meaning ascribed to it in that Division.

"Business Owner" means the same as that set forth in Title 14 of the California Code of Regulations, section 15003.

"Business Permit" means a permit for a medicinal cannabis delivery service business.

“CCR” shall mean Title 4, Division 19 of the California Code of Regulations.

“Chief” means the Chief of Police of the Gardena Police Department or the Chief’s designee.

“Disqualifying conduct” means, except for item 1, within the 10 years preceding the date of the application, or in the case of revocation or suspension proceedings, within 10 years preceding the date of the revocation or suspension notice, a person has had:

1. Within the three years preceding the date of the application, or in the case of revocation or suspension proceedings, within three years preceding the date of the revocation or suspension notice, the applicant has had a suspension or revocation of a commercial cannabis license, or any convictions or administrative citations that are final for operating an unlicensed commercial cannabis activity;
2. A violent felony conviction, as specified in Penal Code section 667.5(c);
3. A serious felony conviction, as specified in Penal Code section 1192.7(c);
4. A felony conviction involving fraud, deceit, or embezzlement;
5. A felony conviction for hiring, employing, or using a minor in transporting, carrying, selling, giving away, preparing for sale, or peddling, any controlled substance to a minor; or selling, offering to sell, furnishing, offering to furnish, administering, or giving any controlled substance to a minor;
6. A felony conviction for drug trafficking with enhancements pursuant to Health and Safety Code section 11370.4 or 11379.8;
7. A conviction for any controlled substance felony;
8. A conviction for the intentional and knowing sale of cannabis to a person under 21 years of age;
9. A conviction for the intentional and knowing sale of medicinal cannabis to a person without a physician’s recommendation;
10. A conviction for the sale of cannabis without a license.

For purposes of this chapter, a conviction means a plea or verdict of guilty or a conviction or diversion following a plea of nolo contendere.

“Employee Permit” means a permit for an individual employed by a medicinal cannabis delivery service business.

5.80.030 Permit/business license required.

A. No person shall engage in or conduct any medicinal cannabis delivery service business within the city without first obtaining a business permit under this chapter and having a state license to operate as a non-storefront retailer. A separate business permit shall be required for each physical address location within the city. An applicant may not apply for a business license until the applicant has received the state license.

B. No person shall be employed by a medicinal cannabis delivery service business within the city without first obtaining an employee permit under this chapter. No permit shall be issued to an individual under 21 years of age.

5.08.040 Application.

A. An application for a business permit or employee permit shall be on a form provided by the Gardena Police Department, shall be signed and dated, and shall be accompanied by a permit fee in an amount set by resolution of the City Council.

B. All applications shall include the following statements:

1. A certification under penalty of perjury that the information contained in the application is true and correct;

2. An authorization for the city, its officers, agents and employees to seek information and conduct an investigation into the truth of the statements set forth in the application and to ensure continual compliance with all applicable provisions of law;

3. An agreement to the fullest extent permitted by law to indemnify, defend (at the applicant's sole cost and expense), and hold the city, and its officers, elected and appointed officials, employees, volunteers, and agents harmless, from any and all claims, losses, damages, injuries, including death, liabilities or losses which arise out of, or which are in any way related to, the city's issuance of the permit, the city's decision to approve the permit, the process used by the city in making its permitting decision, or the alleged violation of any laws by the applicant, its officers, employees, or agents.

C. An application for either a business permit or employee permit shall contain the following information:

1. The legal first and last name of the applicant;

2. The date of birth of the applicant;

3. The address of the applicant;

4. The email address of the applicant;

5. Whether the applicant has engaged in any disqualifying conduct;

6. Such further information as the Chief determines necessary to determine compliance with this chapter and applicable provisions of law;

7. A complete set of the applicant's fingerprints taken by the Gardena police department. The applicant shall be responsible for payment of any fingerprinting fee;

8. All applicants shall have their picture taken by the Gardena police department;

D. Business Permit Application. An application for a business permit shall contain the following additional information:

1. An application for a business permit shall be filed for each business owner.

2. Both the business owner and the property owner, if different, shall sign the business permit application form.

3. The legal business name of the medicinal cannabis delivery service business;

4. The physical address of the business;

5. The mailing address of the business if different from the physical address;

6. The telephone number of the business;

7. The website address of the business, if any;

8. Identification of the owner that will serve as the primary contact person, including the person's title; and

9. A site plan showing a complete and detailed diagram of the proposed business location as required by CCR section 15006(b) through (f).

E. Employee Permit Application – An application for an employee permit shall contain the following additional information:

1. The legal business name of the medicinal cannabis delivery service business where the applicant will be employed; and

2. The physical address of the business.

F. Renewal. A permit issued pursuant to this chapter shall expire 12 months after the date of its issuance and must be renewed on a yearly basis. A renewal application shall

contain the same information as the original application, but new fingerprints need not be provided and a new site plan need not be submitted if there has been no change.

5.80.050 Duty to Update.

A. A permittee shall be required to update the information contained in the application within 10 business days of such change.

B. Reporting legal matters. The business owner shall notify the Chief in writing of the following legal matters pending against the owner, in its individual capacity or otherwise, within 48 hours of the date of conviction, judgment, order, or final decision:

1. Criminal conviction. The written notification to the city shall include the date of the conviction, the court docket number, the name of the court in which the conviction was entered, and the specific offense(s) resulting in a conviction(s).

2. Civil penalty or judgment. The written notification shall include the date of verdict, entry of judgment, or order, the court docket number, the name of the court in which the matter was adjudicated, and a description of the civil penalty or judgment rendered.

3. Administrative order. The written notification shall include the date of the order, the name of the agency issuing the order, and a description of the administrative penalty or decision rendered against the business owner or property owner.

4. Revocation or suspension of a state or local license, permit, or other authorization. The written notification shall include the name of the local agency involved, a written explanation of the proceeding or enforcement action, and the specific violation(s) that led to the revocation or suspension.

5.80.060 Decision on the application; permit approval, denial, suspension and revocation.

A. The Chief is authorized to approve, deny, suspend, or revoke the permits required under this chapter.

B. Upon receipt of a completed application, the Chief shall cause an investigation to be conducted by the appropriate departments within the city, including state and local background checks.

C. The Chief shall act upon an application within 30 working days following receipt. Notwithstanding the above, failure to act upon a completed application within the time frame set forth above shall not be deemed approval of the application. Any permit issued

pursuant to this subsection shall be deemed conditional pending the city's receipt of the California Department of Justice report on the applicant's fingerprints.

D. Permit Issuance. When an application, including a renewal, is approved, in addition being issued a permit, an identification badge shall be issued to every business owner and employee. The identification badge shall include the permit number and the expiration date.

E. Grounds for Denial. An application for a permit or renewal shall be denied if any of the following grounds are found to exist:

1. The applicant has engaged in disqualifying conduct;
2. There has been a material misrepresentation on the application;
3. There has been a material misrepresentation on the site plan;
4. Application deficiencies. The application is incomplete, supportive documentation was not provided, and/or the applicant failed to correct deficiencies in the application or provide additional application information within the response timeframe requested; or
5. For a business permit, facts or circumstances exist which indicate that the business does or would very likely constitute a threat to public health, safety, and/or welfare.

F. Grounds for revocation or suspension. A permit issued pursuant to this chapter may be suspended or revoked by the Chief if any of the following grounds are found to exist:

1. Any reason exists which would have resulted in a denial of the application in the first instance;
2. For a business permit, there have been modifications to the operations of the business as shown on the original site plan;
3. For a business permit, there has been a change in the business owners and such new owners have not obtained a permit;
4. The Chief has determined, based on substantial evidence, that the permittee is in violation of the requirements of this chapter, of this Code, or state law; or
5. Suspension or expiration without timely renewal of a license issued by the State of California, or by any of its departments or divisions, shall immediately suspend the ability of a medicinal cannabis delivery service business to operate

within the city until the State of California, or any of its departments or divisions, reinstates or reissues the state license. Revocation or termination of the license of a medicinal cannabis delivery service business by the State of California, or any of its departments or divisions, shall immediately revoke or terminate the ability of a medicinal cannabis delivery service business to operate within the city without notice. If the city becomes aware that a state license has expired or been suspended, revoked, or terminated, it will initiate proceedings under this section to suspend or revoke a business permit.

6. If, in the discretion of the Chief, an alleged violation is minor and capable of correction, then prior to suspension or revocation a written notice shall be given to the permittee of the alleged violation(s) involved to allow a period of time to correct the alleged violation(s), which period shall not exceed five business days, at the end of which period an inspection shall be conducted to determine whether the alleged violation(s) has been corrected. For purposes of this section, written notice may be in the form of a notice of violation or an administrative citation.

G. Any denial, suspension or revocation shall be accompanied by a written statement setting forth the reason for the decision. A notice of suspension or revocation may be accompanied by an administrative or criminal citation. Any notice may be appealed in accordance with section 5.80.070.

5.80.070 Appeals.

A. An appeal from a decision of the Chief shall be conducted as prescribed in this section.

B. Within 10 calendar days after the date a decision of the Chief is mailed by first-class mail, postage prepaid, to deny, suspend, or revoke a permit, or to add conditions to a permit, an aggrieved party may appeal such action by filing a written appeal with the city clerk setting forth the reasons why the decision was not proper. The notice of appeal shall specify:

1. The name and address of the appellant;
2. The date that the permit application was filed with the city;
3. The date of the mailing of the decision to deny, suspend, revoke, or condition the permit which is being appealed; and
4. The factual basis for the appeal.

C. An appeal shall be accompanied by a fee set by resolution of the City Council. An appeal without the timely payment of the fee shall be considered to be untimely.

D. Upon receipt of a complete and timely filed notice of appeal, the City Clerk shall schedule a hearing before a hearing officer. The hearing officer shall be either the city manager or an administrative hearing officer hired under contract by the city manager.

E. The appellant shall be provided with written notice of the time and place of the appeal hearing, as well as a copy of all relevant materials, at least seven calendar days prior to the hearing.

F. The scope of the appeal hearing shall be limited to those issues raised by the appellant in the written appeal.

G. At the time of the hearing, the hearing officer shall review the records and files relating to the notice of decision.

1. The hearing officer shall permit any interested person, including the chief of police and the appellant, to present any relevant evidence bearing on the issues involved in the matter.

2. In conducting the hearing, technical rules relating to evidence and witnesses shall not apply. Any relevant evidence may be admitted if it is material and if it is evidence customarily relied upon by responsible persons in the conduct of their affairs regardless of the existence of any common law or statutory rule which might make admission of such evidence improper over objection in civil actions. Hearsay evidence may be admissible if it is the sort upon which reasonable persons are accustomed to rely in the conduct of serious affairs. The rules of privilege shall be applicable to the extent they are now or are hereafter permitted in civil actions. Irrelevant, collateral, and repetitious testimony shall be excluded.

3. In determining whether a person should be disqualified for meeting the definition of disqualifying conduct, the hearing officer may consider: the nature and severity of the act(s) or crime(s); whether there were any additional subsequent act(s) or crime(s); the number of act(s) or crime(s); and how recent the act(s) or crime(s) were.

H. The appellant shall have the burden of proving that he or she meets the requirements for issuing the permit in the first instance. The Chief shall have the burden of proving that grounds exist for revoking or failing to renew a permit.

I. Based upon the evidence presented at the hearing, the hearing officer shall determine whether the decision by the Chief should be affirmed, modified or reversed.

J. The hearing officer's decision and the reasons therefore shall be communicated in writing to the appellant within 10 working days after the close of the hearing. The decision shall also state that it is final and conclusive, that judicial review may be sought therefrom pursuant to Code of Civil Procedure Section [1094.5](#), and that any action filed in the

superior court shall be filed within ninety days following the city manager's notice pursuant to Code of Civil Procedure Section [1094.6](#).

5.08.080 Notices.

All notices required to be given pursuant to this chapter shall be served on the responsible party (i.e., permittee, applicant or appellant) either by personal delivery or by deposit in the United States mail in a sealed envelope postage prepaid addressed to such responsible party as the name and address appear in the most recent application on file with the city. Service by mail shall be deemed to have been completed on the date deposited in the mail.

5.80.090 Fees.

The City Council may impose by resolution a nonrefundable fee to reimburse the city for its reasonable and necessary costs for providing the services under this chapter. This fee shall be in addition to the business license fees required by Title 5 of this Code.

5.80.100 Operational standards.

A medicinal cannabis delivery service business and its employees shall comply with the following requirements:

- A. All applicable requirements of state law, including statutes and California Code of Regulations.
- B. No markings or indications of medicinal cannabis shall be visible from the public right-of-way and/or exterior of the structure(s) associated with the medicinal cannabis delivery service business.
- C. Odor control devices and techniques shall be incorporated and maintained to ensure that odors from the medicinal cannabis are not detectable off-site.
- D. The original of the business permit issued by the city pursuant to this chapter, along with the medicinal cannabis delivery business's state cannabis license and city-issued business license, shall be readily available upon request by the Chief and not visible to the public.
- E. Delivery drivers shall keep the original of the employee permit and identification card, along with a copy of the business permit, with them at all times while making deliveries.
- F. All records required to be kept by state law shall be made available to the Chief and must be produced no later than one business day after receipt of the City's request, unless otherwise stipulated by the City.

G. The business shall designate a security representative/liaison who can meet with the Chief regarding any security related measures and/or operational issues.

H. Signage shall be limited to the name of the business only and shall be in compliance with Chapter 18.58 of the City's sign code and shall contain no advertising of other companies, brands, goods, or services.

I. No medicinal cannabis products shall be visible from outside the non-storefront medicinal cannabis delivery services fixed location or delivery vehicles.

J. No visual display, signage, or condition on the exterior of the non-storefront medical cannabis delivery service fixed locations or delivery vehicles shall indicate the types of products being stored inside the fixed location or transported in the delivery vehicles.

K. All deliveries of medicinal cannabis must be to a customer's physical address and no delivery may be made to an address located on publicly owned land or any address on land or in a building leased by a public agency.

5.80.110 Violations, inspections, and enforcement.

A. Violations declared a public nuisance. Each and every violation of the provisions of this chapter is deemed unlawful and a public nuisance.

B. Each violation a separate offense. Each and every violation of this chapter shall constitute a separate violation, and the city may pursue any and all remedies and actions available under state and local law for any violations committed by a medicinal cannabis delivery service business, a business owner, a property owner, or any other persons related to or associated with any commercial cannabis activity, including suspension or revocation of any permit pursuant to this chapter. Additionally, as a nuisance per se, any violation of this chapter shall be subject to disgorgement and payment to the city of any monies unlawfully obtained, costs of abatement, costs of investigation, attorney fees, and any other relief or remedy available at law or in equity.

C. Remedies are cumulative and not exclusive. The remedies provided in this chapter or this code are not to be construed as exclusive remedies. The city is authorized to pursue any proceedings or remedies provided by law.

D. Business owner are responsible for violations. The business owner shall be responsible for all local and state law violations that occur in or about a physical address location, a medicinal cannabis delivery service vehicle, or related to delivery personnel, whether or not the violations occur within the presence of the business owner.

E. Inspections and enforcement.

1. The Chief, code enforcement officers, police officers, and the Los Angeles County Fire Department, are charged with enforcing the provisions of this code and shall be authorized to enter a medicinal cannabis delivery service business or a medicinal cannabis delivery service vehicle operating in the city at any time during the business's hours of operation with or without notice, subject to constitutional limitations, to do inspect the medicinal cannabis delivery service business and medicinal cannabis delivery service vehicle as well as any recordings and records required to be maintained pursuant to this chapter or under applicable provisions of state law.

2. It is unlawful for any person having responsibility over the operation of a medicinal cannabis delivery service business to impede, obstruct, interfere with, or otherwise not allow the city to conduct an inspection, review or copy records, recordings, or other documents required to be maintained by such business under this chapter or under state or local law. It is also unlawful for a person to conceal, destroy, deface, damage, or falsify any records, recordings, or other documents required to be maintained by a medicinal cannabis delivery service business under this chapter or under state or local law.

SECTION 5. Findings. In approving the changes to the Gardena Municipal Code set forth above, the City Council finds that adoption of this Ordinance is required for the public necessity, convenience, general welfare and good land use and zoning practices. The Industrial land use designation allows for a variety of clean and environmentally friendly industries. The industrial zone allows commercial, manufacturing and industrial uses conducted within enclosed buildings. The establishment of non-storefront cannabis delivery businesses is consistent with the General Plan and zoning.

SECTION 6. CEQA. Adoption of this Ordinance is exempt under the common sense exemption of CEQA Guidelines section 15061(b)(3) where it can be seen that the project will not have any possibility of creating significant effects on the environment. The ordinance does not authorize any development and is merely sets forth policy and procedures.

SECTION 7. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or any part thereof is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase be declared unconstitutional.

SECTION 8. Effective Date. This Ordinance shall take effect on the thirty-first day after passage.

SECTION 9. Certification. The City Clerk shall certify the passage of this ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall

make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a publication of general circulation.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2024.

TASHA CERDA, Mayor

ATTEST:

MINA SEMENZA, City Clerk

APPROVED AS TO FORM:

CARMEN VASQUEZ, City Attorney

ORDINANCE NO. 1875

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDENA, CALIFORNIA, AMENDING CHAPTER 18.66 AND SECTION 18.36.020 AND ADDING CHAPTER 5.80 TO THE GARDENA MUNICIPAL CODE RELATING TO NON-STOREFRONT RETAIL MEDICINAL CANNABIS DELIVERY SERVICE BUSINESSES

WHEREAS, on November 6, 1996, California voters approved Proposition 215, the “Compassionate Use Act of 1996”, an initiative measure that declared that its purpose was, among other things, to ensure that seriously ill Californians have the right to obtain and use marijuana for medical purposes and exempts from state criminal liability certain patients and their primary caregivers who possess or cultivate marijuana for the personal medical purposes of the patient; and

WHEREAS, on October 9, 2015, Assembly Bill 243, Assembly Bill 266, and Senate Bill 643 were signed into law, which collectively were known as the Medical Cannabis Regulation and Safety Act (hereinafter “MCRSA”) and established a state regulatory and licensing scheme for commercial and medical cannabis businesses; and

WHEREAS, on November 8, 2016, California voters approved Prop 64, the “Control, Regulate and Tax Adult Use of Marijuana Act” (“AUMA”), an initiative measure which made it lawful under state and local law for persons 21 years of age or older to possess and cultivate limited quantities of cannabis for personal non-medical or recreational use. The AUMA also established a state regulatory and licensing scheme for commercial adult-use cannabis businesses; and

WHEREAS, on June 27, 2017, Senate Bill 94 was signed into law and repealed the MCRSA, included certain portions of the MCRSA in the licensing provisions of the AUMA, and created a single regulatory scheme known as the Medicinal and Adult-Use Cannabis Regulation and Safety Act (“MAUCRSA”) to regulate both medical and non-medical cannabis and retained certain provisions from MCRSA and AUMA that granted local jurisdictions control over whether commercial cannabis activity could occur in a particular jurisdiction; and

WHEREAS, Gardena Municipal Code Chapter 18.66 currently prohibits all cannabis activity in the City except for personal cultivation, including all delivery of cannabis to or from destinations within the city, including for medical purposes; and

WHEREAS, on September 18, 2022, Governor Newsom signed Senate Bill No. 1186 into law, which is referred to as the Medicinal Cannabis Patients’ Right of Access Act, codified as Chapter 26 (commencing with Section 26320) to Division 10 of the Business and Professions Code, (“MCPRAA”); and

WHEREAS, the MCPRAA further prohibits cities from adopting or enforcing any regulations on or after January 1, 2024, that have the effect of prohibiting the retail sale by delivery within the local jurisdiction of medicinal cannabis to medicinal cannabis patients or their primary caregivers in a timely and readily accessible manner and in types and quantities that are sufficient to meet demand from medicinal cannabis patients within the jurisdiction; and

WHEREAS, Sections 5 and 7 of Article XI of the California Constitution, and the provisions of the Medical Cannabis Regulation and Safety Act ("MCRSA") as amended by the Medical and Adult-Use Cannabis Regulation and Safety Act ("MAUCRSA"), authorize cities to adopt ordinances that establish standards, requirements, and regulations for local licenses and permits for commercial cannabis and cannabis related activity. Any standards, requirements, and regulations regarding health and safety, security, and worker protections established by the State of California, or any of its departments or divisions, shall be the minimum standards applicable to medicinal cannabis related activity in a city; and

WHEREAS, the City desires to amend the Gardena Municipal Code to reflect the requirements of SB 1186 and appropriately regulate the establishment of physical premises from which retail sale by delivery of medicinal cannabis within the City is conducted by a licensed non-storefront retailer; and

WHEREAS, Chapter 18.66 of the Gardena Municipal Code imposes reasonable regulations consistent with state law to protect the city's neighborhoods, residents, and businesses from negative public safety and aesthetic impacts associated with the transporting, delivery, and distribution of medicinal cannabis and medicinal cannabis products to patients within the City; and

WHEREAS, on August 20, 2024, the Planning Commission of the City of Gardena, held a duly noticed public hearing at which time it considered all evidence presented, both written and oral regarding the proposed amendments to Title 18 of the Gardena Municipal Code as set forth in this Ordinance, after which time it adopted Resolution No. PC 16-24 recommending that the City Council adopt this Ordinance and make a finding that the Ordinance falls under the common sense exemption of CEQA set forth in Guidelines section 15061(b)(3); and

WHEREAS, on October 8, 2024, the City Council of the City of Gardena held a duly noticed public hearing and considered the staff report, recommendations by staff, and public testimony regarding this Ordinance, at which time it considered all evidence presented, both written and oral; and

WHEREAS, the proposed Zoning Code amendments are consistent with the City's General Plan; and

WHEREAS, all legal requirements prior to the adoption of this Ordinance have occurred.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF GARDENA DOES ORDAIN AS FOLLOWS:

SECTION 1. The City Council finds that the recitals set forth above are true and correct.

SECTION 2. Sections 18.66.010, 18.66.020, and 18.66.030 of Chapter 18.66 (Cannabis Prohibition and Personal Cultivation Regulations/Permitting) of the Gardena Municipal Code are hereby amended to read as follows; the rest of the provisions of Chapter 18.66 remain the same.

18.66.010 Purpose.

A. ~~A.~~ The purpose of this chapter is to expressly prohibit the establishment of commercial cannabis uses in the city relating to medical cannabis and adult use ~~non-medicinal~~ cannabis, except to the extent that allowing the retail delivery of medical cannabis and cannabis products to medical cannabis patients within the city by a non-storefront retailer is required by law.

A.B. ~~The purpose of this chapter is also as well as~~ to impose reasonable regulations on both personal cultivation in private residences and accessory structures and on non-storefront retailers and impose ~~a~~ permitting schemes on such uses.

CB. The city council finds that except as provided for herein and as required by law, the prohibition on ~~storefront~~ commercial cannabis activity is necessary for the preservation ~~of~~ and protection of the public health, safety, and welfare of the city. The prohibition of such uses is within the authority conferred upon the city council by state law and is an exercise of its police powers to enact and enforce regulations for the public health, safety, and welfare.

18.66.020 Definitions.

A. “Adult Use” or “non-medical use” means the recreational or personal use of cannabis by a natural person 21 years of age or older, as used in MAUCRSA.

B. “Authorized grower” ~~shall mean~~ means a person twenty-one years and older who is authorized by, and in compliance with, state law and the provisions of this chapter relating to the cultivation of cannabis for personal use.

BC. “Cannabis” means all parts of the plant Cannabis sativa Linnaeus, Cannabis indica, or Cannabis ruderalis, whether growing or not; the seeds thereof; the resin, whether crude or purified, extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. “Cannabis” also means the separated resin, whether crude or purified, obtained from cannabis, and any product containing cannabis. “Cannabis” includes cannabis that is used for medical, nonmedical, or other purposes. “Cannabis” does not include the mature

stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted therefrom), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination. “Cannabis” also does not include industrial hemp, as defined in California Health and Safety Code Section [11018.5](#).

~~CD~~. “Commercial cannabis activity” means the cultivation, possession, manufacture, distribution, processing, storing, laboratory testing, labeling, packaging, transportation, delivery or sale of cannabis and cannabis products for nonmedical, medical or any other purpose, and includes the activities of any business licensed by the state or other government entity under Division 10 of the California Business and Professions Code or any other provision of state law that regulates the licensing of cannabis businesses.

~~DE~~. “Cultivation” means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis.

~~EF~~. “Delivery” means the commercial transfer of cannabis or cannabis products to a customer. Delivery also includes the use by a retailer of any technology platform owned and controlled by the retailer.

~~FG~~. “Fully enclosed and secure structure” means a space within a building that complies with the California Building Code (“CBC”) as adopted by the city of Gardena, or if exempt from the permit requirements of the CBC, a structure that has a complete roof, a foundation, slab or equivalent base to which the floor is secured by bolts or similar attachments, is secure against unauthorized entry, and is accessible only through one or more lockable doors. Walls and roofs must be constructed of solid materials that cannot be easily broken through such as two-inch by four-inch nominal or thicker studs overlaid with three-eighths-inch or thicker plywood or the equivalent. Plastic sheeting, regardless of the mil or inches, or similar products do not satisfy this requirement. If skylights are used, security bars shall be added to the skylights. The structure must provide complete visual screening.

~~GH~~. “Indoors” means within a fully enclosed and secure structure.

~~HI~~. “MAUCRSA” means the Medicinal and Adult-Use Cannabis Regulation and Safety Act, as codified in Division 10 of the California Business and Professions Code (Section [26000](#) et seq.) as the same may be amended from time to time.

J. “MCPRAA” means the Medicinal Cannabis Patients' Right to Access Act, as codified in Chapter 26 (commencing with Section 26320) to Division 10 of the Business and Professions Code.

K. “Medicinal Cannabis” means both medicinal cannabis and medicinal cannabis products, as those terms are defined in Section 26001(ai)(1) of the Business and Professions Code.

L. “Medical Use” or “medicinal use” shall mean the use of medicinal cannabis by a medicinal cannabis patient.

ML. “Medicinal cannabis business” means a retailer authorized to engage in the retail sale by delivery of medicinal cannabis to medicinal cannabis patients pursuant to an M-license, as defined in the MCPRAA.

N. “Medicinal cannabis delivery service” means a state-licensed, non-storefront retailer that sells and delivers only medicinal cannabis and medicinal cannabis products to medicinal cannabis patients.

OM. “Medicinal cannabis patient” means a qualified patient or a primary caregiver for a qualified patient, as the same are defined in Section 11362.7 of the Health and Safety Code.

P. “Non-storefront retailer” means a retailer that sells cannabis goods to customers only through delivery and whose business is closed to the public.

~~QQ.~~ “Outdoors” means any location that is not within a fully enclosed and secure structure.

~~JPR.~~ “Person” means any person, firm, corporation, partnership, joint venture, limited liability company, collective, cooperative, nonprofit, trust, estate, association, club, receiver, syndicate, society, or other organization. The term “person” shall include any owner, manager, proprietor, employee, volunteer, or salesperson.

~~KQS.~~ “Private residence” means a house, apartment unit, condominium, mobile home, or other similar dwelling that is lawfully used as a residence.

18.66.030 Prohibition.

A. Commercial cannabis activities, whether or not for profit, are expressly prohibited in all zones in the city of Gardena, including all specific plan areas and overlay zones. No person shall establish, operate, conduct, allow or engage in a commercial cannabis activity anywhere within the city. This prohibition includes any type of business enterprise where cannabis is complimentary provided as part of any other non-cannabis-related business activity.

B. A property owner shall not rent, lease, or otherwise permit any person or business that engages in commercial cannabis activity to occupy real property in the city. A property owner shall not allow any person or business to establish, operate, maintain, conduct, or engage in commercial cannabis activity on any real property owned or controlled by that property owner that is located in the city.

C. To the extent not already covered by subsection A of this section, all deliveries of non-medicinal cannabis are expressly prohibited within the Ccity of Gardena. No person

shall conduct any deliveries that either originate or terminate within the city, but the city shall not prohibit the use of city streets where the delivery does not originate or end within the jurisdictional limits of the city.

D. This section is meant to prohibit all commercial retail activities for which a state license is required, ~~except for a medicinal cannabis delivery service pursuant to the MAUCRSA~~. Accordingly, the city shall not issue any permit, license or other entitlement for any activity for which a state license is required ~~under the AUMA~~, including any local license to a non-profit entity pursuant to California Business and Professions Code Section 26070.5, ~~except for a permit for a medicinal cannabis delivery service as provided for in Chapter 5.80 of this Code~~.

E. Except as provided in Section 18.66.040, all cultivation of cannabis is expressly prohibited in all zones in the ~~C~~city of Gardena.

F. Notwithstanding any other provision of this chapter, the prohibitions set forth herein do not apply to the delivery by a non-storefront retailer of medicinal cannabis to a medicinal cannabis patient for medical use within the city.

SECTION 3. Section 18.36.020 of the Gardena Municipal Code relating to uses allowed in the M-1 zone, is hereby amended by **adding** a new subsection P. to read as follows:

P. Medicinal cannabis delivery service as defined in Chapter 18.66, subject to the following requirements:

1. The owner of the medicinal cannabis delivery service has obtained a medicinal cannabis delivery service permit prior to the commencement of operations in accordance with Chapter 5.80 of this Code, as well as a business license as required by Chapter 5.04 of this Code.

2. The medicinal cannabis delivery service businesses shall be located at least 600 feet from the following sensitive receptors. All measurements shall be taken from the closest property line of the medicinal cannabis delivery service business to the closest property line of the sensitive receptor.

- a. Public or private schools;
- b. Daycare centers as defined by Health and Safety Code section 1596.76;
- c. Churches;
- d. Public parks;
- e. Libraries;

f. Youth centers, which for purposes of this section shall mean a public or private facility that is primarily used to host recreation or social activities for minors, including:

1. Private youth membership organizations or clubs;
2. Social service teenage club facilities;
3. Any facility used for youth activities at least 60 percent of the time in a calendar year;
4. A park, playground or recreational area located on a public or private school grounds or in a city, county or state park specifically designed to be used by children or which has play equipment installed, including public grounds designed for athletic activities including courts or fields; or
5. A similar facility to one of the above.

g. Any other medicinal cannabis delivery service business.

SECTION 4. Chapter 5.80 (Medical Cannabis Delivery Service Businesses) is hereby **added** to Title 5 (Business Licenses and Regulations) of the Gardena Municipal Code to read as follows:

Chapter 5.80

MEDICINAL CANNABIS DELIVERY SERVICE BUSINESSES

5.80.010 Purpose and intent.

The purpose and intent of this chapter is to implement the provisions of Chapter 26 (commencing with Section 26320) of Division 10 of the California Business and Professions Code, referred to as the Medicinal Cannabis Patients' Right to Access Act. This chapter also imposes a regulatory permitting scheme and reasonable regulations to protect the city's neighborhoods, residents, and businesses from negative impacts associated with the delivery of medicinal cannabis.

5.80.020 Definitions.

All definitions in Chapter 18.66 of this code also apply to this chapter.

Any term defined in Title 4, Division 19 of the California Code of Regulations, that is not otherwise defined herein, shall have the meaning ascribed to it in that Division.

"Business Owner" means the same as that set forth in Title 14 of the California Code of Regulations, section 15003.

"Business Permit" means a permit for a medicinal cannabis delivery service business.

“CCR” shall mean Title 4, Division 19 of the California Code of Regulations.

“Chief” means the Chief of Police of the Gardena Police Department or the Chief’s designee.

“Disqualifying conduct” means, except for item 1, within the 10 years preceding the date of the application, or in the case of revocation or suspension proceedings, within 10 years preceding the date of the revocation or suspension notice, a person has had:

1. Within the three years preceding the date of the application, or in the case of revocation or suspension proceedings, within three years preceding the date of the revocation or suspension notice, the applicant has had a suspension or revocation of a commercial cannabis license, or any convictions or administrative citations that are final for operating an unlicensed commercial cannabis activity;
2. A violent felony conviction, as specified in Penal Code section 667.5(c);
3. A serious felony conviction, as specified in Penal Code section 1192.7(c);
4. A felony conviction involving fraud, deceit, or embezzlement;
5. A felony conviction for hiring, employing, or using a minor in transporting, carrying, selling, giving away, preparing for sale, or peddling, any controlled substance to a minor; or selling, offering to sell, furnishing, offering to furnish, administering, or giving any controlled substance to a minor;
6. A felony conviction for drug trafficking with enhancements pursuant to Health and Safety Code section 11370.4 or 11379.8;
7. A conviction for any controlled substance felony;
8. A conviction for the intentional and knowing sale of cannabis to a person under 21 years of age;
9. A conviction for the intentional and knowing sale of medicinal cannabis to a person without a physician’s recommendation;
10. A conviction for the sale of cannabis without a license.

For purposes of this chapter, a conviction means a plea or verdict of guilty or a conviction or diversion following a plea of nolo contendere.

“Employee Permit” means a permit for an individual employed by a medicinal cannabis delivery service business.

5.80.030 Permit/business license required.

A. No person shall engage in or conduct any medicinal cannabis delivery service business within the city without first obtaining a business permit under this chapter and having a state license to operate as a non-storefront retailer. A separate business permit shall be required for each physical address location within the city. An applicant may not apply for a business license until the applicant has received the state license.

B. No person shall be employed by a medicinal cannabis delivery service business within the city without first obtaining an employee permit under this chapter. No permit shall be issued to an individual under 21 years of age.

5.08.040 Application.

A. An application for a business permit or employee permit shall be on a form provided by the Gardena Police Department, shall be signed and dated, and shall be accompanied by a permit fee in an amount set by resolution of the City Council.

B. All applications shall include the following statements:

1. A certification under penalty of perjury that the information contained in the application is true and correct;

2. An authorization for the city, its officers, agents and employees to seek information and conduct an investigation into the truth of the statements set forth in the application and to ensure continual compliance with all applicable provisions of law;

3. An agreement to the fullest extent permitted by law to indemnify, defend (at the applicant's sole cost and expense), and hold the city, and its officers, elected and appointed officials, employees, volunteers, and agents harmless, from any and all claims, losses, damages, injuries, including death, liabilities or losses which arise out of, or which are in any way related to, the city's issuance of the permit, the city's decision to approve the permit, the process used by the city in making its permitting decision, or the alleged violation of any laws by the applicant, its officers, employees, or agents.

C. An application for either a business permit or employee permit shall contain the following information:

1. The legal first and last name of the applicant;

2. The date of birth of the applicant;

3. The address of the applicant;

4. The email address of the applicant;

5. Whether the applicant has engaged in any disqualifying conduct;

6. Such further information as the Chief determines necessary to determine compliance with this chapter and applicable provisions of law;

7. A complete set of the applicant's fingerprints taken by the Gardena police department. The applicant shall be responsible for payment of any fingerprinting fee;

8. All applicants shall have their picture taken by the Gardena police department;

D. Business Permit Application. An application for a business permit shall contain the following additional information:

1. An application for a business permit shall be filed for each business owner.

2. Both the business owner and the property owner, if different, shall sign the business permit application form.

3. The legal business name of the medicinal cannabis delivery service business;

4. The physical address of the business;

5. The mailing address of the business if different from the physical address;

6. The telephone number of the business;

7. The website address of the business, if any;

8. Identification of the owner that will serve as the primary contact person, including the person's title; and

9. A site plan showing a complete and detailed diagram of the proposed business location as required by CCR section 15006(b) through (f).

E. Employee Permit Application – An application for an employee permit shall contain the following additional information:

1. The legal business name of the medicinal cannabis delivery service business where the applicant will be employed; and

2. The physical address of the business.

F. Renewal. A permit issued pursuant to this chapter shall expire 12 months after the date of its issuance and must be renewed on a yearly basis. A renewal application shall

contain the same information as the original application, but new fingerprints need not be provided and a new site plan need not be submitted if there has been no change.

5.80.050 Duty to Update.

A. A permittee shall be required to update the information contained in the application within 10 business days of such change.

B. Reporting legal matters. The business owner shall notify the Chief in writing of the following legal matters pending against the owner, in its individual capacity or otherwise, within 48 hours of the date of conviction, judgment, order, or final decision:

1. Criminal conviction. The written notification to the city shall include the date of the conviction, the court docket number, the name of the court in which the conviction was entered, and the specific offense(s) resulting in a conviction(s).

2. Civil penalty or judgment. The written notification shall include the date of verdict, entry of judgment, or order, the court docket number, the name of the court in which the matter was adjudicated, and a description of the civil penalty or judgment rendered.

3. Administrative order. The written notification shall include the date of the order, the name of the agency issuing the order, and a description of the administrative penalty or decision rendered against the business owner or property owner.

4. Revocation or suspension of a state or local license, permit, or other authorization. The written notification shall include the name of the local agency involved, a written explanation of the proceeding or enforcement action, and the specific violation(s) that led to the revocation or suspension.

5.80.060 Decision on the application; permit approval, denial, suspension and revocation.

A. The Chief is authorized to approve, deny, suspend, or revoke the permits required under this chapter.

B. Upon receipt of a completed application, the Chief shall cause an investigation to be conducted by the appropriate departments within the city, including state and local background checks.

C. The Chief shall act upon an application within 30 working days following receipt. Notwithstanding the above, failure to act upon a completed application within the time frame set forth above shall not be deemed approval of the application. Any permit issued

pursuant to this subsection shall be deemed conditional pending the city's receipt of the California Department of Justice report on the applicant's fingerprints.

D. Permit Issuance. When an application, including a renewal, is approved, in addition being issued a permit, an identification badge shall be issued to every business owner and employee. The identification badge shall include the permit number and the expiration date.

E. Grounds for Denial. An application for a permit or renewal shall be denied if any of the following grounds are found to exist:

1. The applicant has engaged in disqualifying conduct;
2. There has been a material misrepresentation on the application;
3. There has been a material misrepresentation on the site plan;
4. Application deficiencies. The application is incomplete, supportive documentation was not provided, and/or the applicant failed to correct deficiencies in the application or provide additional application information within the response timeframe requested; or
5. For a business permit, facts or circumstances exist which indicate that the business does or would very likely constitute a threat to public health, safety, and/or welfare.

F. Grounds for revocation or suspension. A permit issued pursuant to this chapter may be suspended or revoked by the Chief if any of the following grounds are found to exist:

1. Any reason exists which would have resulted in a denial of the application in the first instance;
2. For a business permit, there have been modifications to the operations of the business as shown on the original site plan;
3. For a business permit, there has been a change in the business owners and such new owners have not obtained a permit;
4. The Chief has determined, based on substantial evidence, that the permittee is in violation of the requirements of this chapter, of this Code, or state law; or
5. Suspension or expiration without timely renewal of a license issued by the State of California, or by any of its departments or divisions, shall immediately suspend the ability of a medicinal cannabis delivery service business to operate

within the city until the State of California, or any of its departments or divisions, reinstates or reissues the state license. Revocation or termination of the license of a medicinal cannabis delivery service business by the State of California, or any of its departments or divisions, shall immediately revoke or terminate the ability of a medicinal cannabis delivery service business to operate within the city without notice. If the city becomes aware that a state license has expired or been suspended, revoked, or terminated, it will initiate proceedings under this section to suspend or revoke a business permit.

6. If, in the discretion of the Chief, an alleged violation is minor and capable of correction, then prior to suspension or revocation a written notice shall be given to the permittee of the alleged violation(s) involved to allow a period of time to correct the alleged violation(s), which period shall not exceed five business days, at the end of which period an inspection shall be conducted to determine whether the alleged violation(s) has been corrected. For purposes of this section, written notice may be in the form of a notice of violation or an administrative citation.

G. Any denial, suspension or revocation shall be accompanied by a written statement setting forth the reason for the decision. A notice of suspension or revocation may be accompanied by an administrative or criminal citation. Any notice may be appealed in accordance with section 5.80.070.

5.80.070 Appeals.

A. An appeal from a decision of the Chief shall be conducted as prescribed in this section.

B. Within 10 calendar days after the date a decision of the Chief is mailed by first-class mail, postage prepaid, to deny, suspend, or revoke a permit, or to add conditions to a permit, an aggrieved party may appeal such action by filing a written appeal with the city clerk setting forth the reasons why the decision was not proper. The notice of appeal shall specify:

1. The name and address of the appellant;
2. The date that the permit application was filed with the city;
3. The date of the mailing of the decision to deny, suspend, revoke, or condition the permit which is being appealed; and
4. The factual basis for the appeal.

C. An appeal shall be accompanied by a fee set by resolution of the City Council. An appeal without the timely payment of the fee shall be considered to be untimely.

D. Upon receipt of a complete and timely filed notice of appeal, the City Clerk shall schedule a hearing before a hearing officer. The hearing officer shall be either the city manager or an administrative hearing officer hired under contract by the city manager.

E. The appellant shall be provided with written notice of the time and place of the appeal hearing, as well as a copy of all relevant materials, at least seven calendar days prior to the hearing.

F. The scope of the appeal hearing shall be limited to those issues raised by the appellant in the written appeal.

G. At the time of the hearing, the hearing officer shall review the records and files relating to the notice of decision.

1. The hearing officer shall permit any interested person, including the chief of police and the appellant, to present any relevant evidence bearing on the issues involved in the matter.

2. In conducting the hearing, technical rules relating to evidence and witnesses shall not apply. Any relevant evidence may be admitted if it is material and if it is evidence customarily relied upon by responsible persons in the conduct of their affairs regardless of the existence of any common law or statutory rule which might make admission of such evidence improper over objection in civil actions. Hearsay evidence may be admissible if it is the sort upon which reasonable persons are accustomed to rely in the conduct of serious affairs. The rules of privilege shall be applicable to the extent they are now or are hereafter permitted in civil actions. Irrelevant, collateral, and repetitious testimony shall be excluded.

3. In determining whether a person should be disqualified for meeting the definition of disqualifying conduct, the hearing officer may consider: the nature and severity of the act(s) or crime(s); whether there were any additional subsequent act(s) or crime(s); the number of act(s) or crime(s); and how recent the act(s) or crime(s) were.

H. The appellant shall have the burden of proving that he or she meets the requirements for issuing the permit in the first instance. The Chief shall have the burden of proving that grounds exist for revoking or failing to renew a permit.

I. Based upon the evidence presented at the hearing, the hearing officer shall determine whether the decision by the Chief should be affirmed, modified or reversed.

J. The hearing officer's decision and the reasons therefore shall be communicated in writing to the appellant within 10 working days after the close of the hearing. The decision shall also state that it is final and conclusive, that judicial review may be sought therefrom pursuant to Code of Civil Procedure Section [1094.5](#), and that any action filed in the

superior court shall be filed within ninety days following the city manager's notice pursuant to Code of Civil Procedure Section [1094.6](#).

5.08.080 Notices.

All notices required to be given pursuant to this chapter shall be served on the responsible party (i.e., permittee, applicant or appellant) either by personal delivery or by deposit in the United States mail in a sealed envelope postage prepaid addressed to such responsible party as the name and address appear in the most recent application on file with the city. Service by mail shall be deemed to have been completed on the date deposited in the mail.

5.80.090 Fees.

The City Council may impose by resolution a nonrefundable fee to reimburse the city for its reasonable and necessary costs for providing the services under this chapter. This fee shall be in addition to the business license fees required by Title 5 of this Code.

5.80.100 Operational standards.

A medicinal cannabis delivery service business and its employees shall comply with the following requirements:

- A. All applicable requirements of state law, including statutes and California Code of Regulations.
- B. No markings or indications of medicinal cannabis shall be visible from the public right-of-way and/or exterior of the structure(s) associated with the medicinal cannabis delivery service business.
- C. Odor control devices and techniques shall be incorporated and maintained to ensure that odors from the medicinal cannabis are not detectable off-site.
- D. The original of the business permit issued by the city pursuant to this chapter, along with the medicinal cannabis delivery business's state cannabis license and city-issued business license, shall be readily available upon request by the Chief and not visible to the public.
- E. Delivery drivers shall keep the original of the employee permit and identification card, along with a copy of the business permit, with them at all times while making deliveries.
- F. All records required to be kept by state law shall be made available to the Chief and must be produced no later than one business day after receipt of the City's request, unless otherwise stipulated by the City.

G. The business shall designate a security representative/liaison who can meet with the Chief regarding any security related measures and/or operational issues.

H. Signage shall be limited to the name of the business only and shall be in compliance with Chapter 18.58 of the City's sign code and shall contain no advertising of other companies, brands, goods, or services.

I. No medicinal cannabis products shall be visible from outside the non-storefront medicinal cannabis delivery services fixed location or delivery vehicles.

J. No visual display, signage, or condition on the exterior of the non-storefront medical cannabis delivery service fixed locations or delivery vehicles shall indicate the types of products being stored inside the fixed location or transported in the delivery vehicles.

K. All deliveries of medicinal cannabis must be to a customer's physical address and no delivery may be made to an address located on publicly owned land or any address on land or in a building leased by a public agency.

5.80.110 Violations, inspections, and enforcement.

A. Violations declared a public nuisance. Each and every violation of the provisions of this chapter is deemed unlawful and a public nuisance.

B. Each violation a separate offense. Each and every violation of this chapter shall constitute a separate violation, and the city may pursue any and all remedies and actions available under state and local law for any violations committed by a medicinal cannabis delivery service business, a business owner, a property owner, or any other persons related to or associated with any commercial cannabis activity, including suspension or revocation of any permit pursuant to this chapter. Additionally, as a nuisance per se, any violation of this chapter shall be subject to disgorgement and payment to the city of any monies unlawfully obtained, costs of abatement, costs of investigation, attorney fees, and any other relief or remedy available at law or in equity.

C. Remedies are cumulative and not exclusive. The remedies provided in this chapter or this code are not to be construed as exclusive remedies. The city is authorized to pursue any proceedings or remedies provided by law.

D. Business owner are responsible for violations. The business owner shall be responsible for all local and state law violations that occur in or about a physical address location, a medicinal cannabis delivery service vehicle, or related to delivery personnel, whether or not the violations occur within the presence of the business owner.

E. Inspections and enforcement.

1. The Chief, code enforcement officers, police officers, and the Los Angeles County Fire Department, are charged with enforcing the provisions of this code and shall be authorized to enter a medicinal cannabis delivery service business or a medicinal cannabis delivery service vehicle operating in the city at any time during the business's hours of operation with or without notice, subject to constitutional limitations, to do inspect the medicinal cannabis delivery service business and medicinal cannabis delivery service vehicle as well as any recordings and records required to be maintained pursuant to this chapter or under applicable provisions of state law.

2. It is unlawful for any person having responsibility over the operation of a medicinal cannabis delivery service business to impede, obstruct, interfere with, or otherwise not allow the city to conduct an inspection, review or copy records, recordings, or other documents required to be maintained by such business under this chapter or under state or local law. It is also unlawful for a person to conceal, destroy, deface, damage, or falsify any records, recordings, or other documents required to be maintained by a medicinal cannabis delivery service business under this chapter or under state or local law.

SECTION 5. Findings. In approving the changes to the Gardena Municipal Code set forth above, the City Council finds that adoption of this Ordinance is required for the public necessity, convenience, general welfare and good land use and zoning practices. The Industrial land use designation allows for a variety of clean and environmentally friendly industries. The industrial zone allows commercial, manufacturing and industrial uses conducted within enclosed buildings. The establishment of non-storefront cannabis delivery businesses is consistent with the General Plan and zoning.

SECTION 6. CEQA. Adoption of this Ordinance is exempt under the common sense exemption of CEQA Guidelines section 15061(b)(3) where it can be seen that the project will not have any possibility of creating significant effects on the environment. The ordinance does not authorize any development and is merely sets forth policy and procedures.

SECTION 7. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or any part thereof is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase be declared unconstitutional.

SECTION 8. Effective Date. This Ordinance shall take effect on the thirty-first day after passage.

SECTION 9. Certification. The City Clerk shall certify the passage of this ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall

make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a publication of general circulation.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2024.

TASHA CERDA, Mayor

ATTEST:

MINA SEMENZA, City Clerk

APPROVED AS TO FORM:



CARMEN VASQUEZ, City Attorney

Attachment C

Title 4 Division 19. Department of Cannabis Control

- Chapter 1. All Licensees
- Chapter 2. Distributors
- Chapter 3. Retailers
- Chapter 4. Microbusiness
- Chapter 5. Cannabis Events
- Chapter 6. Testing Laboratories
- Chapter 7. Cultivators
- Chapter 8. Manufacturers
- Chapter 9. Other Responsibilities
- Chapter 10. Cannabis and Cannabis Products
- Chapter 11. Labeling and Packaging Requirements
- Chapter 12. Enforcement
- Chapter 13. Other Provisions

Chapter 1. All Licensees

Article 1. Division Definitions and General Requirements

§ 15000. Definitions.

(a) “Act” means the Medicinal and Adult-Use Cannabis Regulation and Safety Act, codified in Business and Professions Code section 26000, et seq.

(b) “Adulterated” or “adulteration” has the meaning stated in section 26039.6(a) of the Act.

(c) “Allergen” means a major food allergen as defined in 21 U.S.C § 321(qq).

(d) “Appellation of Origin” means a designation to indicate that the cannabis meets the requirements developed by the program established pursuant to section 26063 of the Act.

(e) “Applicant” means an owner that is applying for a Department-issued license.

(f) “Batch” means a specific quantity of homogeneous cannabis or cannabis product that is one of the following types:

(1) “Harvest batch” means a specifically identified quantity of dried flower or trim, leaves, and other cannabis plant matter that is harvested at the same time, and, if applicable, cultivated using the same pesticides and other agricultural chemicals.

(2) “Manufactured cannabis batch” or “production batch” means either:

(A) An amount of cannabis concentrate or extract produced in one production cycle using the same extraction methods and standard operating procedures; or

(B) An amount of a type of cannabis product produced in one production cycle using the same formulation and standard operating procedures.

(g) “Cannabis accessories” has the meaning stated in Health and Safety Code section 11018.2.

(h) “Cannabis concentrate” means cannabis that has undergone a process to concentrate one or more active cannabinoids, thereby increasing the product's potency. For purposes of this division, “cannabis concentrate” includes, but is not limited to, the kief, tinctures, capsules, suppositories, extracts, butter, vape cartridges, inhaled products (e.g., dab, shatter, and wax), and tablets as defined in subsection (nnn).

(i) “Cannabis goods” means cannabis and cannabis products in final form and packaged and labeled as they will be sold at retail. For the purposes of section 15311, “cannabis goods” includes all cannabis and cannabis products in any form.

(j) “Cannabis product” means cannabis that has undergone a process whereby the plant material has been transformed into a concentrate, including, but not limited to, concentrated cannabis, or an edible or topical product containing cannabis or concentrated cannabis and other ingredients.

(k) “Cannabis product quality,” “quality cannabis product,” or “quality” means that the cannabis product consistently meets the established specifications for identity, cannabinoid concentration, homogeneity, composition, and testing standards pursuant to sections 15718 through 15724, and has been manufactured, packaged, labeled, and held under conditions to prevent adulteration and misbranding.

(l) “Cannabis waste” means any material intended for disposal that contains cannabis but is not otherwise considered a hazardous waste. Cannabis waste consisting solely of plant material shall be considered an organic waste as defined in Public Resources Code section 42649.8(d).

(m) “Canopy” means the designated area(s) at a licensed premises that will contain mature plants at any point in time.

(n) “CBD” means the compound cannabidiol, CAS number 13956-29-1. “Total CBD” is defined in section 15700(qqq).

(o) “Commercial cannabis activity” includes the cultivation, possession, manufacture, distribution, processing, storing, laboratory testing, packaging, labeling, transportation, delivery, or sale of cannabis or cannabis products as provided for in this division, or acting as a cannabis event organizer for temporary cannabis events.

(p) “Commercial-grade, non-residential door lock” means a lock manufactured for commercial use.

(q) “Cultivation” means any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of cannabis.

(r) “Cultivation site” means a location where commercial cannabis is planted, grown, harvested, dried, cured, graded, or trimmed, or a location where any combination of those activities occurs.

(s) “Delivery employee” means an individual employed by a licensed retailer or licensed microbusiness authorized to engage in retail sales who delivers cannabis goods from the licensed retailer or licensed microbusiness premises to a customer at a physical address.

(t) “Designated responsible party” means the individual identified by the commercial cannabis business who has legal authority to bind the commercial cannabis business and who is the primary contact for the application and license-related issues.

(u) “Distribution” means the procurement, sale, and transport of cannabis and cannabis products between licensees.

(v) “Dried flower” means all dead cannabis that has been harvested, dried, cured, or otherwise processed, excluding leaves and stems.

(w) “Edible cannabis product” means a cannabis product intended to be used orally, in whole or in part, for human consumption. For purposes of this division, “edible cannabis product” includes cannabis products that dissolve or disintegrate in the mouth, but does not include any product otherwise defined as “cannabis concentrate.”

(x) “Extraction” means a process by which cannabinoids are separated from cannabis plant material through chemical or physical means.

(y) “Final form” refers to cannabis and cannabis products that are in the form in which the cannabis or cannabis product will be consumed or used.

(z) “Flowering” means that a cannabis plant has formed a mass of pistils measuring greater than one-half inch wide at its widest point.

(aa) “Free cannabis goods” means any amount of cannabis goods provided to any person without cost or payment or exchange of any other thing of value.

(bb) “Immature plant” or “immature” means, for purposes of cultivation: a cannabis plant that has a first true leaf measuring greater than one-half inch long from base to tip if started from seed or a mass of roots measuring greater than one-half inch wide at its widest point if vegetatively propagated and outside of a tissue container, but that is not flowering; or a container with one or more cannabis protoplasts, cells, shoots, or plantlets

in culture. For retail purposes, “immature plant” or “immature” means a cannabis plant that is nonflowering and shorter and narrower than 18 inches.

(cc) “Indoor cultivation” means the cultivation of cannabis within a permanent structure using exclusively artificial light or within any type of structure using artificial light at a rate above twenty-five watts per square foot.

(dd) “Informational panel” means any part of the cannabis product label that is not the primary panel and that contains required labeling information.

(ee) “Infusion” means a process by which cannabis, cannabinoids, or cannabis concentrates are directly incorporated into a product formulation to produce a cannabis product.

(ff) “Infused pre-roll” means a pre-roll into which cannabis concentrate (other than kief) or other ingredients have been incorporated.

(gg) “Ingredient” means any substance that is used in the manufacture of a cannabis product and that is intended to be present in the finished cannabis product.

(hh) “Kief” means the resinous trichomes of cannabis that have been separated from the cannabis plant.

(ii) “Labeling” means any label or other written, printed, or graphic matter upon cannabis or a cannabis product, upon its container or wrapper, or that accompanies any cannabis or cannabis product.

(jj) “Licensee” means any person holding a license issued under the Act.

(kk) “Light deprivation” means the use of any technique to eliminate natural light in order to induce flowering.

(ll) “Limited-access area” means an area in which cannabis or cannabis products are stored or held and is only accessible to a licensee and authorized persons.

(mm) “Lot” means a batch, or specifically identified portion of a batch.

(nn) “Lot number” or “batch number” means a distinctive group of numbers, letters, or symbols or any combination of these that is unique to a group of cannabis or cannabis products.

(oo) “Manufacture” means to compound, blend, extract, infuse, or otherwise make or prepare a cannabis product.

(1) The term “manufacture” includes the following processes:

(A) Extraction.

- (B) Infusion.
- (C) Packaging or repackaging of cannabis products.
- (D) Labeling or relabeling the packages of cannabis products.
- (E) “Post-extraction processing” or “post-processing,” which means a process by which one or more active cannabinoids in cannabis concentrate are further concentrated either by chemical or physical means.
- (F) Remediation of failed harvest batches or cannabis product batches.

(2) The term “manufacture” does not include the following:

- (A) The repacking of cannabis products from a bulk shipping container by a distributor or retailer where the product's original packaging and labeling is not otherwise altered.
- (B) The preparation of pre-rolls by a licensed distributor in accordance with the requirements of section 15303.
- (C) The collection of the resinous trichomes that are dislodged or sifted from the cannabis plant incidental to cultivation activities by a licensed cultivator.
- (D) The processing of nonmanufactured cannabis products, as defined in subsection (eee).
- (E) The labeling or relabeling of a package containing cannabis goods with the amount of cannabinoids and terpenoids based on regulatory compliance testing results by a distributor in accordance with sections 15303 and 17407.

(pp) “Manufacturing” or “manufacturing operation” means all aspects of the extraction process, infusion process, post-processing, remediation, and packaging and labeling processes, including processing, preparing, holding, and storing of cannabis products. Manufacturing also includes any processing, preparing, holding, or storing of components and ingredients.

(qq) “Mature plant” or “mature” means a cannabis plant that is flowering.

(rr) “Medicinal cannabis patient” includes both a qualified patient as defined in Health and Safety Code section 11362.7 and a person in possession of a valid identification card issued under Health and Safety Code section 11362.71.

(ss) “Mixed-light cultivation” means the cultivation of mature cannabis in a greenhouse, hoop-house, glasshouse, conservatory, hothouse, or other similar structure using a combination of:

(1) Natural light and either of the models listed below:

- (A) “Mixed-light Tier 1,” without the use of artificial light or the use of artificial light at a rate above zero, but no more than six watts per square foot; or
- (B) “Mixed-light Tier 2,” the use of artificial light at a rate above six and below or equal to twenty-five watts per square foot.

(tt) “Nonmanufactured cannabis products” means final form items that contain only cannabis, leaf, pre-roll filter tips, or paper.

(uu) “Nonvolatile solvent” means any solvent used in the extraction process that is not a volatile solvent. “Nonvolatile solvent” includes carbon dioxide, ethanol, and nonhydrocarbon-based or other solvents such as water, vegetable glycerin, vegetable oil, animal fat, and glycerin.

(vv) “Nursery” means all activities associated with producing clones, immature plants, seeds, and other agricultural products used specifically for the propagation and cultivation of cannabis.

(ww) “Orally consumed concentrate” means a cannabis concentrate that is intended to be consumed by mouth and is not otherwise an edible cannabis product. “Orally consumed concentrate” includes tinctures, capsules, and tablets as defined in subsection (nnn).

(xx) “Outdoor cultivation” means the cultivation of mature cannabis without the use of artificial lighting in the canopy area at any point in time.

(yy) “Package” or “packaging” means any container or wrapper that may be used for enclosing or containing any cannabis or cannabis product. “Package” does not include a shipping container or outer wrapping used solely for the transport of cannabis or cannabis products in bulk quantity to a licensed premises.

(zz) “Person” includes any individual, firm, partnership, joint venture, association, corporation, limited liability company, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit, and the plural as well as the singular.

(aaa) “Pest” means an undesired insect, rodent, nematode, fungus, bird, vertebrate, invertebrate, weed, virus, bacteria, or other microorganism (except microorganisms on or in living humans or other living animals) that is, or is liable to become, injurious, dangerous, or detrimental to health, the environment, or the agricultural environment of the state.

(bbb) “Pre-roll” means any combination of the following rolled in paper: flower, shake, leaf, or kief that is obtained from accumulation in containers or sifted from loose, dry cannabis flower or leaf with a mesh screen or sieve.

(ccc) “Premises” means the designated structure(s) and land specified in the application that is owned, leased, or otherwise held under the control of the applicant or licensee where the commercial cannabis activity will be or is conducted. The premises shall be a contiguous area and shall only be occupied by one licensee.

(ddd) “Primary panel” means the part of a cannabis goods label that is most likely to be displayed, presented, shown, or examined under customary conditions of display for retail sale.

(eee) "Processing" means all activities associated with the drying, curing, sifting, grading, trimming, rolling, storing, packaging, and labeling of cannabis or nonmanufactured cannabis products.

(fff) "Product Identity" or "identity of the product" means the generic, common, or usual name of a product by which it is most commonly known.

(ggg) "Promotional materials" means any form, letter, circular, pamphlet, publication, or other written material directed to a customer or prospective customer to induce retail sales. Promotional material does not include permitted signs, displays, decorations, cannabis accessories, or cannabis or cannabis products furnished by a licensed cultivator, licensed manufacturer, licensed distributor, licensed microbusiness, or licensed cannabis event organizer to a retail licensee for advertising purposes. Promotional materials shall have no intrinsic or secondary value.

(hhh) "Publicly owned land" means any building or real property that is owned, leased, or occupied by a city, county, state, federal, or other government entity.

(iii) "Quarantine" means the storage or identification of cannabis or cannabis product to prevent use, movement or transfer of the cannabis or cannabis product.

(jjj) "Residential area" is an area that is within 600 feet of any single-family or multifamily residence, other than commercial hotels, motels, and similar establishments for temporary lodging.

(kkk) "Retail area" means a building, room, or other area that is open to the public, upon the licensed retailer or licensed microbusiness premises authorized to engage in retail sales in which cannabis goods are sold or displayed.

(///) "Serving" means the designated amount of cannabis product established by the manufacturer to constitute a single unit.

(mmm) "Sublet" means to lease or rent all or part of a leased or rented property.

(nnn) "Tablet" means a solid preparation containing a single serving of THC or other cannabinoid that is intended to be swallowed whole, not formulated to be chewable, dispersible, effervescent, orally disintegrating, used as a suspension, or consumed in a manner other than swallowed whole, and does not contain any added natural or artificial flavor or sweetener.

(ooo) "Tamper-evident" means that the cannabis goods packaging is sealed in a manner that prevents the packaging from being opened without obvious destruction of the seal.

(ppp) “Terpenes” means terpenes, terpenoids, flavonoids, polyphenols, and other naturally occurring phytochemicals and secondary metabolites contributing to the aroma or flavor of cannabis.

(qqq) “THC” or “delta-9 THC” means the compound tetrahydrocannabinol, CAS number 1972-08-3. “Total THC” is defined in section 15700(rrr).

(rrr) “Tincture” means a solution of cannabis extract, derived either directly from the cannabis plant or from a manufactured cannabis extract, dissolved in alcohol, glycerin, or vegetable oils. For purposes of this definition, “vegetable” includes botanically classified fruits and vegetables and their seeds.

(sss) “Topical cannabis product” means a cannabis product intended to be applied to the skin rather than ingested or inhaled.

(ttt) “Track and trace system” means the program for reporting the movement of cannabis and cannabis products through the distribution chain established by the Department in accordance with section 26067 of the Act.

(uuu) “Transport” means the physical movement of cannabis or cannabis products from one licensed premises to another licensed premises.

(vvv) “Unique identifier” or “UID” means an alphanumeric code or designation used for reference to a specific plant and any cannabis or cannabis product derived or manufactured from that plant.

(www) “Universal symbol” means the symbol developed by the Department pursuant to section 26130(c)(7) of the Act to indicate that a product contains cannabinoids.

(xxx) “Vehicle alarm system” is a device or series of devices installed to discourage theft of the vehicle or its contents and is intended to summon general attention or to summon law enforcement as a result of an indication of an attempted breach of the vehicle.

(yyy) “Volatile solvent” means any solvent that is or produces a flammable gas or vapor that, when present in the air in sufficient quantities, will create explosive or ignitable mixtures. Examples of volatile solvents include, but are not limited to, butane, hexane, and propane.

(zzz) “Watts per square foot” means the sum of the maximum wattage of all lights identified in the designated canopy area(s) in the premises diagram divided by the sum of the dimensions in square feet of the same designated canopy area(s).

(aaaa) “Wholesale cost” has the meaning stated in title 18, California Code of Regulations, section 3700.

§ 15000.1. General Requirements.

- (a) Every person who conducts commercial cannabis activity shall obtain and maintain a valid license from the Department for each separate premises at which commercial cannabis activity is conducted.
- (b) **Commercial cannabis activity shall only be conducted between licensees.** Licensed retailers and licensed microbusinesses authorized to engage in retail sales may conduct commercial cannabis activity with customers or nonprofits in accordance with this division.
- (c) The licensee shall only conduct commercial cannabis activities authorized by the license and on the premises licensed for the activity.
- (d) All transfers of cannabis and cannabis product shall be conducted by a licensed distributor.
- (e) Licenses shall not be transferrable or assignable to another person or premises, except as provided in section 26050.2 of the Business and Professions Code. In the event of the sale or other transfer of the commercial cannabis business, changes in ownership shall be made in accordance with section 15023.
- (f) Applicants and licensees shall use their legal business name on all documents related to commercial cannabis activity.

§ 15000.3. Premises Requirements.

- (a) A licensed premises shall not be in a location that requires persons to pass through a business that sells alcohol or tobacco or a private residence to access the licensed premises.
- (b) A licensed premises shall not be in a location that requires persons to pass through the licensed premises to access a business that sells alcohol or tobacco or a private residence.
- (c) A licensed premises shall not include the living areas of a private residence, such as bathrooms, bedrooms, kitchens, and living rooms, unless living areas are required to be included in the licensed premises. If the local jurisdiction requires living areas of a private residence to be included in the licensed premises, licensees shall designate living areas on their premises diagram as required by section 15006(k) but shall not conduct any commercial cannabis activity within the designated living areas. Nothing in this section shall prohibit a licensee from utilizing the living areas of a private residence for non-commercial cannabis activity, such as staff breaks. Areas of a private residence that are not considered to be living areas may include garages, offices, sheds, barns, and other areas regularly used for commercial cannabis activity

(d) Licensees shall ensure that the Department has immediate access to their licensed premises. If the Department is denied access to a licensee's premises for any reason, the licensee shall be held responsible and subject to discipline. If the Department is denied access to one licensee's premises because of another licensee's refusal to grant access when the only access to one licensed premises is through another licensed premises, all licensees shall be held responsible and subject to discipline.

(e) Nothing in this section shall be interpreted to prohibit two or more licensed premises from occupying separate portions of the same parcel of land or sharing common use areas, such as a bathroom, breakroom, hallway, or building entrance.

(f) All structures included as part of the licensed premises shall be permanent structures. Structures that are considered permanent structures include, but are not limited to, buildings, barns, sheds, shipping containers, and modular buildings. Structures that are not considered to be permanent structures include, but are not limited to, structures that rest on wheels or any structure that can be readily moved.

(g) Personal cultivation of cannabis as permitted by Health and Safety Code section 11362.1 shall not occur on the licensed premises unless the local jurisdiction requires that all areas of the land parcel be included in the premises. If the local jurisdiction requires all areas of the land parcel be included, then the licensee may conduct personal cultivation in a separate and distinct area on the premises, which shall be identified on the premises diagram pursuant to section 15006. "Separate and distinct," for purposes of this section, shall mean that the personally cultivated cannabis is cultivated, processed, and stored in a manner that clearly identifies it as personally cultivated cannabis and prevents it from coming into contact with commercially cultivated cannabis.

(h) Notwithstanding any other provision of law, a licensed premises that is not in compliance with subsections (c) and (f) at the time this subsection becomes effective shall come into compliance within six months of the effective date of this subsection by submitting a premises modification in accordance with section 15027. Premises that must be modified to comply with this subsection shall not be subject to the premises modification fee specified in section 15014.

§ 15000.5. Licensee's Responsibility for Acts of Employees and Agents.

In construing and enforcing the provisions of the Act and the regulations in this division, the act, omission, or failure of an agent, officer, representative, or other person acting for or employed by a licensee, within the scope of their employment or office, shall in every case be deemed the act, omission, or failure of the licensee.

§ 15000.6. Age Restriction.

Employees or persons retained by a licensee to work within or on a licensed premises or to handle cannabis or cannabis products shall be at least 21 years of age.

§ 15000.7. Storage of Inventory.

- (a) All cannabis and cannabis products must be stored within the licensed premises.
- (b) A licensee shall not store cannabis goods outdoors.
- (c) Bathrooms and changing facilities shall be separated from all storage areas by solid walls that extend from the floor to the ceiling. Employee break areas, if any, shall be separate and distinct from areas where cannabis and cannabis products are stored.
- (d) Licensees may use additional shipping containers as temporary storage space on their licensed premises when their storage needs exceed the capacity of their storage space. Licensees using storage containers pursuant to this subsection shall notify the Department of the premises modification in accordance with subsection (h) of section 15027.

Chapter 1. All Licensees

Article 2. Applications

§ 15002. Annual License Application Requirements.

- (a) Applications may be completed and submitted online at www.cannabis.ca.gov.
- (b) Applicants who submit their applications online shall first register for a user account if required by the licensing system. To register for a user account, the applicant shall do all of the following as requested by the licensing system:
 - (1) Create a username, password, and security question and answer;
 - (2) Provide an email address; and
 - (3) Provide the owner's first and last name, primary phone number, Social Security number or individual taxpayer identification number, date of birth, and mailing address.
- (c) An application must be completed by an owner as defined by section 15003. An application for an annual cannabis license includes the following:
 - (1) The legal first and last name of the applicant and the legal business name of the commercial cannabis business.
 - (2) Every business trade name, fictitious business name, and doing business as ("DBA") under which the commercial cannabis business will operate.
 - (3) The commercial cannabis license for which the applicant is applying, and whether the applicant is requesting that the license be designated as medicinal, adult-use, or both, if applicable.
 - (4) Payment of an application fee pursuant to section 15014.
 - (5) The physical address of the premises or the assessor parcel number. If the Department is unable to confirm that the address provided is valid, then the applicant shall provide a document that confirms the physical address or location of the premises.

Such a document may include a utility bill, printed information from the county assessor, deed, or title.

(6) The mailing address for the commercial cannabis business, if different from the premises address.

(7) The telephone number for the commercial cannabis business.

(8) The website address of the commercial cannabis business, if any.

(9) The number under which the commercial cannabis business files federal taxes, such as a federal employer identification number, federal taxpayer identification number, individual taxpayer identification number, Social Security number, or national identification number.

(10) Contact information for the owner of the commercial cannabis business who will serve as the designated primary contact person or designated responsible party for the business, including the name, title, phone number, and email address of the individual.

(11) The full legal name, mailing address, primary contact phone number, email address, and preferred method of written communication (e.g., standard mail or email) of each individual or entity serving as agent for service of process for the commercial cannabis business, if any.

(12) A description of the business organizational structure of the commercial cannabis business, such as partnership, joint venture, limited liability company, sole proprietorship, trust, or corporation.

(13) Upon request, business formation documents that are not available online through the California Secretary of State, which may include, but are not limited to operating agreements, bylaws, and other documents that establish ownership or control over the commercial cannabis business. If the commercial cannabis business is held in trust, the applicant shall provide a copy of the certificate of trust establishing trustee authority.

(14) A commercial cannabis business that is a foreign corporation or foreign limited liability company shall include in its application a certificate of qualification, certificate of registration, or certificate of status issued by the California Secretary of State.

(15) A complete list of every financial interest holder of the commercial cannabis business as defined in section 15004, who is not an owner as defined in section 15003. The list of financial interest holders shall include:

(A) For financial interest holders that are individuals, the first and last name of the individual, a contact phone number and email address, and the type and number of the individual's government-issued identification, such as a driver's license.

(B) For financial interest holders that are entities, the legal business name, the name and phone number and email address of the entity's primary contact, and federal taxpayer identification number of the entity.

(16) A complete list of every owner of the commercial cannabis business, as defined in section 15003. Each individual named on this list shall submit the following information:

(A) The full name of the owner.

(B) The owner's title within the commercial cannabis business.

(C) The owner's date of birth and place of birth.

(D) The owner's Social Security number or individual taxpayer identification number.

(E) The owner's mailing address.

(F) The owner's telephone number. This may include a number for the owner's home, business, or mobile telephone.

(G) The owner's email address.

(H) The owner's current employer.

(I) The percentage of the ownership interest held in the commercial cannabis business by the owner.

(J) The number of the owner's government-issued identification. Acceptable forms of identification are a document issued by a federal, state, county, or municipal government that includes the name, date of birth, gender, and photo of the person, such as a driver's license or passport.

(K) A copy of the owner's completed application for electronic fingerprint images submitted to the Department of Justice.

(L) A statement of rehabilitation may be submitted by the owner for any conviction, but is not required. The statement of rehabilitation is to be written by the owner and may contain evidence that the owner would like the Department to consider that demonstrates the owner's fitness for licensure. Supporting evidence may be attached to the statement of rehabilitation and may include, but is not limited to, a certificate of rehabilitation under Penal Code section 4852.01, and dated letters of reference from employers, instructors, or professional counselors that contain valid contact information for the individual providing the reference.

(M) If applicable, a detailed description of any administrative orders or civil judgments for violations of labor standards, any suspension of a commercial cannabis license, revocation of a commercial cannabis license, or sanctions for unlicensed commercial cannabis activity by a licensing authority, local agency, or state agency against the owner in their individual capacity or a business entity in which the owner was an owner or officer within the three years immediately preceding the date of the application. The owner may provide mitigating information including, but not limited to, a statement of rehabilitation to the Department for consideration if any prior discipline disclosed pursuant to this section may result in denial of the application.

(N) Attestation to the following statement: Under penalty of perjury, I hereby declare that the information contained within and submitted with this application is complete, true, and accurate. I understand that a misrepresentation of fact is cause for rejection of this application, denial of the license, or revocation of a license issued.

(17) Evidence that the commercial cannabis business has the legal right to occupy and use the proposed location that complies with section 15007.

(18) An attestation that the proposed premises is in compliance with Business and Professions Code section 26054(b) and, if requested, evidence of compliance. For purposes of this section, evidence of compliance with Business and Professions Code section 26054(b) may be a copy of a valid license, permit, or other authorization issued by the applicable local jurisdiction or a notification from the applicable local jurisdiction stating that the commercial cannabis business is in compliance with local ordinances and regulations.

(19) For a commercial cannabis business with 20 or more employees, the applicant shall either provide a notarized statement that the commercial cannabis business will enter into and abide by the terms of a labor peace agreement or demonstrate that the commercial cannabis business has entered into a labor peace agreement by providing a copy of the signature page of the agreement. For a commercial cannabis business with fewer than 20 employees that has not yet entered into a labor peace agreement, provide a notarized statement indicating that the applicant will enter into and abide by the terms of a labor peace agreement within 60 days of employing its 20th employee.

(20) The applicant shall provide a valid seller's permit number issued by the California Department of Tax and Fee Administration, if applicable. If the commercial cannabis business has not yet received a seller's permit, the commercial cannabis business shall attest that the commercial cannabis business is currently applying for a seller's permit.

(21) A diagram of the premises as required by section 15006.

(22) Proof of a surety bond of at least \$5,000 payable to the State of California for each licensed premises. All bonds required under this section shall be issued by a corporate surety licensed to transact surety business in the State of California. An aggregated bond may be used when multiple licenses are held by the same commercial cannabis business.

(23) Additional information as required by section 15011.

(24) When an applicant provides a license, permit, or other authorization from the local jurisdiction where the licensed premises will be or is located, the Department will notify the applicable local jurisdiction to confirm the validity of the authorization. If the local jurisdiction does not respond within 10 calendar days, the Department shall consider the authorization valid.

(25) The limited waiver of sovereign immunity required by section 15009, if applicable.

(26) Evidence of exemption from, or compliance with, the California Environmental Quality Act as required by section 15010.

(27) The commercial cannabis business' State Employer Identification Number (SEIN) issued by the California Employment Development Department, if applicable.

(28) For a commercial cannabis business with more than one employee, the applicant shall attest that the commercial cannabis business employs, or will employ within one year of receiving a license, one supervisor and one employee who have successfully completed a Cal-OSHA 30-hour general industry outreach course offered by a training provider that is authorized by an OSHA Training Institute Education Center to provide the course.

(29) An applicant shall disclose whether they have been denied a license or had a license suspended or revoked by the Department or any other state cannabis licensing authority. The applicant shall provide the type of license denied, suspended, or revoked, the name of the licensing authority, and the date of the denial, suspension, or revocation.

(d) An applicant for a cannabis event organizer license shall not be required to comply with subsections (c)(5), (c)(17), (c)(20), (c)(21), (c)(22), (c)(24), (c)(25), and (c)(26).

§ 15003. Owners of Commercial Cannabis Businesses.

(a) An applicant for a commercial cannabis license or a licensee shall disclose all owners of the commercial cannabis business. An owner of the commercial cannabis business includes all of the following:

(1) A person with an aggregate ownership interest of 20 percent or more in the commercial cannabis business, unless the interest is solely a security, lien, or encumbrance. For purposes of this section, “aggregate” means the total ownership interest held by a single person through any combination of individually held ownership interests in a commercial cannabis business and ownership interests in an entity that has an ownership interest in the same commercial cannabis business. For example, a person who owns 10 percent of the stock in a commercial cannabis business as an individual shareholder and 100 percent of the stock in an entity that owns 10 percent of the stock in the same commercial cannabis business has a 20 percent aggregate ownership interest in the commercial cannabis business.

(2) An individual who manages, directs, or controls the operations of the commercial cannabis business, including but not limited to:

(A) A member of the board of directors of a nonprofit.

(B) A general partner of a commercial cannabis business that is organized as a partnership.

(C) A non-member manager or managing member of a commercial cannabis business that is organized as a limited liability company.

(D) The trustee(s) and all persons who have control of the trust and/or the commercial cannabis business that is held in trust.

(E) The chief executive officer, president or their equivalent, or an officer, director, vice president, general manager or their equivalent.

(b) If the commercial cannabis business is owned in whole or in part by an entity and the entity includes individuals who manage, direct, or control the operations of the commercial cannabis business, as described in subsection (a)(2)(E), those individuals shall also be disclosed as owners.

(c) If available evidence indicates that an individual qualifies as an owner, the Department may notify the applicant or licensee that they must either disclose the individual as an owner and submit the information required by section 15002 or demonstrate that the individual does not qualify as an owner.

§ 15004. Financial Interest in a Commercial Cannabis Business.

(a) An applicant for a commercial cannabis license or a licensee shall disclose all financial interest holders. A financial interest holder of the commercial cannabis business includes all of the following, except as provided in subsection (b):

(1) A person with an aggregate ownership interest of less than 20 percent.

(2) A person providing a loan to the commercial cannabis business.

(3) A person entitled to receive 10 percent or more of the profits of the commercial cannabis business, including:

(A) An employee who has entered into a profit share plan with the commercial cannabis business.

(B) A landlord who has entered into a lease agreement with the commercial cannabis business for a share of the profits.

(C) A consultant who is providing services to the commercial cannabis business for a share of the profits.

(D) A person acting as an agent, such as an accountant or attorney, for the commercial cannabis business for a share of the profits.

(E) A broker who is engaging in activities for the commercial cannabis business for a share of the profits.

(F) A salesperson who earns a commission.

(G) A person who has entered into an intellectual property licensing agreement for a share of the profits.

(b) Financial interest holders do not include any of the following:

(1) A bank or financial institution whose interest constitutes a loan;

(2) Persons whose only financial interest in the commercial cannabis business is through an interest in a diversified mutual fund, blind trust, or similar instrument;

(3) Persons whose only financial interest is a security interest, lien, or encumbrance on property that will be used by the commercial cannabis business; and

(4) Persons who hold a share of stock that is less than 10 percent of the total shares in a publicly traded or privately held company.

§ 15005. Personnel Prohibited from Holding Licenses.

(a) A license authorized by the Act and issued by the Department may not be held by, or issued to, any person holding office in, or employed by, any agency of the State of California or any of its political subdivisions when the duties of such person have to do with the enforcement of the Act or any other penal provisions of law of this State prohibiting or regulating the sale, use, possession, transportation, distribution, testing, manufacturing, or cultivation of cannabis or cannabis products.

(b) This section applies to, but is not limited to, any person employed in the State of California Department of Justice as a peace officer, in any district attorney's office, in any city attorney's office, in any sheriff's office, or in any local police department.

(c) No person listed in subsection (a) or (b) may have any ownership interest, directly or indirectly, in any business to be operated or conducted under a cannabis license.

(d) This section does not apply to any person who holds a license in the capacity of executor, administrator, or guardian.

§ 15006. Premises Diagram.

(a) An applicant shall submit to the Department, with the application, a **complete and detailed diagram of the proposed premises**. The diagram shall be used by the Department to determine whether the premises meets the requirements under this division and the Act. The Department shall deny an application if the premises does not qualify for licensure pursuant to Business and Professions Code section 26057.

(b) The diagram shall show the **boundaries of the property and the proposed premises to be licensed, showing all boundaries, entrances and exits, interior partitions, walls, rooms, windows, and doorways, and shall include a brief statement or description of the principal activity to be conducted therein. The diagram shall also include the dimensions of the boundaries of the premises and structures, including interior and exterior dimensions, to clearly identify the bounds of the premises.**

(c) The diagram shall **show and identify commercial cannabis activities that will take place in each area of the premises,** and identify limited-access areas. Commercial cannabis activities that shall be identified on the diagram include the following, if applicable to the business operations: storage, batch sampling, loading or unloading of shipments, packaging and labeling, customer sales, loading for deliveries, extraction, infusion, cultivation, and processing.

(d) The diagram shall **show where all cameras are located and assign a number to each camera for identification purposes unless the premises is exempt from the video surveillance requirement pursuant to section 15315 or section 15044.**

(e) The diagram shall **be to scale** to clearly determine the bounds of the premises.

(f) **If the proposed premises consists of only a portion of a property, the diagram must be labeled indicating which part of the property is the proposed premises and for what purpose(s) the remaining property is used.**

(g) If the proposed premises consists of only a portion of a property that will contain two or more licensed premises, the diagram shall clearly show the designated entrances and walls under the exclusive control of the commercial cannabis business for the premises, as well as the designated entrances and walls for each additional premises. The diagram shall also show all proposed common or shared areas of the property. Such areas may include lobbies, bathrooms, hallways, and breakrooms.

(h) If the commercial cannabis business is seeking a license to conduct cultivation activities on the proposed premises * * *

(i) If the commercial cannabis business is seeking a Type S license to manufacture cannabis * * *

(j) If a proposed premises is located on only a portion of a property that also includes a residence, the diagram shall clearly show the designated buildings for the premises and the residence.

(k) If the commercial cannabis business is seeking a license to conduct manufacturing activities * * *

§ 15007. Landowner Approval.

(a) If the commercial cannabis business is not the landowner of the real property upon which the premises is located, the commercial cannabis business shall provide to the Department a document from the landowner or the landowner's agent that states that the commercial cannabis business has the right to occupy the property and acknowledges that the commercial cannabis business may use the property for the commercial cannabis activity for which the commercial cannabis business is applying for licensure. An applicant shall also provide a copy of the rental agreement, as applicable.

(b) If the commercial cannabis business is the landowner of the real property upon which the premises is located, the commercial cannabis business shall provide to the Department a copy of the title or deed to the property.

(c) If the landowner is a trust, the landowner approval shall come from the person who holds equitable title in the real property.

§ 15010. Compliance with the California Environmental Quality Act (CEQA).

(a) "CEQA Guidelines" means the Guidelines for Implementation of the California Environmental Quality Act codified at title 14, California Code of Regulations, section 15000 et seq.

(b) An applicant shall provide evidence of compliance with, or exemption from, CEQA (division 13 (commencing with section 21000) of the Public Resources Code). The evidence provided may be any one of the following:

(1) A signed copy of a project-specific Notice of Determination or Notice of Exemption and a copy of the associated CEQA document, or reference to where it may be located electronically, a project description, and any accompanying permitting documentation from the local jurisdiction used for review in determining site-specific environmental compliance. Documentation may include a copy of the administrative record previously certified or adopted by the local jurisdiction that has already reviewed the commercial cannabis business' proposed commercial cannabis activities. For purposes of this section, the administrative record may include, but is not limited to:

(A) Environmental documentation, including, but not limited to, exemptions, initial studies, negative declarations, mitigated negative declarations, and environmental impact reports;

(B) Staff reports and related documents prepared by the local jurisdiction;

(C) Transcripts or minutes of the proceedings of the local jurisdiction;

(D) Notice(s) issued by the local jurisdiction to comply with CEQA and the CEQA Guidelines;

(E) Proposed decisions or findings considered by the local jurisdiction by its staff or the commercial cannabis business; and

(F) Documentation of the local jurisdiction's final decision.

(2) If the applicant does not have the evidence specified in subsection (b)(1), or if the Department determines that the evidence submitted is not sufficient to determine compliance or exemption from CEQA, then the applicant shall submit the information on a form to be prescribed by the Department. Such information shall include at least the following:

(A) The project location and surrounding land use, which shall:

(i) Describe the project location, including street address, city, county, Assessor's Parcel Number, major cross streets, general plan designation, zoning designation, and any other physical description that clearly indicates the project site location.

(ii) Describe the surrounding land uses and zoning designations within a one-half mile radius of the project and list all abutting land uses.

(iii) Include a vicinity map and aerial image to show the project location.

(iv) Include photographs, not larger than 8.5 by 11 inches, of existing visual conditions as observed from publicly accessible vantage point(s).

(B) A project description, which shall:

(i) Describe the activities included in the project application and identify any other commercial cannabis activity or activities occurring at the proposed premises.

(ii) Quantify the project size (total floor area of the project), and the lot size on which the project is located, in square feet.

(iii) List and describe any other related public agency permits and approvals, including any entitlements, required for this project, including those required by a planning commission, local air district, or regional water board.

(iv) Identify whether the commercial cannabis business is licensed by, or has applied for licensure from, the Department or one of the prior state cannabis licensing authorities (the Bureau of Cannabis Control, the California Department of Food and Agriculture, and the California Department of Public Health) to engage in commercial cannabis activity at the proposed premises.

(v) Estimate the number of anticipated employees onsite, occupancy during operating hours, and frequency of deliveries or shipments originating from and/or arriving to the project site.

(C) The environmental setting, which shall:

(i) Describe natural characteristics (e.g., topography, vegetation, drainage, soil stability, habitat, etc.) on the project site.

(ii) Identify whether there are any watercourses or riparian habitats (e.g., drainage swales, stream courses, springs, ponds, lakes, creeks, tributary of creeks, wetlands) within 150 feet of the proposed premises.

(iii) Identify the approximate number of vehicle trips per day to be generated by the project and information regarding the days and times most trips are expected to occur.

(iv) Identify whether the property contains natural features of scenic value or rare or unique characteristics (e.g., rock outcroppings, mature trees).

(v) Identify whether the property has any historic designations or archeological remains onsite.

(vi) Identify whether the property contains habitat(s) for special status species.

(vii) Identify the location, type, and quantity of hazardous materials, as defined by Health and Safety Code section 25260, that are stored, used, or disposed of at the project site and a copy of the Hazardous Material Business Plan (HMBP) prepared for the proposed premises, if any.

(viii) Discuss whether the project will increase the quantity and type of solid waste, as defined by Public Resources Code section 40191, or hazardous waste, as defined by Health and Safety Code section 25117, that is generated or stored onsite.

(ix) Describe the project's anticipated operational energy needs, identify the source of energy supplied for the project and the anticipated amount of energy per day, and explain whether the project will require an increase in energy demand and the need for additional energy resources.

(c) If the Department determines that a project does not qualify for an exemption and further environmental review is required pursuant to the CEQA Guidelines, the Department may charge the applicant for the costs of preparation of any supplemental environmental document as well as the Department's costs for procedures to comply with CEQA.

§ 15011. Additional Information.

(a) A commercial cannabis business applying for a license to cultivate cannabis shall provide the following information: * * *

(b) A commercial cannabis business applying for a license to manufacture cannabis products shall provide the following information * * *

(c) A commercial cannabis business applying for a license to distribute cannabis and cannabis products shall provide the following information * * *.

(d) A commercial cannabis business applying for a license to sell cannabis and cannabis products at retail shall provide the following information, upon request by the Department:

- (1) Standard Operating Procedures, Form DCC-LIC-019 (New 2/22).
- (2) Delivery employee information required by section 15415.
- (3) Delivery vehicle information required by section 15417.

(e) A commercial cannabis business applying for a license to operate as a microbusiness shall provide * * *

(f) Applicants for a cannabis event organizer license shall indicate * * *

(g) Applicants for a testing laboratory license shall provide * * *

(h) The Department may request additional information and documents from the applicant. The Department will provide the applicant with a deadline for submittal of additional information. The Department will consider the complexity of the information requested and the ease with which the information can be obtained and transmitted to the Department by the applicant in determining the deadline.

(i) Items required by this section may also be requested by the Department at any time following the issuance of a license. Licensees shall maintain the information required by this section and provide it to the Department upon request.

Chapter 1. All Licensees

Article 3. Licensing

§ 15017. Substantially Related Offenses and Criteria for Rehabilitation.

(a) When evaluating whether an applicant or licensee has been convicted of a criminal offense, act, or professional misconduct that is substantially related to the qualifications, functions, or duties of the business for which the application is made, the Department shall consider all of the following criteria:

- (1) The nature and gravity of the offense;
- (2) The number of years that have elapsed since the date of the offense; and
- (3) The nature and duties of the particular license in which the applicant seeks licensure or in which the licensee is licensed.

(b) For the purpose of denial, suspension, or revocation of a license, convictions that are substantially related to the qualifications, functions, or duties of the business for which the application is made include, but are not limited to:

- (1) A violent felony conviction, as specified in Penal Code section 667.5(c).
- (2) A serious felony conviction, as specified in Penal Code section 1192.7(c).
- (3) A felony conviction involving fraud, deceit, or embezzlement.
- (4) A felony conviction for hiring, employing, or using a minor in transporting, carrying, selling, giving away, preparing for sale, or peddling, any controlled substance to a minor; or selling, offering to sell, furnishing, offering to furnish, administering, or giving any controlled substance to a minor.
- (5) A felony conviction for drug trafficking with enhancements pursuant to Health and Safety Code section 11370.4 or 11379.8.

(c) For the purpose of denial of a license to engage in commercial cannabis manufacturing
* * *

(d) Except as provided in subsections (b)(4) and (b)(5) and notwithstanding Chapter 2 (commencing with Section 480) of Division 1.5 of the Business and Professions Code, a prior conviction, where the sentence, including any term of probation, incarceration, or supervised release, is completed, for possession of, possession for sale, sale, manufacture, transportation, or cultivation of a controlled substance is not considered substantially related, and shall not be the sole ground for denial of a license. Conviction for any controlled substance felony, subsequent to licensure, shall be grounds for revocation of a license or denial of the renewal of a license.

(e) When evaluating whether an applicant who has been convicted of a criminal offense, act, or professional misconduct that is substantially related to the qualifications, functions, or duties of the business for which the application is made should be issued a license, the Department shall consider the following criteria of rehabilitation:

- (1) The nature and gravity of the act, professional misconduct, or offense;
- (2) Whether the person has a felony conviction based on possession or use of cannabis or cannabis products that would not be a felony if the person was convicted of the offense on the date of the person's application;
- (3) The applicant's criminal record as a whole;
- (4) Evidence of any act, professional misconduct, or offense committed subsequent to the act, professional misconduct, or offense under consideration that could be considered grounds for denial, suspension, or revocation of a commercial cannabis activity license;
- (5) The time that has elapsed since commission of the act, professional misconduct, or offense;
- (6) The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed against the applicant;
- (7) If applicable, evidence of dismissal under Penal Code sections 1203.4, 1203.4a, 1203.41, 1203.42, or pursuant to another state's similar law;
- (8) If applicable, evidence the applicant has been granted clemency or a pardon by a state or federal executive;
- (9) If applicable, a certificate of rehabilitation obtained under Penal Code section 4852.01 or another state's similar law; and
- (10) Other evidence of rehabilitation submitted by the applicant.

(f) If an applicant has been denied a license based on a conviction, the applicant may request a hearing pursuant to Business and Professions Code section 26058 to determine if the applicant should be issued a license.

(g) For the purpose of this section, "conviction" means a plea or verdict of guilty or a conviction following a plea of nolo contendere.

§ 15018. Additional Grounds for Denial of a License.

In addition to the reasons for denial in Business and Professions Code section 26057, a license may be denied for the following reasons:

- (a) The applicant's proposed premises does not fully comply with standards set in regulation.
- (b) The applicant's proposed or licensed premises is substantially different from the diagram of the proposed premises submitted by the applicant, in that the size, layout, location of common entryways, doorways, or passage ways means of public entry or exit, or identification of limited- access areas within the licensed premises is not the same.
- (c) The applicant denied the Department access to the licensed premises or the property identified in the application as the premises.
- (d) The applicant made a material misrepresentation on the application.
- (e) The applicant did not correct the deficiencies within the application in accordance with sections 15002 and 15012.
- (f) The applicant has been denied a license, permit, or other authorization to engage in commercial cannabis activity by a state or local licensing authority.
- (g) The applicant's proposed premises is not in compliance with Division 13 (commencing with Section 21000) of the Public Resources Code.
- (h) The applicant has failed to remit taxes as required under the Revenue and Taxation Code.
- (i) The applicant may be denied a license for any violations of law related to the operations of the commercial cannabis business or for any violations of law related to licensure.
- (j) The applicant has engaged in conduct that is grounds for disciplinary action specified in section 26030 of the Act.

§ 15019. Excessive Concentration.

(a) In determining whether to grant, deny, or renew a license for a retail premises or microbusiness premises authorized to engage in retail sales, the Department shall consider if an excessive concentration exists in the area where the licensee will operate. For the purposes of this section “excessive concentration” applies when either of the following conditions exist:

- (1) The ratio of licensees to population within the census tract or census division in which the applicant premises is located exceeds the ratio of licensees to population in

the county in which the applicant premises is located, unless denial of the application would unduly limit the development of the legal market so as to perpetuate the illegal market for cannabis goods.

(2) The ratio of retail licenses or microbusiness licenses to the population within the census tract, census division, or jurisdiction exceeds that allowable by local ordinance adopted under Business and Professions Code section 26200.

(b) "Population Within the Census Tract or Census Division" as used in this section means the population as determined by the most recent United States decennial or special census. Such population determination shall not operate to prevent an applicant from establishing that an increase of resident population has occurred within the census tract or census division.

(c) "Population in the County" as used in this section shall be determined by the most recent annual population estimate for California counties published by the Demographic Research Unit, State Department of Finance.

(d) Beginning July 1, 2018, the Department shall calculate the ratios described in subsection (a) of this section once every six months using the most current available data. The Department's consideration of whether to grant, deny, or renew a license shall be based upon the most recent ratio calculated by the Department on the date of the Department's decision.

(e) The existence of an excessive concentration shall not be considered in determining whether to grant, deny, or extend a temporary license under Business and Professions Code section 26050.1.

(f) The applicant may provide reliable evidence establishing, to the satisfaction of the Department, that a denial of a license would unduly limit the development of the legal market so as to perpetuate the illegal market for cannabis goods.

§ 15020. Renewal of License.

(a) To timely renew a license, a completed license renewal form and annual license fee pursuant to section 15014 shall be received by the Department from the licensee no earlier than 60 calendar days before the expiration of the license and no later than 5:00 p.m. Pacific Time on the last business day before the expiration of the license if the renewal form is submitted to the Department at its office(s), or no later than 11:59 p.m. on the last business day before the expiration of the license if the renewal form is submitted to the Department through its electronic licensing system. Failure to receive a notice for license renewal does not relieve a licensee of the obligation to renew all licenses as required.

(b) In the event the license is not submitted for renewal prior to the expiration date, the licensee must not sell, transfer, transport, manufacture, test, or distribute any commercial cannabis or cannabis products until the license is renewed.

(c) A licensee may submit a license renewal form up to 30 calendar days after the license expires. Any late renewal form will be subject to a late fee equal to 50 percent of the applicable licensing fee required by subsection (a). A licensee who does not submit a complete license renewal application, including the late fee, to the Department within 30 calendar days after the expiration of the license shall forfeit their eligibility for a license renewal and be required to submit a new license application.

(d) **The license renewal form shall contain the following:**

(1) The name of the licensee. For licensees who are individuals, the applicant shall provide both the first and last name of the individual. For licensees who are business entities, the licensee shall provide the legal business name of the commercial cannabis business.

(2) The license number and expiration date.

(3) The licensee's mailing address and licensed premises address.

(4) Documentation demonstrating the licensee's gross revenue for the current licensed period, such as a copy of the licensee's state tax return filed with the California Department of Tax and Fee Administration. This subsection does not apply to the renewal of cultivation licenses.

(5) Documentation of any change to any item listed in the original application under section 15002 that has not been reported to the Department through another process pursuant to the Act or this division.

(6) An attestation that all information provided to the Department in the license renewal form and the original application under section 15002 or subsequent notification under sections 15023 and 15024 is accurate and current.

(7) If applicable, a limited waiver of sovereign immunity pursuant to section 15009.

(8) For a licensee with more than one employee, the licensee shall attest that it employs, or will employ within one year of renewing the license, one supervisor and one employee who has successfully completed a Cal-OSHA 30-hour general industry outreach course offered by a training provider that is authorized by an OSHA Training Institute Education Center to provide the course.

(e) Beginning January 1, 2022, an application for renewal of a license to engage in commercial cannabis cultivation shall include the following records * * *

§ 15021. Denial of License.

(a) The Department may deny an application for a new license or a renewal of a license for any reason specified in Business and Professions Code section 26057, and on any additional grounds including grounds for denial under section 15018, and grounds for discipline under the Act or this division.

(b) Upon denial of an application for a license or renewal of a license, the Department shall notify the applicant in writing of the reasons for denial, and the right to a hearing to contest the denial.

(c) The applicant may request a hearing to contest the denial by submitting a written request to the Department at appeals@cannabis.ca.gov.

(1) The written request for a hearing must be received by the Department or postmarked within 30 calendar days of service of the notification of denial.

(2) If the written request for a hearing is not received within the required timeframe, the applicant's right to a hearing is waived.

(3) Upon timely receipt of the written request for hearing, the Department shall set a date for hearing to be conducted in accordance with chapter 5 (commencing with section 11500) of part 1 of division 3 of title 2 of the Government Code.

(d) If a license application is denied due to an owner's conviction history, the Department shall notify the applicant of the process for the owner to request a copy of their complete conviction history and question the accuracy or completeness of the record pursuant to Penal Code sections 11122 through 11127.

§ 15023. Business Modifications.

Business modifications shall be made in accordance with the following:

(a) Changes to standard operating procedures may be made without providing notification to the Department, except as required by the Act or this division. Licensees shall maintain a copy of all current and prior operating procedures as required by section 15037.

(b) If at the time of licensure, a licensee employed fewer than 20 employees and later employs 20 or more employees, within 60 days of employing 20 or more employees, the licensee shall provide to the Department a notarized statement that the licensee will enter into a labor peace agreement and will abide by the terms of the agreement or demonstrate that the commercial cannabis business has entered into a labor peace agreement by providing a copy of the signature page of the agreement.

(c) Licenses are not transferrable or assignable to another person or owner. In the event of the sale or other transfer of the business or operations covered by the licensee, changes in ownership shall be made in accordance with the following:

(1) If one or more of the owners change, the new owners shall submit the information required under section 15002(c)(16) for each new owner to the Department within 14 calendar days of the effective date of the ownership change. The business may continue to operate under the active license while the Department reviews the qualifications of the new owner(s) in accordance with the Act and these regulations to determine whether the change would constitute grounds for denial of the license, if at

least one existing owner is not transferring their ownership interest and will remain as an owner under the new ownership structure. If all owners will be transferring their ownership interest, the business shall not operate under the new ownership structure until a new license application has been submitted to and approved by the Department, and all application and license fees for the new application have been paid. The former owner's inventory shall be transferred to the new owner's track and trace account upon issuance of the license.

(A) A change in ownership occurs when a new person meets the definition of owner in section 15003.

(B) A change in ownership does not occur when one or more owners leave the business by transferring their ownership interest to the other existing owner(s).

(2) In cases where one or more owners leave the business by transferring their ownership interest to the other existing owner(s), the owner or owners that are transferring their interest shall provide a signed statement to the Department confirming that they have transferred their interest within 14 calendar days of the change.

(d) When there is a change in financial interest holder(s) in the commercial cannabis business who do not meet the requirements for a new license application under this section, the licensee shall submit the information required by section 15002(c)(15) to the Department within 14 calendar days of the change.

(e) When any of the following changes occur, the licensee shall notify the Department within 14 calendar days of the change:

(1) Any change to contact information from the information provided to the Department in the original application.

(2) Any change in name if the licensee is an individual, or any change in legal business name if the licensee is a business entity.

(3) Any change in business trade names, fictitious business names, or doing business as ("DBA").

(4) Any change in the bond required under section 15002(c)(22).

(f) * * *

(g) * * *

(h) Except as permitted under Business and Professions Code section 26050.2(h), licensees may not be transferred from one premises to another. Licensees shall not operate out of a new premises until they have been issued a new license.

(i) For any business modification or notification under this section, licensees shall use and submit to the Department the Licensee Notification and Request Form, Notifications and Requests to Modify a License, DCC-LIC-027 (Amended 2/22), which is incorporated herein by reference, unless the change relates to contact information and can be made through the Department's online system.

§ 15027. Modification of Premises or Operations.

(a) A licensee shall not, without the prior written approval of the Department, make a physical change, alteration, or modification of the licensed premises that materially or substantially alters the licensed premises or the use of the licensed premises from the premises diagram originally filed with the license application. A licensee whose licensed premises is to be materially or substantially changed, modified, or altered is responsible for filing a request for premises modification with the Department.

(b) Material or substantial changes, alterations, or modifications to a licensed cultivation premises requiring prior approval from the Department are * * *

(c) Material or substantial changes, alterations, or modifications to a licensed manufacturing premises that require prior approval from the Department are * * *

(d) Material or substantial changes, alterations, or modifications to a licensed microbusiness premises that require prior approval from the Department are * * *

(e) Material or substantial changes, alterations, or modifications to a licensed distribution, retail, or testing laboratory premises that require prior approval from the Department include, but are not limited to:

(1) Any increase or decrease in the total physical size or capacity of the licensed premises.

(2) Any physical change that would require the installation of additional video surveillance cameras or a change in the video surveillance system to meet the requirements of section 15044, or alarm system to meet the requirements of section 15047.

(3) Any physical change that would require a building permit, zoning change, or other approval from the applicable local jurisdiction.

(f) Licensees shall request approval of a physical change, alteration, or modification through the online licensing system or in writing, by submitting the Licensee Notification and Request Form, Notifications and Requests to Modify a License, DCC-LIC-027 (Amended 2/22), which is incorporated herein by reference, and the request shall include:

(1) A new premises diagram that conforms to requirements in section 15006; and

(2) A fee pursuant to section 15014 for all licensees except licensed cultivators.

(g) A licensee shall provide additional documentation requested by the Department to evaluate the licensee's request to modify the licensed premises.

(h) Licensees shall notify the Department of all changes, alterations, or modifications to a licensed premises or the licensee's operations that do not require prior approval pursuant to subsections (b), (c), (d), and (e) through the online licensing system or by submitting the Licensee Notification and Request Form, Notifications and Request to

Modify a License, DCC-LIC-027 (Amended 2/22), which is incorporated herein by reference, and a new premises diagram that conforms to requirements in section 15006. Notifications pursuant to this subsection shall be submitted to the Department no later than three (3) business days after the changes, alterations, or modifications have been made to the licensed premises.

§ 15034. Significant Discrepancy in Inventory.

A significant discrepancy in inventory means a five percent difference between the licensee's physical inventory and the inventory recorded in the track and trace system.

§ 15035. Notification of Criminal Acts, Civil Judgments, Violations of Labor Standards, and Revocation of a Local License, Permit, or Other Authorization After Licensure.

(a) A licensee shall ensure that the Department is notified in writing of a criminal conviction of any owner, either by mail or electronic mail, within 48 hours of the conviction. The written notification to the Department shall include the date of conviction, the court docket number, the name of the court in which the licensee was convicted, and the specific offense(s) for which the licensee was convicted.

(b) A licensee shall ensure that the Department is notified in writing of a civil penalty or judgment rendered against the licensee or any owner in their individual capacity, either by mail or electronic mail, within 48 hours of delivery of the verdict or entry of judgment, whichever is sooner. The written notification shall include the date of verdict or entry of judgment, the court docket number, the name of the court in which the matter was adjudicated, and a description of the civil penalty or judgment rendered against the licensee.

(c) A licensee shall ensure that the Department is notified in writing of an administrative order or civil judgment for violations of labor standards against the licensee or any owner in their individual capacity, either by mail or electronic mail, within 48 hours of delivery of the order. The written notification shall include the date of the order, the name of the agency issuing the order, and a description of the administrative penalty or judgment rendered against the licensee.

(d) A licensee shall ensure that the Department is notified in writing of the revocation of a local license, permit, or other authorization held by the licensee or any owner in their individual capacity, either by mail or electronic mail, within 48 hours of receiving notice of the revocation. The written notification shall include the name of the local agency involved, a written explanation of the proceeding or enforcement action, and the specific violation(s) that led to revocation.

(e) For any notification required under this section, licensees shall use and submit to the Department the Licensee Notification and Request Form, Notifications and Requests to

Modify a License, DCC-LIC-027 (Amended 2/22), which is incorporated herein by reference.

§ 15036. Notification of Theft, Loss, and Criminal Activity.

(a) A licensee shall notify the Department and local law enforcement within 24 hours of discovery of any of the following situations:

(1) The licensee discovers a significant discrepancy, as defined in section 15034, in its inventory.

(2) The licensee discovers diversion, theft, loss, or any other criminal activity pertaining to the operations of the licensee.

(3) The licensee discovers diversion, theft, loss, or any other criminal activity by an agent or employee of the licensee pertaining to the operations of the licensee.

(4) The licensee discovers loss or unauthorized alteration of records related to cannabis or cannabis products, customers, or the licensee's employees or agents.

(5) The licensee discovers any other breach of security.

(b) The notification to the Department pursuant to subsection (a) shall be submitted on the Licensee Notification and Request Form, Notifications and Requests Regarding Regulatory Compliance, DCC-LIC-028 (New 2/22), which is incorporated herein by reference, and shall include the date and time of occurrence of the theft, loss, or criminal activity, the name of the local law enforcement agency that was notified, and a description of the incident including, where applicable, the item(s) that were taken or lost.

§ 15037. General Record Retention Requirements.

(a) Licensees must keep and maintain records in connection with the licensed commercial cannabis business. Records must be kept for at least seven years from the date of creation, unless a shorter time is specified. Records include, but are not limited to:

(1) Financial records including, but not limited to, bank statements, sales invoices, receipts, tax records, and all records required by the California Department of Tax and Fee Administration (formerly Board of Equalization) under title 18, California Code of Regulations, sections 1698 and 4901.

(2) Personnel records, including each employee's full name, Social Security number or individual taxpayer identification number, date employment begins, and date of termination of employment, if applicable.

(3) Training records including, but not limited to, the content of the training provided and the names of the employees who received the training.

(4) Contracts regarding commercial cannabis activity.

(5) Permits, licenses, and other local authorizations to conduct the licensee's commercial cannabis activity.

(6) All other documents prepared or executed by an owner or their employees or assignees in connection with the licensed commercial cannabis business.

(7) Records required by the Act or this division.

(b) Records must be kept in a manner that allows the records to be produced for the Department in either hard-copy or electronic form.

(c) Records must be legible and accurate. No person may intentionally misrepresent or falsify records.

(d) Records must be stored in a secured area where the records are protected from debris, moisture, contamination, hazardous waste, and theft.

Chapter 1. All Licensees

Article 4. Posting and Advertising

§ 15039. License Posting Requirement.

(a) Upon issuance of a license, the licensee shall prominently display the license on the licensed premises where it can be viewed by state and local agencies. If the licensed premises is open to the public, the license shall be displayed in an area that is within plain sight of the public.

(b) Upon issuance of any license, a retailer, whose licensed premises is open to the public
* * *

(c) * * *

(d) * * *

§ 15040. Advertising Placement and Prohibitions.

(a) Any advertising or marketing, as defined in Business and Professions Code section 26150, that is placed in broadcast, cable, radio, print, and digital communications:

(1) Shall only be displayed after a licensee has obtained reliable up-to-date audience composition data demonstrating that at least 71.6 percent of the audience viewing the advertising or marketing is reasonably expected to be 21 years of age or older;

(2) Shall not use any depictions or images of minors or anyone under 21 years of age;

(3) Shall not use any images that are attractive to children, including, but not limited to:

(A) Cartoons;

(B) Any likeness to images, characters, or phrases that are popularly used to advertise to children;

(C) Any imitation of candy packaging or labeling; or

(D) The terms “candy” or “candies” or variants in spelling such as “kandy” or “kandeez.”

(4) Shall not advertise free cannabis goods or cannabis accessories. This includes promotions such as:

(A) Buy one product, get one product free;

(B) Free product with any donation; and

(C) Contests, sweepstakes, or raffles.

(b) In addition to the requirements for advertising and marketing in subsection (a), all outdoor signs, including billboards, shall:

(1) Be affixed to a building or permanent structure; and

(2) Comply with the provisions of the Outdoor Advertising Act, commencing with section 5200 of the Business and Professions Code, if applicable.

(c) For the purposes of this section, “reliable up-to-date audience composition data” means data regarding the age and location demographics of the audience viewing a particular advertising or marketing medium. “Reliable up-to-date audience composition data” does not include data from the most recent United States decennial or special census, or the annual population estimate for California counties published by the Demographic Research Unit, State Department of Finance.

(d) Immediately upon request, a licensee shall provide to the Department audience composition data as required in subsection (a) for advertising or marketing placed by the licensee.

(e) If the Department determines that audience composition data for advertising or marketing provided by a licensee does not comply with the requirements of subsection (a), or the licensee fails to provide audience composition data to the Department upon request, the licensee shall remove the advertising or marketing placement in question.

(f) In construing and enforcing the advertising provisions of the Act and this division, any action, omission, or failure of an advertising agent, representative, or contractor retained by the licensee shall in every case be deemed the act, omission, or failure of the licensee.

§ 15040.1. Marketing Cannabis Goods as Alcoholic Products.

Licensees shall not market, advertise, sell or transport cannabis goods that are labeled as beer, wine, liquor, spirits, or any other term used to describe a type of alcohol or alcoholic beverage that may create a misleading impression that the product is an alcoholic beverage as defined in division 9 of the Business and Professions Code. Nothing in this section shall be interpreted as prohibiting a company or brand name associated with alcoholic beverages from appearing on cannabis goods or in marketing and advertisements for cannabis goods provided the cannabis goods do not create a misleading impression that the product is an alcoholic beverage.

§ 15040.2. Prohibited Business Promotions.

(a) A licensee shall not give away any amount of cannabis or cannabis products, or any cannabis accessory, as part of a business promotion.

(b) A licensee shall not hold a raffle or sweepstakes as part of a business promotion.

§ 15041. Age Confirmation in Advertising.

(a) Prior to any advertising or marketing from the licensee involving direct, individualized communication or dialogue, the licensee shall use age affirmation to verify that the recipient is 21 years of age or older.

(b) For the purposes of this section, direct, individualized communication or dialogue may occur through any form of communication, including in-person, telephone, physical mail, or electronic.

(c) A method of age verification is not necessary for a communication if the licensee can verify that the licensee has previously had the intended recipient undergo a method of age affirmation and the licensee is reasonably certain that the communication will only be received by the intended recipient.

(d) A licensee shall use a method of age affirmation before having a potential customer added to a mailing list, subscribe, or otherwise consent to receiving direct, individualized communication or dialogue controlled by a licensee.

Chapter 1. All Licensees

Article 5. Security Measures

§ 15042. Premises Access Requirements.

(a) For a premises that is not open to the public, the licensee shall establish and implement an identification and sign-in/sign-out procedure for all persons accessing the premises, including authorized individuals, suppliers, and visitors.

(b) Licensees shall ensure that only employees of the licensee and other authorized individuals access the licensed premises.

(c) For the purpose of this section, “authorized individuals” include outside vendors, contractors, or other individuals conducting business that requires access to the licensed premises.

(d) An individual who enters the licensed premises and is not employed by the licensee shall be escorted by an employee of the licensee at all times while within the licensed premises.

(e) A licensee shall maintain a record of all authorized individuals who are not employees of the licensee who enter the licensed premises. The record shall include the name of the individual, the company the individual works for, the reason the individual entered the licensed premises, the date, and the times the individual entered and exited the licensed premises. These records shall be made available to the Department immediately upon request.

(f) A licensee shall not receive consideration or compensation for permitting an individual to enter the licensed premises.

§ 15043. Licensee Employee Badge Requirement.

All agents, officers, or other persons acting for or employed by a licensee conducting retail sales or participating in a temporary cannabis event shall display a laminated or plastic-coated identification badge issued by the licensee at all times while engaging in commercial cannabis activity. The identification badge shall, at a minimum, include the licensee's "doing business as" name and license number, the employee's first name, an employee number exclusively assigned to that employee for identification purposes, and a color photograph of the employee that clearly shows the full front of the employee's face and that is at least 1 inch in width and 1.5 inches in height.

§ 15044. Video Surveillance System.

(a) Each licensed premises shall have a digital video surveillance system with a minimum camera resolution of 1280 x 720 pixels on the licensed premises. This requirement does not apply to a licensed premises authorized exclusively for cultivation activities or the cultivation area of a licensed microbusiness premises.

(b) The video surveillance system shall at all times be able to effectively and clearly record images of the area under surveillance.

(c) Each camera shall be permanently mounted and in a fixed location. Each camera shall be placed in a location that allows the camera to clearly record activity occurring within 20 feet of all points of entry and exit on the licensed premises, and allows for the clear and certain identification of any person and activities in all areas required to be filmed under subsection (d).

(d) Areas that shall be recorded on the video surveillance system include the following:

(1) Areas where cannabis or cannabis products are weighed, packed, stored, loaded, and unloaded for transportation, prepared, or moved within the licensed premises;

(2) Limited-access areas;

(3) Security rooms;

(4) Areas storing a surveillance-system storage device with at least one camera recording the access points to the secured surveillance recording area; and

(5) Entrances and exits to the licensed premises, which shall be recorded from both indoor and outdoor vantage points.

(e) Licensed retailers and licensed microbusinesses authorized to engage in retail sales shall also record point-of-sale areas and areas where cannabis goods are displayed for sale on the video surveillance system. At each point-of-sale location, camera placement must allow for the recording of the facial features of any person purchasing or selling cannabis goods, or any person in the retail area, with sufficient clarity to determine identity.

(f) Cameras shall record continuously 24 hours per day and at a minimum of 15 frames per second (FPS).

(g) The physical media or storage device on which surveillance recordings are stored shall be secured in a manner to protect the recording from tampering or theft.

(h) Surveillance recordings shall be kept for a minimum of 90 calendar days.

(i) Surveillance recordings are subject to inspection by the Department and shall be kept in a manner that allows the Department to view and obtain copies of the recordings at the licensed premises immediately upon request. The licensee shall also send or otherwise provide copies of the recordings to the Department upon request within the time specified by the Department.

(j) Recorded images shall clearly and accurately display the time and date. Time is to be measured in accordance with the standards issued by the United States National Institute of Standards and Technology. The displayed date and time shall not cover the view of recorded images in a manner that prevents the ready identification of any person or activity in the captured image.

(k) The video surveillance system shall be equipped with a failure notification system that provides notification to the licensee of any interruption or failure of the video surveillance system or video surveillance-system storage device.

(l) If multiple licensed premises are contained within the same building or on the same parcel of land, a single video surveillance system covering the entire building or parcel of land may be used by all of the licensees if all licensees have immediate access to the surveillance recordings to produce them pursuant to subsection (i). All licensees sharing a video surveillance system shall be held responsible and subject to discipline for any violations of the video surveillance requirements.

(m) Notwithstanding subsection (a), a licensed distributor transport only licensee engaged in self-distribution whose premises is on the same parcel of land as their licensed cultivation premises shall not be required to comply with the provisions of this section.

§ 15046. Locks.

A licensee shall ensure that all limited-access areas can be securely locked using commercial-grade, nonresidential door locks. A licensee shall also use commercial-grade, nonresidential door locks on all points of entry and exit to the licensed premises. This requirement does not apply to a licensed premises authorized exclusively for cultivation activities or the cultivation area of a licensed microbusiness premises.

§ 15047. Alarm System.

- (a) A licensee shall maintain an alarm system as defined in Business and Professions Code section 7590.1(c) at the licensed premises. This requirement does not apply to a licensed premises authorized exclusively for cultivation activities or the cultivation area of a licensed microbusiness premises.
- (b) A licensee shall ensure a licensed alarm company operator or one or more of its registered alarm agents installs, maintains, monitors, and responds to the alarm system.
- (c) Upon request, a licensee shall make available to the Department all information related to the alarm system, monitoring, and alarm activity.
- (d) If multiple licensed premises are contained within the same building or parcel of land, a single alarm system covering the entire building or parcel of land may be used by all of the licensees if all licensees have access to and are able to provide the information under subsection (c). All licensees shall be held responsible and subject to discipline for any violations of the alarm system requirements.

§ 15047.1. Definitions.

- (a) "Plant tag" means the tag that is labeled with a UID number and provided by the Department or the Department's designee for attaching to a cannabis plant.
- (b) "Package tag" means the RFID-enabled tag that is labeled with a UID number and provided by the Department or the Department's designee for attaching to batches of cannabis or cannabis products.

§ 15047.2. General Requirements.

- (a) A licensee shall create and maintain an account within the track and trace system prior to engaging in any commercial cannabis activity.
- (b) All commercial cannabis activity shall be accurately recorded in the track and trace system.
- (c) A licensee is responsible for the accuracy and completeness of all data and information entered into the track and trace system. The licensee is responsible for all actions taken by the designated account manager or other account users while performing track and trace activities.
- (d) A person shall not intentionally misrepresent or falsify information entered into the track and trace system.

Chapter 1. All Licensees

Article 6. Track and TRACE Requirements

§ 15048. Training and Credentialing.

(a) Each applicant or licensee shall identify an owner of the commercial cannabis business as the track and trace system account manager. A licensee may change the account manager by submitting a written request to the Department.

(b) No later than 10 calendar days after license issuance, the designated account manager shall:

- (1) Complete new user system training provided by the Department.
- (2) Email support@metrc.com from the designated account manager's email address to request access to the track and trace system.
- (3) Complete the credentialing process to establish a login.

(c) The account manager and each user shall utilize a unique login, consisting of a username and password. The account manager and each user shall only access the track and trace system under their assigned login. No account manager or user shall share their login, username, or password, with any other individual for any reason.

§ 15048.1. Responsibilities of the Designated Account Manager.

(a) A licensee and their designated account manager(s) shall:

(1) Designate track and trace system users, as needed, and require the system users to be trained in the proper and lawful use of the track and trace system before the users are permitted to access the track and trace system;

(2) Maintain an accurate and complete list of all of the licensee's track and trace system users, including full names and usernames, and update the list immediately when changes occur;

(3) Remove a user from the licensee's track and trace system account when that individual is no longer authorized to represent the licensee;

(4) Correct any data entry errors within three (3) calendar days of discovery of the error;

(5) Tag and enter all inventory in the track and trace system as required by section 15049;

(6) Monitor all system notifications and resolve all issues identified. The notification shall not be dismissed by an account manager before resolution of the issue(s) identified in the notification;

(7) Notify the Department of any loss of access to the track and trace system that exceeds 72 hours; and

(8) Reconcile the inventory of cannabis and cannabis products on the licensed premises with the track and trace system database at least once every thirty (30) calendar days.

§ 15048.2. General Tag Requirements.

(a) A licensee shall only use plant and package tags provided and distributed by the Department or the Department's designee.

(b) A licensee shall only use plant and package tags assigned in the track and trace system to that licensee and shall not transfer unused tags to any other licensee.

(c) A licensee shall maintain a sufficient supply of tags to support tagging in accordance with this chapter.

(d) Plant and package tags shall be discarded after they are no longer required for use.

§ 15049. Track and Trace Reporting.

(a) All cannabis and cannabis products on the licensed premises shall be assigned a plant or package tag, as applicable, except for harvested plants that are being dried, cured, graded, or trimmed, as specified in this division, and recorded in the track and trace system.

(b) Each of the following activities shall be recorded in the track and trace system within 24 hours of occurrence:

- (1) Receipt of cannabis or cannabis products.
- (2) Rejection of transferred cannabis or cannabis products.
- (3) Manufacturing of cannabis or cannabis products.
- (4) Use of cannabis or cannabis product for internal quality control testing or product research and development.
- (5) Destruction or disposal of cannabis or cannabis products.
- (6) Packaging or repackaging of cannabis or cannabis products, except that cultivation licensees shall comply with section 15049.1(b)(5).
- (7) Laboratory testing, including testing results.
- (8) Sale or donation of cannabis or cannabis products.

(c) The following information shall be recorded in the track and trace system for each activity entered pursuant to subsection (b):

- (1) The type of cannabis or cannabis products.
- (2) The weight, volume, or count of the cannabis or cannabis products.
- (3) The date of activity.
- (4) The UID assigned to the cannabis or cannabis products.
- (5) The brand name of the cannabis goods.
- (6) If cannabis or cannabis products are being destroyed or disposed of, the licensee shall record the following information in the notes section:
 - (A) The name of the employee performing the destruction or disposal;
 - (B) The reason for destruction or disposal; and

(C) The method of disposal.

(d) If a package adjustment is used to adjust the quantity of cannabis or cannabis products in the track and trace system, the licensee shall include a description explaining the reason for adjustment.

(e) If a licensee rejects a partial shipment of cannabis goods pursuant to section 15052.1(b), the licensee shall record the partial rejection in the track and trace system.

§ 15049.2. Recording Transfers of Cannabis and Cannabis Products.

(a) A licensee shall prepare a shipping manifest through the track and trace system prior to transferring cannabis and cannabis products off of a licensed premises. The following information shall be recorded on the shipping manifest by the licensee initiating the transfer:

- (1) The name, license number, and premises address of the originating licensee;
- (2) The name and license number of the distributor transporting the cannabis and cannabis products;
- (3) The name, license number, and premises address of the licensee receiving the cannabis or cannabis products into inventory or storage;
- (4) The UID numbers for all items being transferred;
- (5) The item name, item category and weight or count of cannabis or cannabis products associated with each package tag;
- (6) The estimated date and time of departure from the licensed premises;
- (7) The estimated date and time of arrival at each licensed premises; and
- (8) The driver's license number of the personnel transporting the cannabis and cannabis products, and the make, model, and license plate number of the vehicle used for transport.

(b) The distributor who transports the cannabis or cannabis product shall record the following additional information on the shipping manifest:

- (1) The actual date and time of departure from the licensed premises; and
- (2) The actual date and time of arrival at each licensed premises.

(c) Upon pick-up or receipt of cannabis and cannabis products for transport, storage, or inventory, a licensee shall ensure that the cannabis or cannabis products received are as described in the shipping manifest. The licensee shall record acceptance or receipt, and acknowledgment of the cannabis or cannabis products in the track and trace system.

(d) If there are any discrepancies between type or quantity of cannabis or cannabis products specified in the shipping manifest and the type or quantity received by the licensee, the licensee shall reject the shipment.

§ 15049.3. Track and Trace Requirements for Delivery.

(a) A licensed retailer conducting delivery of cannabis goods shall create a delivery inventory ledger in the track and trace system and record the information required under subsections (b)(1) through (7) prior to the delivery employee leaving the licensed retail premises for each delivery trip. A delivery trip begins when the delivery employee leaves the licensed retail premises to conduct delivery of cannabis goods.

(b) The delivery inventory ledger shall include the following information:

(1) The delivery inventory ledger number generated by the track and trace system and assigned to the specific delivery trip.

(2) The name and license number of the licensed retailer.

(3) The delivery employee's name, employee ID, and driver's license number.

(4) The delivery vehicle's make, model, and license plate number.

(5) The item name and category of each cannabis good to be carried on the delivery trip, the UID(s) assigned to those cannabis goods, and the number of units associated with each UID on the delivery inventory ledger.

(6) The UID(s) of any cannabis goods ordered by customers and processed by the licensed retailer prior to the delivery employee leaving the licensed retail premises.

(7) The date and time the delivery employee begins the delivery trip.

(c) For each delivery of cannabis goods, the following information shall be recorded within the track and trace system by the end of the calendar day on which the delivery was completed:

(1) The date and time the delivery was completed. A delivery is completed at the time the cannabis goods are physically provided to the customer.

(2) Whether the customer is an adult-use customer, medicinal cannabis patient, or patient's primary caregiver.

(3) The UID and quantity of each cannabis good delivered.

(4) The purchase price of each cannabis good delivered.

(5) The city, county, and zip code in which the delivery was completed.

(d) If a delivery employee returns to the licensed retail premises to obtain additional inventory of cannabis goods for delivery to be conducted on the same day and by the same delivery employee, the licensed retailer may continue the existing delivery trip in the track and trace system. If the licensed retailer chooses to continue the existing delivery trip, the additional inventory is considered part of the existing delivery trip and a new delivery inventory ledger is not required. The licensed retailer shall record the following information within the track and trace system under the existing delivery inventory ledger number for any additional cannabis goods to be carried on the same delivery trip:

(1) The item name and category of each additional cannabis good to be carried on the delivery trip, the UID(s) assigned to those cannabis goods, and the number of units associated with each UID on the delivery inventory ledger.

(2) The date and time the delivery employee leaves the licensed retail premises to continue the delivery trip.

(e) (1) The end date and time of the delivery trip shall be:

(A) Except as provided in subsection (e)(1)(B), the date and time the delivery employee returned to the licensed retail premises after conducting all deliveries that are part of the same delivery trip.

(B) If the delivery employee does not carry any unsold cannabis goods and does not return to the licensed retail premises on the same day after delivering all cannabis goods carried in the vehicle on the delivery trip, the date and time at which the delivery employee completed the last delivery of cannabis goods on the delivery trip.

(2) No later than the end of the calendar day on which the delivery trip occurred:

(A) If a delivery employee still carries unsold cannabis goods at the end of a delivery trip, the delivery employee must return to the licensed premises, remove the unsold cannabis goods from the delivery inventory ledger, and return the unsold cannabis goods to the licensed retailer's inventory within the track and trace system.

(B) The licensed retailer shall record the end date and time of the delivery trip in the track and trace system.

(f) Notwithstanding subsections (a) through (e), prior to April 1, 2023 * * *

§ 15050. Loss of Access.

(a) If at any point a licensee loses access to the track and trace system for any reason, the licensee shall prepare and maintain comprehensive records detailing all commercial cannabis activities that were conducted during the loss of access.

(b) The licensee shall not initiate transport for, receive, or deliver any cannabis or cannabis products until such time as access is restored.

(c) Once access has been restored, the licensee shall:

(1) Within three calendar days, enter all commercial cannabis activity that occurred during the loss of access into the track and trace system.

(2) Document the cause for loss of access, and the dates and times for when access to the track and trace system was lost and when it was restored.

§ 15051. Track and Trace System Reconciliation.

(a) The license shall review the information recorded in the track and trace system at least once every 30 calendar days to ensure its accuracy, including, at a minimum:

(1) Reconciling on-hand inventory of cannabis and cannabis product with the records in the track and trace system; and

(2) Reviewing the licensee's authorized users and removing any users who are no longer authorized to enter information into the track and trace system.

(b) If a licensee finds a discrepancy between the on-hand inventory and the track and trace system, the licensee shall conduct an audit and notify the Department in writing if the discrepancy is significant as defined in section 15034.

Chapter 1. All Licensees

Article 7. Acceptance or Rejection of Shipments

§ 15052. Returns.

(a) Cannabis and cannabis products may be returned from the licensee currently in possession to the originating licensee for any lawful business purpose in accordance with the following:

(1) Cannabis and cannabis products shall not be reprocessed, rebranded, relabeled, physically repackaged, have their expiration dates amended, or be modified in any way without prior approval from the Department. To receive approval to modify the cannabis or cannabis products, licensees shall submit a corrective action plan that meets the requirements specified in section 17305.

(2) After being returned, cannabis and cannabis products shall be transported to a licensed distributor to undergo laboratory testing in accordance with chapters 2 and 6 and quality assurance review pursuant to sections 15307 and 15307.1 prior to being transported to a licensed retailer.

(b) Returns of cannabis and cannabis products shall be recorded in the track and trace system on a return manifest that shall contain the reason for the return.

(c) Cannabis and cannabis products shall not be transported pursuant to a return unless the licensee returning the cannabis and cannabis products and the licensee receiving the cannabis and cannabis products have both consented to the return. The licensee who receives the return shall physically accept the return and enter it into the track and trace system.

§ 15052.1. Acceptance or Rejection of Shipments.

(a) Licensees shall accept or reject, in whole, shipments of cannabis or cannabis products.

(b) Notwithstanding subsection (a), partial shipments of cannabis or cannabis products shall be rejected in the following circumstances:

(1) If a licensee receives a shipment containing cannabis or cannabis products that differ from those listed on the sales invoice or receipt, the licensee shall reject the portion of the shipment that is not accurately reflected on the sales invoice or receipt.

(2) If a licensee receives a shipment containing any cannabis or cannabis products that were damaged during transportation, the licensee shall reject that portion of the shipment that was damaged.

(3) If a licensee receives a shipment containing cannabis or cannabis products that is non-compliant with labeling requirements or exceeds its provided expiration date, the licensee shall reject the portion of the shipment that is non-compliant with labeling requirements or expired.

(c) The licensee rejecting a shipment of cannabis or cannabis products, whether in whole or in part, shall record in the track and trace system and indicate on any relevant manifest, invoice, or sales receipt the specific reason for rejection.

(d) The licensee who originated a rejected shipment shall physically accept the rejected shipment and record it in the track and trace system.

Chapter 3. Retailers

§ 15403. Hours of Operation.

A licensed retailer shall sell and deliver cannabis goods only between the hours of 6:00 a.m. Pacific Time and 10:00 p.m. Pacific Time.

§ 15403.1. Requirements While Not Open for Business.

At any time the licensed premises is not open for retail sales, a licensed retailer shall ensure that:

(a) The licensed premises is securely locked with commercial-grade, nonresidential door locks as required in section 15046 of this division;

(b) The licensed premises is equipped with an active alarm system pursuant to section 15047 of this division, which shall be activated when the licensed retailer or its employees are not on the licensed premises; and

(c) Only employees of the licensee and other authorized individuals are allowed access to the licensed premises. For the purposes of this section, authorized individuals include individuals employed by the licensee as well as any outside vendors, contractors, or other individuals conducting business that requires access to the licensed premises.

§ 15404. Retail Customers.

(a) A licensed retailer shall only sell adult-use cannabis goods to individuals who are at least 21 years of age after confirming the customer's age and identity by inspecting a valid form of identification provided by the customer as required by subsection (c) of this section.

(b) A licensed retailer shall only sell medicinal cannabis goods to individuals who are at least 18 years of age and possesses a valid physician's recommendation after confirming the customer's age, identity, and physician's recommendation as required by subsection (c) of this section.

(c) Acceptable forms of identification include the following:

(1) A document issued by a federal, state, county, or municipal government, or a political subdivision or agency thereof, including, but not limited to, a valid motor vehicle operator's license, that contains the name, date of birth, height, gender, and photo of the person;

(2) A valid identification card issued to a member of the Armed Forces that includes the person's name, date of birth, and photo; or

(3) A valid passport issued by the United States or by a foreign government.

§ 15406. Cannabis Goods for Sale.

A licensed retailer shall not make any cannabis goods available for sale or delivery to a customer unless:

(a) The cannabis goods were received by the licensed retailer from a licensed distributor or licensed microbusiness authorized to engage in distribution;

(b) The licensed retailer has verified that the cannabis goods have not exceeded their best-by, sell-by, or expiration date if one is provided;

(c) In the case of manufactured cannabis products, the product complies with all requirements of Business and Professions Code section 26130 and this division;

(d) The cannabis goods have undergone regulatory compliance testing as required by the Act and chapter 6;

(e) The batch number, if any, is labeled on the package of cannabis goods and matches the batch number on the corresponding certificate of analysis for regulatory compliance testing;

(f) The packaging and labeling of the cannabis goods complies with Business and Professions Code section 26120 and this division; and

(g) The cannabis goods comply with all applicable requirements found in the Act and the division.

§ 15407. Sale of Non-Cannabis Goods.

(a) In addition to cannabis goods, a licensed retailer may sell only cannabis accessories and the branded merchandise of any licensee. Licensed retailers may provide customers with promotional materials.

(b) Notwithstanding subsection (a), a licensed retailer or licensed microbusiness authorized for retail sales who operates a consumption area on the licensed premises in accordance with Business and Professions Code section 26200(g) may also sell prepackaged, non-cannabis-infused, non-alcoholic food and beverages if the applicable local jurisdiction allows such sales.

(c) Nothing in this section shall be interpreted to prevent consumers from bringing or receiving non-cannabis-infused, non-alcoholic food and beverages from a restaurant or food delivery service for consumption in the designated consumption area on the licensed premises, if the applicable local jurisdiction allows such activities.

§ 15408. Sale of Live Plants and Seeds.

(a) A licensed retailer shall only sell live, immature cannabis plants and cannabis seeds if all of the following requirements are met:

- (1) The plant is not flowering and is shorter and narrower than 18 inches; and
- (2) The plant or seed originated from a licensed nursery that holds a valid license from the Department or a licensed microbusiness authorized to engage in cultivation.

(b) A licensed retailer shall not apply or use any pesticide, on live plants. A licensed retailer shall not cause any pesticide to be applied or used on live plants.

§ 15409. Daily Limits.

(a) A licensed retailer shall not sell more than the following amounts to a single adult-use cannabis customer in a single day:

- (1) 28.5 grams of non-concentrated cannabis.
- (2) 8 grams of cannabis concentrate as defined in Business and Professions Code section 26001, including cannabis concentrate contained in cannabis products.
- (3) 6 immature cannabis plants.

(b) A licensed retailer shall not sell more than the following amounts to a single medicinal cannabis patient, or to a patient's primary caregiver purchasing medicinal cannabis on behalf of the patient, in a single day:

(1) 8 ounces of medicinal cannabis in the form of dried mature flowers or the plant conversion as provided in Health and Safety Code section 11362.77.

(2) 12 immature cannabis plants.

(c) Notwithstanding subsection (b) of this section, if a medicinal cannabis patient's valid physician's recommendation contains a different amount than the limits listed in this section, the medicinal cannabis patient may purchase an amount of medicinal cannabis consistent with the patient's needs as recommended by a physician and documented in the physician's recommendation.

(d) The limits provided in subsection (a) and subsection (b) of this section shall not be combined to allow a customer to purchase cannabis goods in excess of any of the limits provided in this section.

(e) For the purposes of this section, a licensed retailer shall be responsible for determining that the amount of cannabis concentrates found in manufactured cannabis products sold to customers comply with the requirements of this section.

§ 15410. Customer Return of Cannabis Goods.

(a) For the purposes of this section, “customer return” means a customer's return of cannabis goods that were purchased from a licensed retailer, back to the licensed retailer from whom the cannabis goods were purchased.

(b) A licensed retailer may accept customer returns of cannabis goods that were previously sold to a customer.

(c) A licensed retailer shall not resell cannabis goods that have been returned.

(d) A licensed retailer shall treat any cannabis goods abandoned on the licensed retailer premises as a customer return.

(e) Defective manufactured cannabis products returned by customers to a licensed retailer may be destroyed or returned to the licensed distributor from whom the cannabis goods were obtained.

§ 15411. Requirements for Providing Free Cannabis Goods to Medicinal Consumers.

(a) A licensed retailer shall not provide free cannabis goods to any person. A licensed retailer shall not allow individuals who are not employed by the licensed retailer to provide free cannabis goods to any person on the licensed premises.

(b) Notwithstanding subsection (a), in order to provide access to medicinal cannabis patients who have difficulty accessing medicinal cannabis goods, a licensee who holds an M-Retailer license, an M-Retailer Non-storefront license, or an M-Microbusiness

license that is authorized for retail sales may provide free medicinal cannabis goods if the following criteria are met:

(1) Free cannabis goods are provided only to a medicinal cannabis patient or primary caregiver who possesses a valid physician's recommendation for medicinal cannabis or cannabis products or a valid identification card issued under Health and Safety Code section 11362.71.

(A) Before providing free cannabis goods to a medicinal cannabis patient who does not possess a valid identification card issued under Health and Safety code section 11362.7, the licensed retailer shall do the following:

(i) Verify with the Medical Board of California, the Osteopathic Medical Board of California, or the California Board of Podiatric Medicine that the attending physician providing the patient's medicinal cannabis recommendation has a license in good standing to practice medicine or osteopathy in the State of California;

(ii) Keep a copy of the patient's or primary caregiver's driver's license or other government-issued identification; and

(iii) Prepare and retain written certification that the licensed retailer verified the physician's recommendation as required by this section that includes the date and time of the verification, the name of the employee who conducted the verification, the name of the licensing board(s) contacted, the method by which the licensing board was contacted, and the name of the person at the licensing board who provided the verification if it was conducted orally, or a copy of the verification if it was provided in writing.

(B) After initially verifying a physician's recommendation for a specific medicinal cannabis patient as required by this section, a licensed retailer shall also verify the physician's recommendation at least annually, for the time period that the physician's recommendation is valid.

(C) A licensee shall not provide free cannabis goods to a medicinal cannabis patient or the patient's primary caregiver if the physician's recommendation has expired.

(2) Prior to being provided to the patient or the patient's primary caregiver, the cannabis goods have been properly designated for donation and recorded in the track and trace system.

(3) Except as provided under Revenue and Taxation Code section 34012.1, the donated cannabis goods shall comply with all statutory and regulatory requirements that apply to cannabis goods for sale, including those for cultivating, manufacturing, distributing, processing, storing, regulatory compliance testing, packaging, labeling, transporting, and delivering.

(4) The cannabis goods provided to a medicinal cannabis patient or the patient's primary caregiver pursuant to this section shall be applied toward the daily purchase limit for a medicinal cannabis customer contained in section 15409 and the possession limits contained in Health and Safety Code section 11362.77.

(5) If cannabis goods are donated by a licensed retailer, then the sales invoice or receipt for the cannabis goods shall indicate that the cannabis goods were donated.

(6) The provision of free cannabis goods shall be recorded in the track and trace system and the licensed retailer's inventory records. The inventory records shall also include either the number of the medicinal cannabis patient's identification card issued

under Health and Safety Code section 11362.7 or a copy of a valid physician's recommendation and the written certification that the recommendation was verified as required by this section.

(c) In addition to the provision of free cannabis goods in subsection (b), a licensed retailer may donate cannabis goods and the use of equipment in compliance with any compassionate use, equity, or other similar program administered by a local jurisdiction. The licensee shall ensure that all cannabis goods provided pursuant to this subsection comply with subsections (b)(4), (b)(5), and (b)(6).

(d) A licensed retailer may contract with an individual or organization to coordinate the provision of free cannabis goods on the licensee's retail premises. All cannabis goods provided through an individual or organization pursuant to this subsection shall comply with the requirements of this section. The licensed retailer may be disciplined for violations of the Act that are committed by an individual or organization with whom the licensee has contracted.

(e) A licensed retailer authorized to engage in retail sales only through delivery shall provide free cannabis goods only by delivery. Free cannabis goods provided through delivery shall comply with the requirements of this section.

§ 15412. Prohibition on Packaging and Labeling by a Retailer.

(a) A licensed retailer shall not accept, possess, or sell cannabis goods that are not packaged as they will be sold at final sale, in compliance with this division.

(b) A licensed retailer shall not package or label cannabis goods.

(c) Notwithstanding subsection (b) of this section, a licensed retailer may place a barcode or similar sticker on the packaging of cannabis goods to be used in inventory tracking. A barcode or similar sticker placed on the packaging of a cannabis goods shall not obscure any labels required by the Act or this division.

§ 15413. Cannabis Goods Packaging and Exit Packaging.

(a) All cannabis goods sold by a licensed retailer shall be in compliance with the packaging requirements in chapter 11.

(b) A package containing cannabis goods shall be tamper-evident and child-resistant. If the package contains multiple servings, the package must also be resealable.

(c) All cannabis goods purchased by a customer shall not leave the licensed retailer's premises unless the goods are placed in an opaque exit package.

(d) Immature plants and seeds sold by a licensed retailer are not required to be placed in resealable, tamper-evident, child-resistant packaging.

§ 15414. Non-Storefront Retailer.

- (a) A non-storefront retailer licensee shall be authorized to conduct retail sales exclusively by delivery as defined in Business and Professions Code section 26001(o).
- (b) A complete application for a non-storefront retailer license shall include all the information required in an application for a retailer license.
- (c) A non-storefront retailer licensee shall comply with all the requirements applicable to retailer licensees, except for those provisions related to public access to the licensed premises and the retail area.
- (d) The licensed premises of a non-storefront retailer licensee shall be closed to the public.

§ 15415. Delivery Employees.

- (a) All deliveries of cannabis goods shall be performed by a delivery employee who is directly employed by a licensed retailer.
- (b) Each delivery employee of a licensed retailer shall be at least 21 years of age.
- (c) All deliveries of cannabis goods shall be made in person. A delivery of cannabis goods shall not be made through the use of an unstaffed vehicle.
- (d) Deliveries of cannabis goods shall be received by customers only during the hours of operation established by section 15403. Delivery employees shall return to the licensed premises after making their last delivery of the day if they have any unsold cannabis goods to return to the premises.
- (e) During the process of delivery, the licensed retailer's delivery employee may not engage in any activities except for cannabis goods delivery and necessary rest, fuel, or vehicle repair stops.
- (f) A delivery employee of a licensed retailer shall, during deliveries, carry a copy of the retailer's current license, a copy of the QR Code certificate issued by the Department, which complies with section 15039, subsection (d), the employee's government-issued identification, and an identification badge provided by the employer pursuant to section 15043. A delivery employee shall provide a copy of the retail license, a copy of the QR Code certificate, and their employee identification badge to a delivery customer upon request.
- (g) Prior to providing cannabis goods to a delivery customer, a delivery employee shall confirm the identity and age of the delivery customer as required by section 15404 and ensure that all cannabis goods sold comply with requirements of section 15413.

(h) A licensed retailer shall maintain an accurate list of the retailer's delivery employees and shall provide the list to the Department upon request.

§ 15415.1. Deliveries Facilitated by Technology Platforms.

(a) A licensed retailer or licensed microbusiness shall not sell or otherwise transfer any cannabis goods to a customer through the use of an unlicensed third party, intermediary business, broker, or any other business or entity.

(b) Notwithstanding subsection (a) of this section, a licensed retailer or licensed microbusiness may contract with a service that provides a technology platform to facilitate the sale and delivery of cannabis goods, in accordance with all of the following:

(1) The licensed retailer or licensed microbusiness does not allow for delivery of cannabis goods by the technology platform service provider.

(2) The licensed retailer or licensed microbusiness does not share in the profits of the sale of cannabis goods with the technology platform service provider, or otherwise provide for a percentage or portion of the cannabis goods sales to the technology platform service provider.

(3) The licensed retailer or licensed microbusiness shall not advertise or market cannabis goods in conjunction with the technology platform service provider, outside of the technology platform, and shall ensure that the technology platform service provider does not use the licensed retailer's or licensed microbusiness's license number or legal business name on any advertisement or marketing that primarily promotes the services of the technology platform.

(4) The licensed retailer or licensed microbusiness shall ensure the following information is provided to customers:

(A) Any cannabis goods advertised or offered for sale on or through the technology platform shall disclose, at a minimum, the licensed retailer's or licensed microbusiness's legal business name and license number.

(B) Customers placing an order for cannabis goods through the technology platform shall be able to easily identify the licensed retailer or licensed microbusiness that each cannabis good is being ordered or purchased from. This information shall be available to the customer prior to the customer placing an order or purchasing the cannabis goods.

(5) All required sales invoices and receipts, including any receipts provided to the customer, shall disclose, at a minimum, the licensed retailer's or licensed microbusiness's legal business name and license number.

(6) All other delivery, marketing, and advertising requirements under this division are complied with.

§ 15416. Delivery to a Physical Address.

(a) A delivery employee may only deliver cannabis goods to a physical address in California.

(b) A delivery employee shall not leave the State of California while possessing cannabis goods.

(c) A delivery employee shall not deliver cannabis goods to an address located on publicly owned land or any address on land or in a building leased by a public agency. This prohibition applies to land held in trust by the United States for a tribe or an individual tribal member unless the delivery is authorized by and consistent with applicable tribal law.

(d) A delivery employee may deliver to any jurisdiction within the State of California provided that such delivery is conducted in compliance with all delivery provisions of this division.

(e) A delivery employee shall not deliver cannabis goods to a school providing instruction in kindergarten or any grades 1 through 12, day care center, or youth center.

§ 15417. Delivery Vehicle Requirements.

(a) A licensed retailer's delivery employee, carrying cannabis goods for delivery, shall only travel in an enclosed motor vehicle. Any vehicle used in the delivery of cannabis goods shall be operated by a delivery employee of the licensee. A vehicle used in the delivery of cannabis goods shall not have any marking or other indications on the exterior of the vehicle that may indicate that the delivery employee is carrying cannabis goods for delivery. Only the licensee or an employee of the retailer licensee for whom delivery is being performed shall be in the delivery vehicle.

(b) While carrying cannabis goods for delivery, a licensed retailer's delivery employee shall ensure the cannabis goods are not visible to the public. Cannabis goods shall be stored in a secure, fully enclosed trunk that cannot be accessed from inside the vehicle, or in a secured area or compartment within the interior of the vehicle. A "secured area" is defined as an area where solid or locking metal partitions, cages, or high-strength shatterproof acrylic can be used to create a secure compartment in the fully enclosed vehicle. The secured area may be comprised on three sides by any part of the body of the vehicle, provided the parts of the vehicle used for the purposes of this section are shatterproof and are not made of glass.

(c) A licensed retailer's delivery employee shall not leave cannabis goods in an unattended motor vehicle unless the motor vehicle is locked and equipped with an active vehicle alarm system. Any cannabis goods left in an unattended vehicle must be stored in a container as required in subsection (b).

(d) A vehicle used for the delivery of cannabis goods shall be outfitted with a dedicated Global Positioning System (GPS) device for identifying the geographic location of the delivery vehicle and recording a history of all locations traveled to by the delivery employee while engaged in delivery. A dedicated GPS device must be owned by the

licensee and used for delivery only. The device shall be either permanently or temporarily affixed to the delivery vehicle and shall remain active and inside of the delivery vehicle at all times during delivery. At all times, the licensed retailer shall be able to identify the geographic location of all delivery vehicles that are making deliveries for the licensed retailer and document the history of all locations traveled to by a delivery employee while engaged in delivery. A licensed retailer shall provide this information to the Department upon request. The history of all locations traveled to by a delivery employee while engaging in delivery shall be maintained by the licensee for a minimum of 90 days.

(e) Upon request, a licensed retailer shall provide the Department with information regarding any motor vehicle used for the delivery of cannabis goods, including the vehicle's make, model, color, Vehicle Identification Number, license plate number and Department of Motor Vehicles registration information.

(f) Any motor vehicle used by a licensed retailer to deliver cannabis goods is subject to inspection by the Department. Vehicles used to deliver cannabis goods may be stopped and inspected by the Department at any licensed premises or during delivery.

§ 15418. Cannabis Goods Carried During Delivery.

(a) A licensed retailer's delivery employee shall not carry cannabis goods in the delivery vehicle with a value in excess of \$10,000 at any time.

(b) For the purposes of this section, the value of cannabis goods shall be determined using the current retail price of all cannabis goods carried by, or within the delivery vehicle of, the licensed retailer's delivery employee.

(c) A delivery employee may only carry cannabis goods, cannabis accessories, branded merchandise of any licensee, or promotional materials in the delivery vehicle and may only perform deliveries for one licensed retailer at a time. A delivery employee must depart and return to the same licensed premises before taking possession of any cannabis goods from another licensee to perform deliveries.

(d) Before leaving the licensed premises, the licensed retailer's delivery employee must have a delivery inventory ledger of all cannabis goods provided to the licensed retailer's delivery employee. The contents of the delivery inventory ledger must comply with the requirements of section 15049.3. During the delivery trip, as defined in section 15049.3, the delivery employee shall maintain the delivery inventory ledger in hard copy or electronically, the latter of which may be an electronic copy maintained in the track and trace system. The delivery inventory ledger must be updated after each completed delivery to reflect the remaining inventory carried by the delivery employee. The delivery inventory ledger must otherwise be updated in accordance with the requirements of section 15049.3, and then entered into the track and trace system no later than the end of the calendar day on which the delivery trip occurred.

(e) The licensed retailer's delivery employee shall maintain a log that includes all stops from the time the licensed retailer's delivery employee leaves the licensed premises to the time that the licensed retailer's delivery employee returns to the licensed premises, and the reason for each stop. The log shall be turned in to the licensed retailer when the licensed retailer's delivery employee returns to the licensed premises. The licensed retailer must maintain the log as a commercial cannabis activity record as required by this division. The log may be maintained electronically.

(f) Prior to arrival at any delivery location, the licensed retailer must have received a delivery request from the customer and provided the delivery request receipt to the licensed retailer's delivery employee electronically or in hard copy. The delivery request receipt provided to the licensed retailer's delivery employee shall contain all of the information required in section 15420, except for the date and time the delivery was made, and the signature of the customer.

(g) Immediately upon request by the Department or any law enforcement officer, the licensed retailer's delivery employee shall provide:

(1) The delivery inventory ledgers from the time the licensed retailer's delivery employee left the licensed premises up to the time of the request;

(2) All delivery request receipts for cannabis goods carried by the delivery employee, in the delivery vehicle, or any deliveries that have already been made to customers; and

(3) The log of all stops from the time the licensed retailer's delivery employee left the licensed premises up to the time of the request.

(h) If a licensed retailer's delivery employee does not have any delivery requests to be performed for a 30-minute period, the licensed retailer's delivery employee shall not make any additional deliveries and shall return to the licensed premises. Required meal breaks shall not count toward the 30-minute period.

(i) Upon returning to the licensed premises, all undelivered cannabis goods shall be returned to the licensed retailer's inventory and recorded within the track and trace system in accordance with section 15049.3.

§ 15419. Cannabis Consumption During Delivery.

A licensed retailer's delivery employees shall not consume cannabis or cannabis products while delivering cannabis goods to customers.

§ 15420. Delivery Request Receipt.

A licensed retailer shall prepare a hard copy or electronic delivery request receipt for each delivery of cannabis goods.

(a) The delivery request receipt shall contain the following:

- (1) The legal business name and license number of the licensed retailer;
- (2) The first name and employee number of the licensed retailer's delivery employee who delivered the order;
- (3) The first name and employee number of the licensed retailer's employee who prepared the order for delivery;
- (4) The first name of the customer and a licensed retailer-assigned customer number for the person who requested the delivery;
- (5) The date and time the delivery request was made;
- (6) The delivery address;
- (7) A detailed description of all cannabis goods requested for delivery. The description shall include the weight, volume, or any other accurate measure of the amount of all cannabis goods requested;
- (8) The total amount paid for the delivery, including any taxes or fees, the cost of the cannabis goods, and any other charges related to the delivery; and
- (9) Upon delivery, the date and time the delivery was made, and the handwritten or electronic signature of the customer who received the delivery.

(b) At the time of the delivery, the delivery employee of the retailer shall provide the customer who placed the order with a hard or electronic copy of the delivery request receipt. The delivery employee shall retain a hard or electronic copy of the signed delivery request receipt for the licensed retailer's records.

(c) For the purposes of this section, an employee number is a distinct number assigned by a licensed retailer to an employee that would allow the licensed retailer to identify the employee in documents or records using the employee number rather than the employee's full name. A licensed retailer shall be able to identify the employee associated with each employee number upon request from the Department.

(d) For the purposes of this section, a customer number is a distinct number assigned by a licensed retailer to a customer that would allow the licensed retailer to identify the customer in documents or records using the customer number rather than the customer's full name. A licensed retailer shall be able to identify the customer associated with each customer number upon request from the Department.

§ 15421. Delivery Route.

While making deliveries of cannabis goods, a licensed retailer's delivery employee shall only travel from the retailer's licensed premises to the delivery address; from one delivery address to another delivery address; or from a delivery address back to the retailer's licensed premises. A delivery employee of a licensed retailer shall not deviate from the delivery path described in this section, except for necessary rest, fuel, or vehicle repair stops, or because road conditions make continued use of the route unsafe, impossible, or impracticable.

§ 15422. Receiving Shipments of Inventory.

- (a) A licensed retailer shall receive a shipment of cannabis goods only from a licensed distributor or licensed microbusiness authorized to engage in distribution.
- (b) A licensed retailer shall accept shipments of cannabis goods only between the hours of 6:00 a.m. Pacific Time and 10:00 p.m. Pacific Time.
- (c) During business hours, shipments of cannabis goods shall not enter the licensed premises through an entrance or exit that is available for use by the public.
- (d) A licensed retailer whose licensed premises only has one entryway may be exempt from the requirements of subsection (c) of this section if the licensed retailer obtains authorization from the local jurisdiction explicitly authorizing this activity. The licensed retailer shall be required to provide this authorization to the Department upon request. For this section to apply, the licensed premises must physically have only one entryway and cannot have any other entryways.

§ 15423. Inventory Documentation.

A licensed retailer shall maintain an accurate record of its inventory. A licensed retailer shall provide the Department with the record of inventory immediately upon request. A licensed retailer shall keep a record of the following information for all cannabis goods the licensed retailer has in its inventory:

- (a) A description of each item such that the cannabis goods can easily be identified;
- (b) An accurate measurement of the quantity of the item;
- (c) The date and time the cannabis goods were received by the licensed retailer;
- (d) The sell-by or expiration date provided on the package of cannabis goods, if any;
- (e) The name and license number of the licensed distributor or licensed microbusiness that transported the cannabis goods to the licensed retailer; and
- (f) The price the licensed retailer paid for the cannabis goods, including taxes, delivery costs, and any other costs.

§ 15424. Inventory Reconciliation.

- (a) A licensed retailer shall be able to account for all of its inventory.
- (b) In conducting an inventory reconciliation, a licensed retailer shall verify that the licensed retailer's physical inventory is consistent with the licensed retailer's records pertaining to inventory.

(c) The result of inventory reconciliation shall be retained in the licensed retailer's records and shall be made available to the Department upon request.

(d) If a licensed retailer identifies any evidence of theft, diversion, or loss, the licensed retailer shall notify the Department and law enforcement pursuant to section 15036 of this division.

(e) If a significant discrepancy as defined in section 15034 of this division is discovered between a licensed retailer's physical inventory and the licensed retailer's inventory records, the licensed retailer shall notify the Department and law enforcement pursuant to section 15036 of this division.

§ 15427. Retailer Premises-to-Retailer Premises Transfer.

(a) A licensee who holds multiple retail licenses may arrange for the transfer of cannabis goods from one licensed retail premises to another licensed retail premises if both retail licenses are held by the same sole proprietor or business entity.

(b) Cannabis goods transferred to a licensed retail premises under subsection (a) may be sold by the licensed retailer receiving the cannabis goods only if the cannabis goods comply with all requirements found in the Act and this division.

(c) The transportation of cannabis goods under this section must comply with all requirements found within the Act and this division.

(d) Any movement of cannabis goods under this section shall be properly entered into the track and trace system.

Chapter 9. Other Responsibilities

§ 17221. Weighing Devices and Weighmasters.

(a) A licensee shall use weighing devices approved, tested, and sealed in accordance with the requirements in Business and Professions Code, division 5, chapter 5 (commencing with section 12500) and its implementing regulations, and registered with the county sealer consistent with Business and Professions Code, division 5, chapter 2 (commencing with section 12240) and its implementing regulations whenever:

- (1) Cannabis or cannabis product is bought or sold by weight or count;
- (2) Cannabis or cannabis product is packaged for sale by weight or count;
- (3) Cannabis or cannabis product is weighed or counted for entry into the track and trace system; and
- (4) The weighing device is used for commercial purposes as defined in Business and Professions Code section 12500.

(b) Whenever the licensee is determining the weight, measure, or count of cannabis and cannabis products for the purposes specified in subsection (a), the weight, measure, or count shall be determined by a licensed weighmaster in compliance with the requirements of Business and Professions Code, division 5, chapter 7 (commencing with section 12700).

(c) A licensee shall obtain a weighmaster certificate that complies with the requirements of Business and Professions Code, division 5, chapter 7 (commencing with section 12700) whenever:

(1) Payment for the cannabis or cannabis product is dependent upon the quantity determined by the weighmaster; or

(2) Payment for service or processing of the cannabis or cannabis product is dependent upon the quantity determined by the weighmaster.

(d) The weighmaster certificate shall not be required when cannabis or cannabis products are weighed or counted for entry into the track and trace system.

(e) In any county in which a county sealer refuses or is not required to approve, register, test, and seal weighing devices used by a licensee, the licensee may have a service agency registered pursuant to Business and Professions Code, division 5, chapter 5.5 perform testing of a weighing device consistent with the requirements in title 4, California Code of Regulations, section 4070. The licensee shall keep a copy of the registered service agency's written inspection report attesting to the accuracy of the device for each device operated by the licensee.

§ 17223. Waste Management.

(a) A licensee shall dispose of all waste in accordance with the Public Resources Code and any other applicable state and local laws. It is the responsibility of the licensee to properly evaluate waste to determine if it should be designated and handled as a hazardous waste, as defined in Public Resources Code section 40141.

(b) A licensee shall establish and implement a written cannabis waste management plan that describes the method or methods by which the licensee will dispose of cannabis waste, as applicable to the licensee's activities. A licensee shall dispose of cannabis waste using only the following methods:

(1) On-premises composting of cannabis waste.

(2) Collection and processing of cannabis waste by a local agency, a waste hauler franchised or contracted by a local agency, or a private waste hauler permitted by a local agency in conjunction with a regular organic waste collection route.

(3) Self-haul cannabis waste to one or more of the following:

(A) A staffed, fully permitted solid waste landfill or transformation facility;

(B) A staffed, fully permitted composting facility or staffed composting operation;

(C) A staffed, fully permitted in-vessel digestion facility or staffed in-vessel digestion operation;

(D) A staffed, fully permitted transfer/processing facility or staffed transfer/processing operation;

(E) A staffed, fully permitted chip and grind operation or facility; or

(F) A recycling center as defined in title 14, California Code of Regulations, section 17402.5(d) that meets the following:

(i) The cannabis waste received shall contain at least ninety (90) percent inorganic material;

(ii) The inorganic portion of the cannabis waste is recycled into new, reused, or reconstituted products that meet the quality standards necessary to be used in the marketplace; and

(iii) The organic portion of the cannabis waste shall be sent to a facility or operation identified in subsections (b)(3)(A)-(E).

(4) Reintroduction of cannabis waste back into agricultural operation through on-premises organic waste recycling methods including, but not limited to, tilling directly into agricultural land and no-till farming.

(c) The licensee shall maintain any cannabis waste in a secured waste receptacle or secured area on the licensed premises until the time of disposal. Physical access to the receptacle or area shall be restricted to the licensee, employees of the licensee, the local agency, waste hauler franchised or contracted by the local agency, or private waste hauler permitted by the local agency only. Nothing in this subsection prohibits licensees from using a shared waste receptacle or area with other licensees, provided that the shared waste receptacle or area is secured and access is limited as required by this subsection.

(d) A licensee that disposes of waste through an entity described in subsection (b)(2) shall do all of the following:

(1) Maintain and make available to the Department upon request the business name, address, contact person, and contact phone number of the entity hauling the waste; and

(2) Obtain documentation from the entity hauling the waste that evidences subscription to a waste collection service.

(e) If a licensee is self-hauling cannabis waste as allowed by the local jurisdiction, the licensee shall be subject to all of the following requirements:

(1) Self-hauled cannabis waste shall only be transported by the licensee or its employees;

(2) Self-hauled cannabis waste shall only be transported to a facility specified in subsection (b)(3); and

(3) The licensee or its employee who transports the waste shall obtain for each delivery of cannabis waste a copy of a certified weight ticket or receipt from the solid waste facility.

(f) A batch of cannabis or cannabis products that is being disposed of because the batch has failed internal quality testing, quality assurance review by a distributor, or regulatory compliance testing shall comply with the following additional requirements:

(1) All cannabis or cannabis products in the batch shall be rendered unusable prior to disposal;

(2) Rendering of the cannabis or cannabis products shall be done under video surveillance, unless the rendering is performed by a licensee engaging in cultivation activities on a licensed premises authorized exclusively for cultivation activities or the cultivation area of a licensed microbusiness premises; and

(3) The reason for disposal and the disposition of the batch shall be noted in the track and trace system.

§ 17225. Product Complaints.

(a) A licensee shall review all product complaints made to the licensee to determine whether the complaints involve possible misbranding or adulteration of a cannabis good, and shall investigate the complaints to the extent practicable based on the information received and the records the licensee is required to maintain.

(b) For purposes of this section, “product complaint” means any written, electronic, or oral communication received by a licensee that contains any allegation expressing concern, for any reason, with the quality of a cannabis good. Examples of product complaints may include, but are not limited to: foul odor, caused illness or injury, foreign material in a cannabis product container, improper packaging, mislabeling, cannabis products that contain an incorrect concentration of cannabinoids, and cannabis products that contain an unidentified ingredient, or any form of contaminant.

(c) The licensee shall maintain written records for every product complaint received and any subsequent investigation. The records shall include:

- (1) The name and description of the cannabis good;
- (2) The batch number or UID of the cannabis good, if available;
- (3) The date the complaint was received and the name, address, and telephone number of the complainant, if available;
- (4) The nature of the complaint including, if known, how the product was used;
- (5) The reply to the complainant, if any;
- (6) The findings of the investigation or follow-up action taken when an investigation is performed;
- (7) The basis for any determination not to conduct an investigation, if applicable; and
- (8) The notification to the licensee that made the cannabis good, if applicable.

(d) The licensee shall conduct a recall, as specified in section 17226, when the investigation evidences adulteration or misbranding.

§ 17226. Voluntary Recalls.

(a) Licensees shall establish and implement written procedures for recalling cannabis goods that are determined to be misbranded or adulterated. The recall procedures shall be implemented upon discovery, or notification from the Department, that one or more batches of cannabis goods are adulterated or misbranded. These procedures shall include:

- (1) Factors that necessitate a recall;
- (2) Personnel responsible for implementing the recall procedures;
- (3) Notification protocols, including:

(A) A mechanism to notify all customers that have, or could have, obtained the cannabis goods, including communication and outreach via media, as necessary and appropriate;

(B) A mechanism to notify any licensees that supplied or received the recalled cannabis goods; and

(C) Instructions to the general public and other licensees for the return or destruction of the recalled cannabis goods; and

(4) Procedures for the collection and destruction of any recalled cannabis goods. These procedures shall meet the following requirements:

(A) All recalled cannabis goods that are intended to be destroyed shall be quarantined for a minimum of 72 hours, unless a longer holding time is requested by the Department. The licensee shall affix to the recalled cannabis goods any bills of lading, shipping manifests, or other similar documents with the cannabis goods information and weight. The cannabis goods held in quarantine shall be subject to auditing by the Department.

(B) Following the quarantine period, the licensee shall render the recalled cannabis goods unusable and dispose of them in accordance with section 17223.

(b) In addition to the tracking requirements set forth in section 15049, a licensee shall use the track and trace system and onsite documentation to ensure that recalled cannabis goods intended for destruction are identified, weighed, and tracked while on the licensed premises and when disposed of in accordance with this section. For recalled cannabis goods, the licensee shall enter the following details into the track and trace system: the weight and count of the cannabis goods, reason for destruction, and date the quarantine period will begin.

(c) The licensee shall notify the Department of any recall within 24 hours of initiating the recall.

(d) A licensed manufacturer may submit a corrective action plan to the Department for recalled cannabis goods in accordance with section 17305. If the corrective action plan

is not approved by the Department, the cannabis goods shall be destroyed pursuant to the procedures required by subsection (a)(4).

§ 17227. Mandatory Recalls.

(a) The Department may require licensees to conduct a recall of a cannabis good that is adulterated or misbranded in accordance with Business and Professions Code section 26039.1.

(b) The licensee shall conduct the mandatory recall in the same manner as a voluntary recall as provided in section 17226.

Chapter 12. Enforcement

Article 1. Authority

§ 17800. Right of Access.

(a) The Department and its authorized representatives, for purposes of inspection, investigation, review, or audit, shall have full and immediate access to:

(1) Enter any premises licensed by the Department.

(2) Inspect and test any vehicle or equipment possessed by, in control of, or used by a licensee or their agents and employees for the purpose of conducting commercial cannabis activity.

(3) Test any cannabis goods or cannabis-related materials or products possessed by, in control of, or used by a licensee or their agents and employees for the purpose of conducting commercial cannabis activity.

(4) Copy any materials, books, or records of any licensee or their agents and employees.

(b) Failure to cooperate with and participate in any Department investigation pending against the licensee may result in a licensing violation subject to discipline. This subsection shall not be construed to deprive a licensee of any privilege guaranteed by the Fifth Amendment to the Constitution of the United States, or any other constitutional or statutory privileges. This subsection shall not be construed to require a licensee to cooperate with a request that would require the licensee to waive any constitutional or statutory privilege or to comply with a request for information or other matters within an unreasonable period of time in light of the time constraints of the licensee's business. Any constitutional or statutory privilege exercised by the licensee shall not be used against the licensee in a regulatory or disciplinary proceeding against the licensee.

(c) Prior notice of an inspection, investigation, review, or audit is not required.

(d) Any inspection, investigation, review, or audit of a licensed premises shall be conducted anytime the licensee is exercising privileges under the license, or as otherwise

agreed to by the Department and the licensee or its agents, employees, or representatives.

(e) If the licensed premises is not accessible because access is only available by going through another licensed premises and the licensee occupying the other licensed premises denies the Department access, the licensees shall both be held responsible and subject to discipline.

Chapter 12. Enforcement

Article 2. Compliance and Enforcement Actions

§ 17801. Notice to Comply.

(a) The Department may issue a Notice to Comply to a licensee for violation(s) of the Act or this division discovered during an investigation or audit or observed during an inspection.

(b) The Notice to Comply shall be in writing and describe the nature and facts of each violation, including a reference to the statute or regulation violated, and may indicate the manner in which the licensee must correct the violation(s) to achieve compliance.

(c) The Department may serve the Notice to Comply personally, by email, or by mail to the licensee or an employee, agent, or person delegated by the licensee to accept notice.

(d) The licensee shall sign and return the Notice to Comply and describe how compliance was achieved within 30 calendar days after the date of personal service or the date of emailing or mailing of the notice or a different date specified by the Department. The Department may also require the licensee to provide a plan for review and approval by the Department on a case-by-case basis.

(e) Failure to correct the violation(s) in the Notice to Comply may result in disciplinary action.

§ 17801.1. Notice of Violation.

(a) Until October 1, 2021, the Department may issue a Notice of Violation to a licensee for violation(s) of the Act or this division that shall inform the licensee of:

- (1) The violation(s) alleged;
- (2) The proposed fine amount; and
- (3) The licensee's right to request a hearing pursuant to subsection (b).

(b) Within 30 calendar days after issuance by the Department, a licensee may appeal a Notice of Violation by submitting a written request for an informal hearing by mail to the Department of Cannabis Control, Legal Affairs Division, 2920 Kilgore Road, Rancho

Cordova, CA 95670, or by email to appeals@cannabis.ca.gov. The request shall include the following:

- (1) The licensee's name, mailing address, and daytime phone number;
- (2) The license number issued by the Department;
- (3) A copy of the Notice of Violation; and
- (4) A clear and concise statement of the basis of the appeal.

(c) If the licensee fails to submit a timely request for hearing pursuant to subsection (b), the Notice of Violation is not appealable and the Department may proceed upon the noticed violation(s) without a hearing.

(d) A hearing requested to appeal a Notice of Violation will be scheduled and conducted in accordance with chapter 5 (commencing with section 11500) of part 1 of division 3 of the Government Code.

(e) For all written requests for a hearing submitted by licensees and received by the Department prior to October 1, 2021, with hearings scheduled to take place on or after October 1, 2021, the following will occur:

(1) Informal hearing proceedings noticed prior to October 1, 2021, shall be converted to adjudicative proceedings under chapter 5 (commencing with section 11500) of part 1 of division 3 of the Government Code.

(2) Any scheduled informal hearings will be vacated, and a new hearing date, location and time will be noticed by the Department.

§ 17802. Citations; Orders of Abatement; Administrative Fines.

(a) The Department may issue citations containing orders of abatement and fines against a licensee, or an unlicensed person, for any acts or omissions that are in violation of any provision of the Act or this division, or any another California laws applicable to cannabis licensees including, but not limited to, state labor law.

(b) The Department may issue a citation under this section to a licensee for a violation of a term or condition contained in a decision placing that licensee on probation.

(c) Each citation may contain either order(s) of abatement, monetary fine(s), or both, and shall:

(1) Be in writing and describe with particularity the nature of the violation, including a reference to the statute or regulation determined to have been violated;

(2) Fix a reasonable time for abatement of the violation if the citation contains an order of abatement;

(3) Assess an administrative fine of up to \$5,000 per violation, per day, by a licensee and up to \$30,000 per violation, per day, by an unlicensed person if the citation contains a fine;

- (4) Be served personally or by certified mail; and
- (5) Inform the licensee or person that they may request an informal conference, or contest the citation, or both, pursuant to section 17803.

(d) Fines issued with a citation must be paid within 30 calendar days after service of the citation, unless the fine is contested. If a citation is not appealed and the fine is not paid, the full amount of the assessed fine shall be added to the fee for renewal of the license. A license shall not be renewed without payment of the renewal fee and fine.

(e) The amount of any fine assessed by the Department under this section shall take into consideration the factors listed in Business and Professions Code section 26031.5(a)(1)-(3).

(f) Nothing in this section shall be deemed to prevent the Department from filing an accusation to suspend or revoke a license where grounds for such suspension or revocation exist.

§ 17803. Contesting Citations.

(a) A cited licensee or person may, within 30 calendar days after service of the citation, contest the citation by submitting to the Department a written request for a hearing, conducted in accordance with chapter 5 (commencing with section 11500) of part 1 of division 3 of the Government Code. If a hearing is not requested, it is waived and payment of a fine will not constitute an admission of the violation charged.

(b) In addition to requesting a hearing provided for in subsection (a), the cited licensee or person may, within 15 calendar days after service of the citation, submit a written request for an informal conference with the Department regarding the acts or omissions charged in the citation.

(c) The Department shall, within 15 calendar days after receipt of the written request, hold an informal conference with the cited licensee or person and/or their legal counsel or authorized representative.

(d) At the conclusion of the informal conference, the Department may affirm, modify, or dismiss the citation, including any fines levied or orders of abatement issued. A written decision stating the reasons for the decision shall be mailed to the cited licensee or person and their legal counsel, if any, within 15 calendar days after the date of the informal conference. This decision shall be deemed to be a final order with regard to the citation issued, including the levied fine and the order of abatement, if any.

(e) If the citation is dismissed, any request for a hearing shall be deemed withdrawn. If the citation is affirmed or modified, the cited licensee or person may either withdraw the request for a hearing or proceed with the administrative hearing process.

(f) If the citation, including any fines levied or orders of abatement issued, is modified, the citation originally issued shall be considered withdrawn and new citation issued. If a hearing is requested for the subsequent citation, it shall be requested within 30 calendar days after issuance of the citation.

§ 17804. Citation Compliance.

(a) If a citation with an order of abatement is issued, the time to abate or correct a violation as provided for in the order of abatement may be extended for good cause. If a cited licensee or person who has been issued an order of abatement is unable to complete the correction within the time set forth in the citation because of conditions beyond their control after the exercise of reasonable diligence, the cited licensee or person may request an extension of time from the Department in which to complete the correction. The request must be in writing and made within the time set forth for abatement.

(b) When a citation is not contested, or if it is contested and the cited licensee or person does not prevail, failure to abate the violation within the time allowed or pay a fine that was imposed shall constitute a separate violation.

(c) Failure to timely comply with an order of abatement or pay a fine that was imposed may result in further action being taken by the Department, including, but not limited to, suspension or revocation of a license, or further administrative or civil proceedings.

Chapter 12. Enforcement

Article 3. Disciplinary Actions

§ 17808. Additional Grounds for Discipline.

The following include, but are not limited to, additional grounds that constitute a basis for disciplinary action:

(a) Failure to pay a fine imposed by the Department or agreed to by the licensee.

(b) Failure to take reasonable steps to correct objectionable conditions on the licensed premises, including the immediately adjacent area that is owned, leased, or rented by the licensee, that constitute a nuisance, within a reasonable time after receipt of notice to make those corrections, under Penal Code section 373a.

(c) Failure to take reasonable steps to correct objectionable conditions that occur during operating hours on any public sidewalk abutting a licensed premises and constitute a nuisance, within a reasonable time after receipt of notice to correct those conditions from the Department. This subsection shall apply to a licensee only upon written notice to the licensee from the Department. The Department shall issue this written notice upon its own determination, or upon a request from the local law enforcement agency in whose jurisdiction the licensed premises is located, that is supported by substantial evidence

that persistent objectionable conditions are occurring on the public sidewalk abutting the licensed premises. For purposes of this subsection:

(1) "Any public sidewalk abutting a licensed premises" means the publicly owned, pedestrian-traveled way, not more than 20 feet from the licensed premises, that is located between a licensed premises, including any immediately adjacent area that is owned, leased, or rented by the licensee, and a public street.

(2) "Objectionable conditions that constitute a nuisance" means disturbance of the peace, public intoxication, drinking alcoholic beverages in public, smoking or ingesting cannabis or cannabis products in public, harassment of passersby, gambling, prostitution, loitering, public urination, lewd conduct, drug trafficking, or excessive loud noise.

(3) "Reasonable steps" means all of the following:

(A) Calling the local law enforcement agency. Timely calls to the local law enforcement agency that are placed by the licensee or their agents or employees shall not be construed by the Department as evidence of objectionable conditions that constitute a nuisance.

(B) Requesting that those persons engaging in activities causing objectionable conditions to cease those activities, unless the licensee or their agents or employees feel that their personal safety would be threatened in making that request.

(C) Making good faith efforts to remove items that facilitate loitering, such as furniture, except those structures approved or permitted by the local jurisdiction. The licensee shall not be liable for the removal of those items that facilitate loitering.

(4) When determining what constitutes "reasonable steps," the Department shall consider site configuration constraints related to the unique circumstances of the nature of the business.

(5) Even after correcting the objectionable conditions that constitute a nuisance, the licensee has a continuing obligation to meet the requirements of subsections (b) and (c), and failure to do so shall constitute grounds for disciplinary action.

(d) Knowingly permitting the illegal sale, or negotiations for the illegal sale, of controlled substances or dangerous drugs upon the licensed premises. Successive sales, or negotiations for sales, over any continuous period of time shall be deemed evidence of permission. As used in this section, "controlled substances" has the same meaning as in Health and Safety Code section 11007, and "dangerous drugs" has the same meaning as in Business and Professions Code section 4022.

(e) If the licensee has employed or permitted any person to solicit or encourage others, directly or indirectly, to buy that person's cannabis goods in the licensed premises under any commission, percentage, salary, or other profit-sharing plan, scheme, or conspiracy.

§ 17809. Disciplinary Actions.

(a) When an accusation recommending disciplinary action against a licensee has been filed pursuant to Business and Professions Code section 26031, the accusation shall be served on the licensee in accordance with Government Code section 11505.

(b) A hearing shall be conducted in accordance with the provisions of chapter 5 (commencing with section 11500) of part 1 of division 3 of title 2 of the Government Code to determine if cause exists to take action against the licensee. At the hearing, the Department shall have all of the powers granted by the statutes cited above and by the Business and Professions Code.

(c) If a hearing on an accusation against a licensee results in a finding that the licensee has committed any of the acts or omissions constituting grounds for disciplinary action, the Department may order the license revoked, suspended outright for a specified period of time, or suspended on probationary restriction for a specified period of time, including terms and conditions of probation the Department considers appropriate on the basis of its findings, impose a fine, or any combination thereof. The Department may also issue other lawful orders it considers appropriate on the basis of its findings.

(d) An accusation may be terminated by written stipulation at any time prior to the conclusion of the hearing on the accusation. If a licensee submits a proposed stipulation to the Department for its consideration and the Department subsequently declines to accept the proposed stipulation, the Department shall not thereafter be disqualified from hearing evidence on the accusation and taking action thereon as authorized in this section.

§ 17810. Interim Suspension.

(a) Pursuant to Business and Professions Code section 494, the Department may petition for an interim order to suspend any license or impose licensing restrictions upon any licensee if:

(1) The licensee has engaged in acts or omissions constituting a violation of the Business and Professions Code or this division, or been convicted of a crime substantially related to the licensed activity, and

(2) Permitting the licensee to continue to engage in the licensed activity would endanger the public health, safety, or welfare.

(b) An interim order for suspension or restrictions may be issued with notice, as follows:

(1) The Department shall provide the licensee with at least 15 days' notice of the hearing on the petition for an interim order.

(2) The notice shall include all documents submitted in support of the petition.

(c) An interim order for suspension or restrictions may be issued without notice to the licensee if it appears from the Department's petition and supporting documents that serious injury would result to the public before the matter could be heard on notice.

(1) The licensee shall be entitled to a hearing on the petition within 20 days after issuance of the initial interim order.

(2) Notice of the hearing shall be provided to the licensee by the Department within two days after issuance of the initial interim order.

(3) The licensee shall receive all documents in support of the petition.

(d) The Department shall file an accusation, pursuant to chapter 5 (commencing with section 11500) of part 1 of division 3 of title 2 of the Government Code, within 15 calendar days after issuance of the interim order.

§ 17813. Enforcement Costs.

(a) In any order in resolution of a disciplinary proceeding for suspension or revocation of a license, the Department may request the administrative law judge to direct a licensee found to have committed a violation or violations of the Act or this division to pay a sum not to exceed the reasonable costs of the investigation and enforcement of the case.

(b) A certified copy of the actual costs, or a good faith estimate of costs where actual costs are not available, signed by the Department's designated representative shall be prima facie evidence of reasonable costs of investigation and prosecution of the case. The costs shall include the amount of investigative and enforcement costs up to the date of the hearing, including, but not limited to, charges imposed by the Attorney General.

(c) The administrative law judge shall make a proposed finding of the amount of reasonable costs of investigation and prosecution of the case when requested pursuant to subsection (a). The Department may reduce or eliminate the cost award, or remand to the administrative law judge where the proposed decision fails to make a finding on costs requested pursuant to subsection (a).

(d) Where an order for recovery of costs is made and timely payment is not made as directed in the decision, the Department may enforce the order for repayment in any appropriate court. This right of enforcement shall be in addition to any other rights the Department may have to recover costs.

(e) In any action for recovery of costs, proof of the decision shall be conclusive proof of the validity of the order of payment and the terms for payment.

(f) Except as provided in subsection (g), the Department shall not renew or reinstate any license of a licensee who has failed to pay all of the costs ordered under this division.

(g) Notwithstanding subsection (f), the Department may, in its discretion, conditionally renew or reinstate for a maximum of one year the license of any licensee who demonstrates financial hardship and enters into a formal agreement with the Department for reimbursement within that one-year period for the unpaid costs.

(h) Nothing in this section shall preclude the Department from including recovery of the costs of investigation and enforcement of a case in any stipulated settlement.

§ 17814. Disciplinary Guidelines.

In reaching a decision on a disciplinary action under the Act and the Administrative Procedure Act (Govt. Code section 11400 et seq.), the Department shall consider the disciplinary guidelines entitled “Department of Cannabis Control Disciplinary Guidelines for All Commercial Cannabis Licenses Amended July 2022,” which are hereby incorporated by reference. Deviation from these guidelines and orders, including the standard terms of probation, is appropriate where the Department in its sole discretion determines that the facts of the particular case warrant such a deviation (e.g., the presence of mitigating factors, the age of the case, or evidentiary problems).

§ 17816. Posting of Notice of Suspension.

(a) A licensee whose license has been suspended shall conspicuously and continuously display a notice on the exterior of the licensee's premises for the duration of the suspension.

(b) The notice shall be 11 inches in length and 8.5 inches in width. The notice shall read:

NOTICE OF SUSPENSION

The Department of Cannabis Control License(s) Issued For This
Premises Has Been
Suspended For Violation of State Law

(c) Advertising or posting signs to the effect that the licensed premises has been closed or that business has been suspended for any reason other than the reason provided in the decision suspending the license, shall be deemed a violation of this section.

(d) Failure to display the notice as required in this section or removal of the notice prior to the expiration of the suspension shall be a violation of this section and may result in additional disciplinary action.

(e) A licensee shall notify the Department by submitting the Licensee Notification and Request Form, Notifications and Requests Regarding Regulatory Compliance, DCC-LIC-028 (New 2/22), incorporated herein by reference, within 24 hours of discovering that the notice under subsection (b) has been removed or damaged to an extent that makes the notice illegible.

§ 17817. Posting of Notice of Revocation.

(a) A person whose license has been revoked shall conspicuously display a notice on the exterior of the premises indicating that the license has been revoked. The notice shall remain continuously on the premises for at least 15 calendar days.

(b) The notice shall be 11 inches in length and 8.5 inches in width. The notice shall read:

NOTICE OF REVOCATION
The Department of Cannabis Control License(s) Issued For This
Premises Has Been
Revoked For Violation of State Law

(c) Advertising or posting signs to the effect that the premises has been closed, or that business has been suspended for any reason other than the reason provided in the decision revoking the license, shall be deemed a violation of this section.

(d) If the Department revokes a license at a licensed premises that has one or more licenses at the location that will remain active after the revocation, the revocation notice shall remain posted for a period of at least 15 calendar days.

(e) Failure to display the notice for the time required in this section shall be a violation of this section and may result in additional disciplinary action.

(f) A person whose license has been revoked shall notify the Department by submitting the Licensee Notification and Request Form, Notifications and Requests Regarding Regulatory Compliance, DCC-LIC-028 (New 2/22), incorporated herein by reference, within 24 hours of discovering that the notice under subsection (b) has been removed or damaged to an extent that makes the notice illegible.

§ 26030. Grounds for disciplinary action

Grounds for disciplinary action include, but are not limited to, all of the following:

- (a)** Failure to comply with the provisions of this division or any rule or regulation adopted pursuant to this division.
- (b)** Conduct that constitutes grounds for denial of licensure pursuant to Chapter 2 (commencing with [Section 480](#)) of Division 1.5 or discipline of a license pursuant to Chapter 3 (commencing with [Section 490](#)) of Division 1.5.
- (c)** Any other grounds contained in regulations adopted by the department pursuant to this division.
- (d)** Failure to comply with any state law including, but not limited to, the payment of taxes as required under the Revenue and Taxation Code, except as provided for in this division or other California law.
- (e)** Knowing violations of any state or local law, ordinance, or regulation conferring worker protections or legal rights on the employees of a licensee.
- (f)** Failure to comply with the requirement of a local ordinance regulating commercial cannabis activity.
- (g)** The intentional and knowing sale of cannabis or cannabis products by an A-licensee to a person under 21 years of age.
- (h)** The intentional and knowing sale of medicinal cannabis or medicinal cannabis products by an M-licensee to a person without a physician's recommendation.
- (i)** Failure to maintain safe conditions for inspection by the department.
- (j)** Failure to comply with any operating procedure submitted to the department pursuant to subdivision (b) of [Section 26051.5](#).
- (k)** Failure to comply with license conditions established pursuant to subdivision (b) of [Section 26060.1](#)