

DRAFT Cooperative Agreement for Phase I of the Green Valley Creek Restoration Project

This agreement ("Agreement") is by and between **Sonoma County Water Agency**, a body corporate and politic of the State of California ("Sonoma Water") and **County of Sonoma, Department of Transportation and Public Works** ("TPW"). The Effective Date of this Agreement is the date the Agreement is last signed by the parties to the Agreement, unless otherwise specified in Article 8 (Term of Agreement).

RECITALS

- A. The Green Valley Creek Restoration Project (Project) will mitigate recurrent flooding of Green Valley Road and adjacent private parcels. Green Valley Creek overtops Green Valley Road with relatively high water velocities, resulting in hazardous conditions as flood waters cross the road and flow through the adjacent private vineyard toward Atascadero Creek. Frequent flooding poses public safety risks and lack of access for residents and commuters in this unincorporated area, west of the Town of Graton, California. Exhibit A is a vicinity map of the Project.
- B. After the January floods of 2017 and the subsequent Presidential declaration of disaster, TPW and Sonoma Water jointly submitted an application to the California Governor's Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency's (FEMA) Hazard Mitigation Grant Program to fund design and construction of the Project.
- C. On December 19, 2019, FEMA approved funding for Phase I of the Project. Phase I (Design) will include planning, design specifications, environmental assessment and permitting activities that will lead to Phase II (Construction), which includes right-of-way activities, advertisement, bid, and construction of the Project.
- D. TPW is the Sub-Grantee receiving reimbursement payments directly from Cal OES (Grantee). Sonoma Water is the Implementing Agency, who will perform tasks as described in the approved Phase I Project scope of work.
- E. The estimated total budget for Phase I is \$502,230. The Federal share (75%) is \$376,673 and the local share (25%) is \$125,557. Work performed by Sonoma Water will be reimbursed with Federal funds upon receipt by TPW, and Sonoma Water will provide the required local share amount with in-kind services.
- F. No work on Phase II may begin until FEMA concludes the proposed project is eligible for Phase II construction funding.
- G. TPW and Sonoma Water do mutually desire to cooperate in Phase I of the Project.

In consideration of the foregoing recitals and the mutual covenants contained herein, the parties hereto agree as follows:

AGREEMENT

1. RECITALS

- 1.1. The above recitals are true and correct.

2. LIST OF EXHIBITS

- 2.1. The following exhibits are attached hereto and incorporated herein:
- a. Exhibit A: Vicinity Map
 - b. Exhibit B: Phase I Scope of Work
 - c. Exhibit C: Grant Award Documents

3. DEFINITIONS

- 3.1. For the purposes of this Agreement the following terms and definitions shall be used:
- a. Project: Phase I of the Green Valley Creek Restoration Project includes include planning, design specifications, environmental assessment and permitting activities.
 - b. Grantee: Cal OES
 - c. Sub-Grantee: TPW
 - d. Implementing Agency: Sonoma Water
 - e. Grant: Executed agreement between Cal OES and Sonoma County Department of Transportation and Public Works, Cal OES Project No. 4308-PJ0091-007.
 - f. TPW Representative: TPW staff assigned to perform TPW's responsibilities, including communications, obtaining signatures, liason with TPW's Director and other staff.
 - g. Sonoma Water Representatives: Sonoma Water staff assigned to perform Sonoma Water's responsibilities.
 - h. Project Manager: Sonoma Water has been designated as the entity that will manage engineering and other technical activities on behalf of TPW
 - i. Grant Administrator: Sonoma Water has been designated as the entity that will perform grant management tasks on behalf of TPW.

4. COORDINATION

- 4.1. TPW and Sonoma Water shall coordinate the work through their respective representatives. Contact information:

Sonoma Water Representatives	TPW Representatives
Project Manager: Greg Guensch, or assigned personnel Phone: 707-547-1972 Email: Gregory.Guensch@scwa.ca.gov 404 Aviation Boulevard Santa Rosa, CA 95403-9019	Project Manager: _____, or assigned personnel Phone: 707-565-____ Email: _____@sonoma-county.org 2300 County Center Drive, Suite B100 Santa Rosa, CA 95403
Grant Administrator: Joan Hultberg, or assigned personnel Phone: 707-547-1902 Email: joan.hultberg@scwa.ca.gov	Remit invoices to: TPW Accounting or dept analyst? Same address as above or Email: _____@sonoma-county.org
Remit payments to: Justin Adalio Same address as above or Email: Justin.Adalio@scwa.ca.gov	

5. **TPW'S RESPONSIBILITIES**

5.1. **Grant Agreement Obligations:**

- a. As Sub-Grantee, fulfill obligations under the Grant and provide Sonoma Water with information reasonably necessary to allow Sonoma Water, as Grant Administrator, to meet the documentary reporting requirements under the Grant together with documentation required to be submitted to Cal OES under the Grant.
- b. Execute forms, declarations, certifications, and other documents as required by the Grant. Provide Sonoma Water such other assistance necessary to maximize the receipt of funding from the Grant as Sonoma Water shall reasonably request.

5.2. **Record Keeping:** Maintain complete and accurate records of all transactions in compliance with generally accepted accounting principles for enterprise accounting as promulgated by the American Institute of Certified Public Accountants and the Governmental Accounting Standards Board. Also maintain complete Project files with all correspondence, including letters and meeting notes. Such records will be available to Sonoma Water at all reasonable times for inspection and analysis.

5.3. **Communication:** Engage in regular communication monthly via email or phone with Sonoma Water on Project status, schedule, budget tracking, and other issues as required.

6. SONOMA WATER'S RESPONSIBILITIES

- 6.1. Scope of Work: Perform the work described in Exhibit B, Scope of Work.
- 6.2. Communication: Provide regular communication monthly via email or phone with TPW on Project status, schedule, budget tracking, and other issues as required.
- 6.3. Record Keeping: Maintain complete and accurate records of all transactions in compliance with generally accepted accounting principles for enterprise accounting as promulgated by the American Institute of Certified Public Accountants and the Governmental Accounting Standards Board. Maintain complete Project files with all correspondence, including letters and meeting notes. Such records will be available to County at all reasonable times for inspection and analysis.
- 6.4. Grant Administration and Implementation: As Implementing Agency, Sonoma Water will conduct its work in compliance with the Standard Mitigation Grant Program (HMGP) Conditions (FEMA Region IX, August 2017).
 - a. Technical Services: Supervise technical consultant(s), distribute draft and final copies of any reports generated, and act as liaison with Cal OES. This responsibility includes coordinating any necessary technical review meetings with Sonoma Water and TPW, and providing status updates to TPW as needed.
 - b. Administration and Coordination: Provide administration and coordination including preparing and submitting to Cal OES documents required to meet the documentary reporting requirements of the Grant. Documentation includes reports required in the Grant, invoices, purchase orders, proof of delivery, proof of payment, payroll records, timesheets, receipts, and any other supporting documentation necessary to fully and accurately describe the eligible work defined in the Grant. Provide TPW such other assistance necessary to maximize the receipt of funding from the Grant as TPW shall reasonably request.
 - c. Schedule: Provide information and documentation to TPW at least one week in advance of the deadlines specified in the Grant for review and signatures prior to submitting to Cal OES.

7. FUNDING AND PAYMENTS

- 7.1. Funding, Invoicing, and Payments to Sonoma Water: On behalf of TPW, Sonoma Water will invoice Cal OES quarterly for reimbursement of expenses incurred for Project. Upon receipt of Grant funds from Cal OES, TPW shall disburse funds to Sonoma Water for costs as authorized in the Grant agreement and itemized in said invoice to Sonoma Water within 30 calendar days of receipt of reimbursement from Cal OES.

8. TERM OF AGREEMENT

- 8.1. This Agreement shall expire on _____ unless terminated earlier pursuant to the provisions of Paragraph 9.1.

9. ADDITIONAL REQUIREMENTS

- 9.1. Authority to Terminate Agreement: Either party may terminate its participation in this Agreement by giving thirty (30) calendar days advance written notice to the other party of its intent to terminate its participation in this Agreement. Termination shall not relieve the Terminating Party of its obligation to pay costs and expenses related to the Project or otherwise allocated prior to the effective date of the termination. TPW's right to terminate may be exercised by the Director of TPW. Sonoma Water's right to terminate may be exercised by Sonoma Water's General Manager
- 9.2. Authority to Amend Agreement: Changes to the Agreement may be authorized only by written amendment to this Agreement, signed by both parties. Changes to lengthen time schedules or make minor modifications to the scope of work, which do not increase the amount paid under the Agreement, may be executed by the Director of TPW and Sonoma Water's General Manager in a form approved by County Counsel.
- 9.3. No Waiver of Breach: The waiver by Sonoma Water of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or promise or any subsequent breach of the same or any other term or promise contained in this Agreement.
- 9.4. Construction:
- a. To the fullest extent allowed by law, the provisions of this Agreement shall be construed and given effect in a manner that avoids any violation of statute, ordinance, regulation, or law. The parties covenant and agree that in the event that any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated thereby.
 - b. TPW and Sonoma Water acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement will not be construed against one party in favor of the other. TPW and Sonoma Water acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.
- 9.5. No Third-Party Beneficiaries: Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

- 9.6. Applicable Law and Forum: This Agreement shall be construed and interpreted according to the substantive law of California excluding the law of conflicts. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the County of Sonoma.
- 9.7. Captions: The captions in this Agreement are solely for convenience of reference. They are not a part of this Agreement and shall have no effect on its construction or interpretation.
- 9.8. Merger: This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement, pursuant to Code of Civil Procedure section 1856. Each Party acknowledges that, in entering into this Agreement, it has not relied on any representation or undertaking, whether oral or in writing, other than those which are expressly set forth in this Agreement. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.
- 9.9. Survival of Terms: All express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.
- 9.10. Time of Essence: Time is and shall be of the essence of this Agreement and every provision hereof.

10. MUTUAL INDEMNIFICATION

- 10.1. Each party shall indemnify, defend, protect, hold harmless, and release the other, its officers, agents, and employees, from and against any and all claims, losses, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with, or caused by any negligent act or omission or willful misconduct of such indemnifying party or its agents, employees, contractors, subcontractors, or invitees. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party or its agents, employees, contractors, subcontractors, or invitees under workers' compensation acts, disability benefit acts, or other employee benefit acts.

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date last signed by the parties to the Agreement.

Reviewed as to funds:

By: _____
Sonoma Water Division Manager -
Administrative Services

Approved as to form:

By: _____
_____, Deputy County Counsel

Sonoma County Water Agency

**County of Sonoma Department of
Transportation and Public Works**

By: _____
Grant Davis
General Manager

By: _____
Johannes J. Hoevertsz, Director of
Transportation and Public Works

Authorized per Sonoma Water's Board of
Directors Action on _____

Authorized per Board of Supervisors Action
on _____

Date: _____

Date: _____

Exhibit A: Vicinity Map

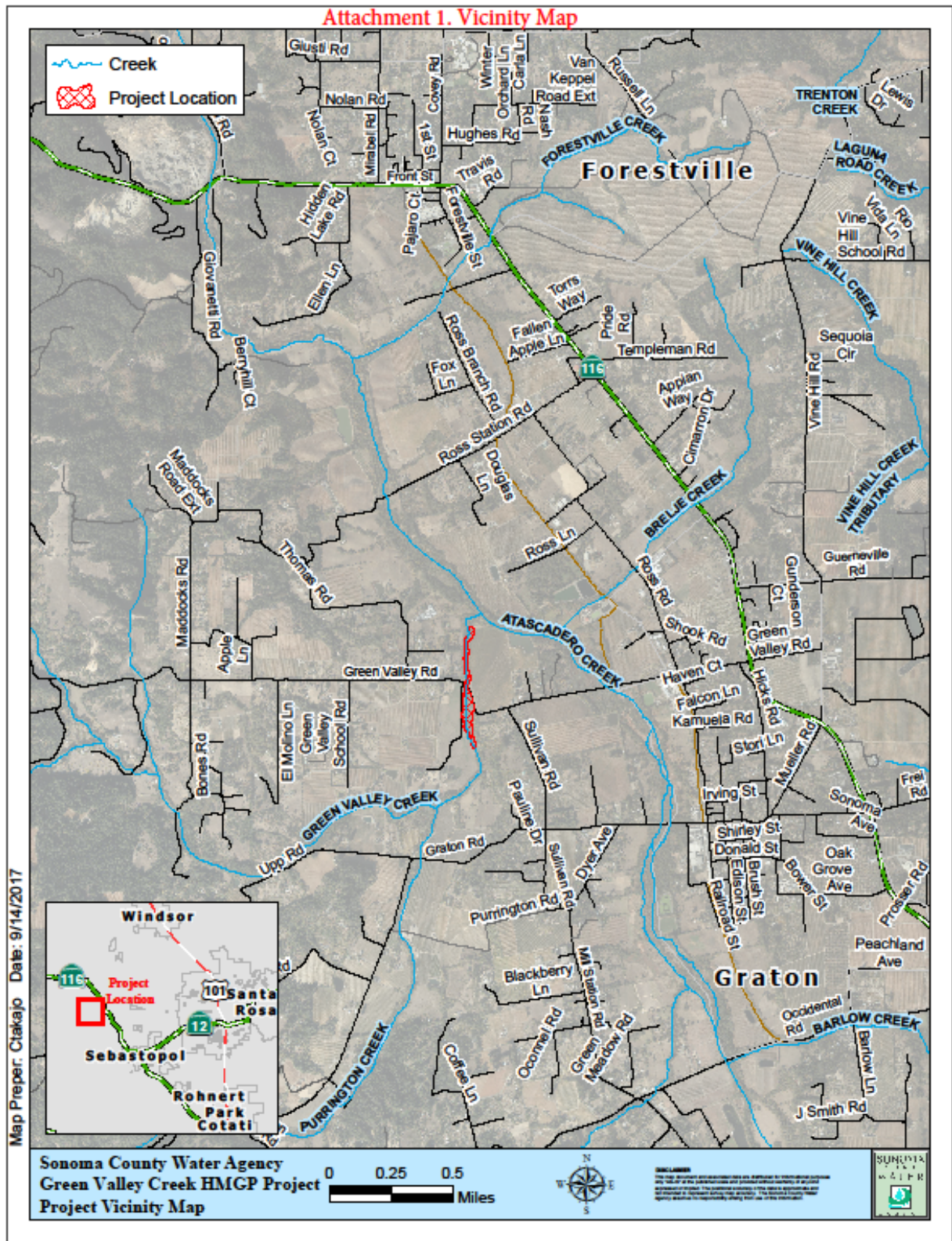


Exhibit B: Phase I Scope of Work

B.1 FUNDING SUMMARY

The Sonoma County Department of Transportation and Public Works (TPW) is the Sub-Grantee for this Project, and Sonoma County Water Agency (Sonoma Water) is the Implementing Agency that will perform the work, complete final design, obtain permits, and implement the project. Sonoma Water will also provide the match for the Project.

This is a phased project, with Phase I consisting of final Project design, environmental impact assessment and permitting, and project management; and Phase II consisting of obtaining right-of-way easements, and implementation/construction.

FEMA has obligated grant funds for Phase I only. If FEMA finds the Project proposed under Phase I eligible under the Hazard Mitigation Grant Program guidelines, FEMA will approve funds for Phase II Construction.

B.2 PHASE I TASKS

1. Design and Survey
 - a. Perform ESA and Obtain Environmental Approval
 - b. Kickoff, 30%, 60%, 90% Design Meetings
 - c. Survey, Mapping of Project Area
 - d. Design Drawings and Specification
2. Environmental Assessment and Permits
 - a. Prepare environmental (CEQA) documentation
 - b. Obtain Permits
 - c. Project Implementation Methods (BMPs)
3. Project Management
 - a. Support efforts tasks 1 and 2 to ensure compliance with local, state, and federal laws and grant obligations
 - b. Prepare and submit quarterly progress reports and reimbursement requests to funder
 - c. Financial management of grant and other project funds
 - d. Responsible for overseeing and delivering scope, schedule, and budget and overall quality performance of this project pursuant to grant documents.

Exhibit C: Grant Award Documents

(Appears on the following page)

Draft



January 13, 2020

Sheryl Bratton
County Administrator
Sonoma County
575 Administration Drive, Suite 104A
Santa Rosa, CA 95403

Subject: **Notification of Subapplication Approval**
Hazard Mitigation Grant Program
FEMA-4308-DR-CA, Project #PJ0091, FIPS #097-00000

Dear Ms. Bratton:

The California Governor's Office of Emergency Services (Cal OES) received notification that the Federal Emergency Management Agency (FEMA) has approved your organization's subaward application in the amount of **\$376,672.50**. A copy of the FEMA award package is enclosed for your records. In order to receive payment as a grant subrecipient, your organization must have the following on file with the Recovery Grants Processing Unit:

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

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



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

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

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

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

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

Recovery Grants Processing Unit

Enclosures

c: Applicant's File

*The Recovery Grants Processing Unit has a County universal resolution, passed on 01/29/19, on file. A copy of the resolution is included in this package for your review. With your permission, the resolution can be applied to this project.



3650 SCHRIEVER AVENUE • MATHER, CA 95655
RECOVERY GRANTS PROCESSING UNIT
(916) 845-8110

Mat

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



FEMA

December 18, 2019

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

RECEIVED

N20-0004
JAN - 3 2020

Chen Robyn

HAZARD MITIGATION

Reference: Phase I Approval
HMGP #4308-091-07R
Sonoma County 097-00000
Green Valley Creek Restoration Mitigation Project (Phase 1)
Supplement #29

RECEIVED

JAN 10 2020
697206.1

GRANTOR - COUNTY

Dear Mr. Ghilarducci:

We have reviewed the subapplication for the above-referenced Green Valley Creek Restoration Project from Sonoma County (Subrecipient) and our decision is to approve a Phase 1 for the above-referenced project. We have determined technical and funding resources are necessary for the Subrecipient to provide information for our review of eligibility.

The costs are \$502,230, based on the proposed estimate. As shown in the enclosed Supplement #29, the 75 percent obligation is \$376,672.50, and the 25 percent match is \$125,557.50. The Federal share is now available in Smartlink for eligible disbursements.

This approval is not our final determination, and failure to provide additional requested information may jeopardize funding for the entire project. If we conclude the proposed project is eligible, we will approve funding for Phase II Construction. The Phase I approval and obligation of funds are subject to the following:

1. **Phase I Scope of Work** - The activities referenced in the subapplication explanation of cost and cost estimate consist of environmental assessment & permitting, engineering design, and survey. HMGP funds may be de-obligated for work that is not completed within schedule, and for which no time extension is approved.
2. **Phase One Completion Date and Milestones** - The schedule in the subapplication indicates a twenty-four-month timeframe to complete the Phase I. We have annotated December 18, 2021, as the Phase I completion date.

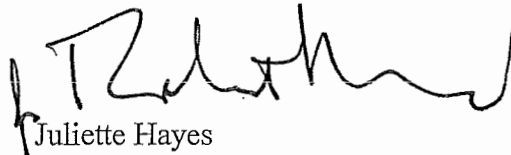
Note - Region IX Environmental Planning and Historic Preservation (EHP) will review the Environmental Permitting and Engineering Design submittals, and may request additional information, as needed, for clearance.

3. **Cost Underruns** - Upon completion of the Phase I or EHP clearance of the project Scope of Work (SOW), all remaining cost underruns must be applied to the Phase II funding or de-obligated if the proposed project is not eligible.

4. **Phase II Construction** - The Subgrantee shall not initiate construction, including activities such as construction contractor bidding and acquisition, until FEMA provides written notification that the review process is completed. The Phase II approval shall include EHP conditions.
5. **Phase II Completion Date** – If FEMA awards Phase II Construction funding for this project, activities are to be completed within the HMGP Period of Performance (POP). Work completed after the grant POP will not be eligible for Federal funding, and Federal funds may be de-obligated for work not completed within schedule if there is no approved time extension.
6. **Categorical Exclusion and Ground Disturbance Activities** - The Phase I is Categorical Excluded from the need to prepare either an environmental assessment or environmental impact statement. There shall be no ground disturbance activity such as geotechnical soil boring without our written approval. For more information, please refer to the enclosed Record of Environmental Consideration (REC) which may include special and standard conditions.
7. This award is subject to the enclosed *Standard Hazard Mitigation Grant Program Conditions*. Federal funds may be de-obligated for work that does not comply with these conditions.

If you have any questions, please contact Aaron Lim, Hazard Mitigation Assistance Specialist, at aaron.lim@fema.dhs.gov or (510) 627-7036.

Sincerely,



Juliette Hayes
Director
Mitigation Division
FEMA Region IX

Enclosures (4): Supplement #29 Obligation Report
Project Management Report
Standard HMGP Conditions
REC

cc: Robin Shepard, Cal OES
Monica Saputra, Cal OES
Anthony Roggio, Cal OES

12/18/2019
17:34

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

HMGP-OB-02

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Recipient
4308	7-R	0	91	1	29	CA	Statewide

Subrecipient: Sonoma (County)

Project Title : Sonoma County-Green Valley Road Flood Mitigation Project

Subrecipient FIPS Code: 097-99097

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation
\$376,672.50	\$376,672.50	\$0.00	\$0.00

Project Amount	Recipient Admin Est	Subrecipient Admin Est	Total Obligation	IFMIS Date	IFMIS Status	FY
\$376,672.50	\$0.00	\$0.00	\$376,672.50	12/18/2019	Accept	2020

Comments

Date: 12/18/2019 User Id: KMOJICA

Comment: Approved Phase funding for Green Valley Creek Restoration

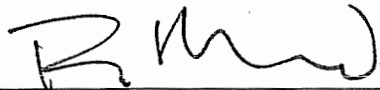
Authorization

Preparer Name: KAREN MOJICA

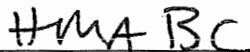
Preparation Date: 12/18/2019

HMO Authorization Name: AARON LIM

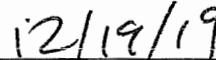
HMO Authorization Date: 12/18/2019



Authorizing Official Signature



Authorizing Official Title



Authorization Date

Authorizing Official Signature

Authorizing Official Title

Authorization Date

12/18/2019
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FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION GRANT PROGRAM

HMGP-AP-01

Project Management Report

Disaster Number	FEMA Project Number	Amendment Number	App ID	State	Recipient
4308	7-R	0	91	CA	Statewide

Subrecipient: Sonoma (County)
FIPS Code: 097-99097

Project Title : Sonoma County-Green Valley Road Flood Mitigation Project

Mitigation Project Description

Amendment Status : Approved

Approval Status: Approved

Project Title : Sonoma County-Green Valley Road Flood Mitigation Project

Recipient : Statewide

Subrecipient : Sonoma (County)

Recipient County Name : Sonoma

Subrecipient County Name : Sonoma

Recipient County Code : 97

Subrecipient County Code : 97

Recipient Place Name : Sonoma (County)

Subrecipient Place Name : Sonoma (County)

Recipient Place Code : 0

Subrecipient Place Code : 99097

Project Closeout Date : 00/00/0000

Work Schedule Status

Amend #	Description	Time Frame	Due Date	Revised Date	Completion Date
0	PRE-AWARD - FINALIZE DESIGN & SURVEY	9M	00/00/0000	00/00/0000	00/00/0000
0	AWARD - ENVIRONMENTAL ASSESSMENT & PER	15M	00/00/0000	00/00/0000	00/00/0000
0	PRE-AWARD - ACQUIRE RIGHT OF WAY	18M	00/00/0000	00/00/0000	00/00/0000
0	PROJECT MANAGEMENT	36M	00/00/0000	00/00/0000	00/00/0000
0	ROSION CONTROL, REVEG., REQUIRED HABITAT	12M	00/00/0000	00/00/0000	00/00/0000
0	TRUCTION - MOBILIZATION, IMPLEMENTATION, DI	24M	00/00/0000	00/00/0000	00/00/0000
0	PROJECT CLOSEOUT	3M	00/00/0000	00/00/0000	00/00/0000

Approved Amounts

Total Approved Net Eligible	Federal Share Percent	Total Approved Federal Share Amount	Non-Federal Share Percent	Total Approved Non-Fed Share Amount
\$502,230	75.000000000	\$376,673	25.000000000	\$125,557

Allocations

Allocation Number	IFMIS Status	IFMIS Date	Submission Date	FY	ES/DFSC Support Req ID	ES/DFSC Amend Number	Proj Alloc Amount Fed Share	Recipient Admin Amount	Subrecipient Admin Amount	Total Alloc Amount
16	A	12/18/2019	12/17/2019	2020	2918479	3	\$376,672.50	\$0.00	\$0.00	\$376,672.50
Total							\$376,672.50	\$0.00	\$0.00	\$376,672.50

Obligations

Action Nr	IFMIS Status	IFMIS Date	Submission Date	FY	SFS Support Req ID	SFS Amend Number	Suppl Nr	Project Obligated Amt - Fed Share	Recipient Admin Amount	Subrecipient Admin Amount	Total Obligated Amount
1	A	12/18/20	12/18/2019	2020	2930863	0	29	\$376,672.50	\$0.00	\$0.00	\$376,672.50
Total								\$376,672.50	\$0.00	\$0.00	\$376,672.50

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4308-91-7 (Phase 1)

Title: Green Valley Creek Restoration and Flood Resiliency Project (Phase 1)

NEPA DETERMINATION

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

Comment Sonoma County Department of Transportation and Public W, Sonoma County, proposes to remove approximately 32,000 cubic yards of sediment from Green Valley Creek, and re-aligning a 600-ft reach of the existing channel adjacent to Green Valley Road. Project boundary coordinates are: Northern Project Extent (38.447783, -122.887917); Middle Project (38.444186, -122.887874); Southern Project Extent (38.440485, -122.887263). The project would reduce the frequency and duration of flooding at Green Valley Road over the long term and address public safety risks, recurrent road and private property damage, and impacts to listed species. This project is being phased (Phase I - Design Development; Phase II - Construction). This review covers Phase I actions to fund A&E Design Development. Subsequent phases will require EHP review prior to implementation. This review does not cover construction actions. No ground disturbance activities are permitted during this phase without prior notice to FEMA.

This project has been determined to be Categorically Excluded from the need to prepare either an Environmental Impact Statement or Environmental Assessment in accordance with FEMA Instruction 108-1-1 and DHS Instruction 023-01-001-01: Categorical Exclusion a4 and a7 has been applied. Particular attention should be given to the project conditions before and during project implementation. Failure to comply with these conditions may jeopardize federal assistance including funding.
- sortega3 - 10/16/2019 22:20:56 GMT

CATEx CATEGORIES

Catex Category Code	Description	Selected
a4	(a4) Information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents. If any of these activities result in proposals for further action, those proposals must be covered by an appropriate CATEx. Examples include but are not limited to: (a) Document mailings, publication and distribution, training and information programs, historical and cultural demonstrations, and public affairs actions. (b) Studies, reports, proposals, analyses, literature reviews; computer modeling; and non-intrusive intelligence gathering activities.	Yes
a7	(a7) The commitment of resources, personnel, and funding to conduct audits, surveys, and data collection of a minimally intrusive nature. If any of these commitments result in proposals for further action, those proposals must be covered by an appropriate CATEx. Examples include, but are not limited to: (a) Activities designed to support the improvement or upgrade management of natural resources, such as surveys for threatened and endangered species, wildlife and wildlife habitat, historic properties, and archeological sites; wetland delineations; timber stand examination; minimal water, air, waste, material and soil sampling; audits, photography, and interpretation. (b) Minimally-intrusive geological, geophysical, and geo-technical activities, including mapping and engineering surveys. (c) Conducting Facility Audits, Environmental Site Assessments and Environmental Baseline Surveys, and (d) Vulnerability, risk, and structural integrity assessments of infrastructure.	Yes

EXTRAORDINARY

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4308-91-7 (Phase 1)

Title: Green Valley Creek Restoration and Flood Resiliency Project (Phase 1)

Extraordinary Circumstance Code

Description

Selected ?

No Extraordinary Circumstances were selected

ENVIRONMENTAL LAW / EXECUTIVE ORDER

Environmental Law/ Executive Order	Status	Description	Comment
Clean Air Act (CAA)	Completed	Project will not result in permanent air emissions - Review concluded	The proposed action to provide funding for A&E design development would result in no permanent air emissions. Clean Air Act review will need to be completed prior to implementing any subsequent phases of the project. - sortega3 - 10/16/2019 22:25:25 GMT
Coastal Barrier Resources Act (CBRA)	Completed	Project is not on or connected to CBRA Unit or otherwise protected area - Review concluded	
Clean Water Act (CWA)	Completed	Project would not affect any water of the U.S. - Review concluded	The proposed action to provide funding for A&E design development would result in no impacts to Waters of the U.S. Clean Water Act review will need to be completed prior to implementing any subsequent phases of the project. - sortega3 - 10/16/2019 22:23:51 GMT
Coastal Zone Management Act (CZMA)	Completed	Project is not located in a coastal zone area and does not affect a coastal zone area - Review concluded	
Executive Order 11988 - Floodplains	Completed	Located in floodplain or effects on floodplain/flood levels	The proposed action to provide funding for A&E design development would result in no impacts to Floodplains. Floodplain review will need to be completed prior to implementing any subsequent phases of the project. - sortega3 - 10/16/2019 22:30:00 GMT
	Completed	No adverse effect on floodplain and not adversely affected by the floodplain - Review concluded	
Executive Order 11990 - Wetlands	Completed	No effects on wetlands and project outside wetlands - Review concluded	The proposed action to provide funding for A&E design development would result in no impacts to Wetlands. Wetlands review will need to be completed prior to implementing any subsequent phases of the project. - sortega3 - 10/16/2019 22:28:56 GMT
Executive Order 12898 - Environmental Justice for Low Income and Minority Populations	Completed	Low income or minority population in or near project area	

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4308-91-7 (Phase 1)

Title: Green Valley Creek Restoration and Flood Resiliency Project (Phase 1)

Environmental Law/ Executive Order	Status	Description	Comment
	Completed	No disproportionately high and adverse impact on low income or minority population - Review concluded	
Endangered Species Act (ESA)	Completed	Listed species and/or designated critical habitat present in areas affected directly or indirectly by the federal action	The proposed action is to provide funding to the subrecipient for A&E design development and other administrative tasks. These actions would result in no impacts to endangered species. ESA review will need to be completed prior to implementing any subsequent phases of the project. The proposed scope of work for design development will not destroy or adversely modify suitable habitat and will not affect any other listed or proposed species under the jurisdiction of the USFWS. It is therefore determined the proposed action would have "No Effect" on listed species and consultation with the USFWS under Section 7 of the Endangered Species Act is not required. See attached No Effect Determination. - sortega3 - 10/16/2019 22:21:51 GMT
	Completed	No effect to species or designated critical habitat (See comments for justification) - Review concluded	
Farmland Protection Policy Act (FPPA)	Completed	Project does not affect designated prime or unique farmland - Review concluded	
Fish and Wildlife Coordination Act (FWCA)	Completed	Project does not affect, control, or modify a waterway/body of water - Review concluded	
Migratory Bird Treaty Act (MBTA)	Completed	Project located within a flyway zone	The proposed action to provide funding for A&E design development does not have potential to take migratory birds. - sortega3 - 10/16/2019 22:26:10 GMT
	Completed	Project does not have potential to take migratory birds - Review concluded	
Magnuson-Stevens Fishery Conservation and Management Act (MSA)	Completed	Project located in or near Essential Fish Habitat	The proposed action is to provide funding to the subrecipient for A&E design development and other administrative tasks. These actions would result in no impacts to Essential Fish Habitat. MSA review will need to be completed prior to implementing any subsequent phases of the project. - sortega3 - 10/16/2019 22:27:56 GMT
	Completed	Project does not adversely affect Essential Fish Habitat - Review concluded	

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4308-91-7 (Phase 1)

Title: Green Valley Creek Restoration and Flood Resiliency Project (Phase 1)

Environmental Law/ Executive Order	Status	Description	Comment
National Historic Preservation Act (NHPA)	Completed	Not type of activity with potential to affect historic properties - Review concluded	This is for funding to support engineering studies and designs for this Project (Phase 1 only). This work has no ground disturbance or other actions that have the potential to affect historic properties (if any existed hypothetically). Therefore, per 36 CFR 800.3(a)(1), and Stipulation I.A.6.f of the Programmatic Agreement among FEMA, the California State Historic Preservation Officer (SHPO), and the California Governors Office of Emergency Services (Cal OES) executed on October 30, 2014 (Agreement), FEMA has no further Section 106 responsibilities for this Phase 1 work. - mnnowick - 10/16/2019 21:58:49 GMT
Wild and Scenic Rivers Act (WSR)	Completed	Project is not along and does not affect Wild and Scenic River - Review concluded	

CONDITIONS

Standard Conditions:

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

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

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

Standard Mitigation Grant Program (HMGP) Conditions

FEMA Region IX, August, 2017

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

1. **Applicable Federal, State, and Local Laws and Regulations.** The Recipient/Subrecipient must comply with all applicable Federal, State, and Local laws and regulations, regardless of whether they are on this list or other project documents. DHS financial assistance Recipients and Subrecipients are required to follow the provisions of the State HMGP Administrative Plan, applicable Hazard Mitigation Assistance Uniform Guidance, and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in Title 2 of the Code of Federal Regulations (CFR) Part 200, adopted by DHS in 2 CFR 3002.
2. **Financial Management Systems.** The Recipient and Subrecipient must maintain financial management systems to account for and track funds, as referenced in 2 CFR 200.302.
3. **Match or Cost Share.** Non-federal match or cost share must comply with 2 CFR 200.306, the scope of work (SOW), and any agreements among the Subrecipient, the Recipient, and FEMA.
4. **Budget Changes.** Unanticipated adjustments are permitted within the approved total cost. However, if costs exceed the federal share, the Subrecipient must notify the Governor's Authorized Representative (GAR) of overruns before implementation. The GAR shall submit a written request for approval to FEMA Region IX. The subaward must continue to meet HMGP requirements, including cost effectiveness and cost share. Refer to 2 CFR 200.308 for additional information.
5. **Real Property and Land.** The acquisition, use, and disposition must comply with 2 CFR 200.311.
6. **Equipment.** The acquisition, use, and disposition must comply with 2 CFR 200.313.
7. **Supplies.** Upon project completion, FEMA must be compensated for unused supplies, exceeding \$5,000 (fair market value), and not needed for other federal programs. Refer to 2 CFR 200.314.
8. **Procurement.** Procurement procedures must be in conformance with 2 CFR 200.318-320.
9. **Monitoring and Reporting Program Performance.** The Recipient and Subrecipient must submit quarterly progress reports, as referenced in the 2 CFR 200.328 and State HMGP Administrative Plan.
10. **Records Retention.** In accordance with 2 CFR 200.333, financial/ programmatic records related to expenditures must be maintained at least 3 years after the date of Recipient's final expenditure report.
11. **Enforcement and Termination.** If the Recipient or Subrecipient fails to comply with the award or subaward terms, whether stated in a Federal statute or regulation, the State HMGP Administrative Plan, subapplication, a notice of award, an assurance, or elsewhere, FEMA may take one or more of the actions outlined in 2 CFR 200.338, including termination or partial termination of the award or subaward outlined in 2 CFR 200.339.
12. **Allowable Costs.** Funds are to be used for allowable costs in compliance with 2 CFR 200.403, the approved SOW, and any agreements among the Subrecipient, Recipient, and FEMA.

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

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

PROJECT ASSURANCES FOR FEDERAL ASSISTANCE HAZARD MITIGATION GRANTS

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

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

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

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

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

"I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly
authorized by County of Sonoma
(Name of Organization)

to enter into this agreement for and on behalf of said subrecipient, and by my signature do bind
the subrecipient to the terms thereof .

Sheryl Bratton
Printed Name of Authorized Applicant's Agent

Sonoma County Administrator
Title

Signature of Authorized Applicant's Agent

Date

Authorization

I, Sheryl Bratton , do hereby certify as the authorized representative or
Printed Name

officer of County of Sonoma , that the information contained in this
Name of Organization

application is true and correct.

Sonoma County Administrator
Title

Signature

Date

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

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

1. Subrecipient: Sonoma County Dept. of Transportation & Public Works 1a. DUNS#: 55-648-5852

2. Implementing Agency: Sonoma County Water Agency 2a. DUNS#: 07-466-2503

3. Implementing Agency Address: 404 Aviation Boulevard Santa Rosa CA 95403-9019
Street City State ZIP+4

4. Location of Project: West of the Town of Graton Sonoma 95472
City County ZIP+4

5. Federal Award Identification Number: FEMA-4308-DR-CA 6. Performance Period: 12/18/2019 to 12/18/2021

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

8. Supplement Information

Supp No.	Federal Share	Non-Federal Share	Admin Cost	Total Supplement Cost	Fed / Non-Fed Percentage
29	\$376,672.50	\$125,557.50	\$0.00	\$502,230.00	75% / 25%
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
Totals:	\$376,672.50	\$125,557.50	\$0.00		

Total Project Cost: \$502,230.00

9. Primary Authorized Agent:

Name: Sheryl Bratton Title: Sonoma County Administrator

Phone: (707) 565-2431 Email: Sheryl.Bratton@sonoma-county.org

Mailing Address: 575 Administration Drive, Suite 104A Santa Rosa, CA 95403
Street City State ZIP+4

Payment Mailing Address: 2300 County Center Drive Suite B100, Santa Rosa, CA 95403
Street City State ZIP+4

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

Cal OES Contact Information Section:

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

Cal OES Use Only	
Cal OES #	097-00000-00
FIPS #	097-00000
Subaward #	DR4308-PJ0091
PCA	82884
Federal Award Dates	02/01/2017
	10/31/2024

Federal Awarding Agency Section

Federal Program Fund / CFDA #	Federal Awarding Agency	Total Federal Award Amount
Hazard Mitigation Grant Program / 97.039	U.S. Department of Homeland Security, Federal Emergency Management Agency	\$502,230.00

Project Description Section:

Green Valley Road Flood Mitigation Project

Research and Development Section:

Is this Subaward a Research and Development grant? Yes ☐ No ☒

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

1. Subrecipient

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

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

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

***2. Implementing Agency**

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

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

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

***3. Implementing Agency Address**

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

***4. Location of Project**

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

5. Federal Award Identification Number (FAIN)

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

6. Performance Period

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

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

***7. Indirect Cost Rate**

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

8. Supplement Information

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

***9. Primary Authorized Agent**

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

Federal Awarding Agency Section

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

Project Description Section

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

Research and Development Section

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

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



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Cal OES ID No: 097-00000

DUNS No.: 55-648-5852

Fiscal Year End Date: _____

Federal Funding Accountability and Transparency Act (FFATA) Financial Disclosure

Public Law (PL) 109-282 Federal Funding Accountability and Transparency Act of 2006, as amended by Section 6202(a) of the Government Funding Transparency Act of 2008 (PL 110-252), which is outlined in the U.S. Department of Homeland Security, Federal Emergency Management Agency's Grant Program Directorate Information Bulletin No. 350, dated November 23, 2010 (www.fsr.gov).

Entity Name: Sonoma County Department of Transportation and Public Works

You are subject to FFATA Financial Disclosure and must complete the below table if you can answer **YES** to **ALL** of the below criteria:

- Received 80% or more of annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements in your preceding fiscal year
- \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements
- The public does not have access to information about the compensation of your senior executives.

Executive Name	Title	Annual Salary	Annual Dollar Value of Benefits	Total Compensation

☒ Not subject to FFATA Financial Disclosure.

I, Sheryl Bratten, do hereby certify, as the authorized agent
Printed Name

of the above named entity, the information contained in this document is true and correct.

Sonoma County Administrator
Title of Authorized Agent

Signature of Authorized Agent

Date

HAZARD MITIGATION GRANTS PROGRAM

NOTIFICATION TO SUBGRANTEES

GRANT ADMINISTRATION PROCEDURES

1. ADVANCES (HMGP Only)

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

2. WORK SCHEDULES

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

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

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

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

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

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

3. PROCUREMENT/COMPETITIVE BIDS PROCESS

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

4. ALLOWABLE COSTS AND REIMBURSEMENTS.

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

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

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

5. COST OVERRUNS (HMGP Only)

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

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

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

6. SCOPE OF WORK CHANGES:

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

7. QUARTERLY REPORT PROCEDURES

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

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

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

Quarterly Reports shall include, at a minimum:

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

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

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

Quarterly Reports must be sent to:

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

8. INSPECTIONS

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

9. PERFORMANCE PERIOD EXTENSIONS

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



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

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

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

FMA / LPDM / PDM / SRL

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

10. ADMINISTRATIVE DOCUMENTS

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

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

11. FINAL REPORTS

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

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

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

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

12. AUDITS

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

13. MONITORING

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

14. APPEALS (HMGP Only)

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

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

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

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

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

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

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

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

Subrecipient: _____

FIPS ID #: _____

Mail Reimbursement Request to:

Disaster/Subaward #: _____

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

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

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

Under penalty of perjury, I certify that:

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

Authorized Agent (Per Governing Body Resolution)

Printed Name

Title

Phone Number

Signature

Date

Email Address

New Mailing Address Only

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

Reviewer

Title

Date

Approver

Title

Date

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

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

Quick Start Guide for New Grantee Registration

Helpful Information

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

What is an Entity?

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

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

Steps for Registering

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

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

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

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



Quick Start Guide for Updating an Entity Registration

Helpful Information

Viewing Your Entity Record

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

Before You Start

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

Steps for Updating an Entity Registration

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

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

