



August 2, 2023

Jennifer Blackman, General Manager
Bolin Community Public Utility District
PO BOX 390
Bolin, California 94924

Subject: Approval of Request for Public Assistance
FEMA-4683-DR-CA, California Severe Winter Storms, Flooding,
Landslides, and Mudslides
Cal OES ID: 041-91007 FEMA ID: 041-20BC8-00
Subrecipient: Bolinas Community Public Utility District
Cal OES Log: COR-000801 FEMA Log: None

Dear Jennifer Blackman:

The California Governor's Office of Emergency Services (Cal OES) is pleased to inform the Bolinas Community Public Utility District (Subrecipient) its Request for Public Assistance (RPA) for the California Severe Winter Storms, Flooding, Landslides, and Mudslides has been approved by the Federal Emergency Management Agency (FEMA). You should have been notified of your RPA Approval by a system-generated email from FEMA's web-based Grants Portal system (support.pagrants@fema.gov). This letter contains additional helpful information. Cal OES requests you use the Cal OES ID number noted above (if applicable) when corresponding with Cal OES for this disaster. All correspondence should be addressed to:

Mr. Robert Larsen, State Public Assistance Officer
California Governor's Office of Emergency Services
Recovery Section, Public Assistance Division
3650 Schriever Avenue
Mather, California 95655
ATTN: FEMA-4683-DR-CA

Incident Period

Eligibility of Public Assistance costs, as a result of the California Severe Winter Storms, Flooding, Landslides, and Mudslides, will be based on events that occurred within the incident period of December 27, 2022, through January 31,



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2023. Pursuant to Title 44 of the Code of Federal Regulations (44 CFR) section 206.202(d)(1)(ii), any known damage that occurred within the incident period must be reported to FEMA/Cal OES within 60 days of the Recovery Scoping Meeting, via Grants Portal - Damage Inventory, to be eligible for federal assistance.

Deadline to Identify Projects

Project Worksheets (PW) are the reimbursement vehicles used to fund disaster projects. PWs are used to document the location, damage description and dimensions, scope of work, and cost estimate for each project. The PW is the basis for funding and all cost estimates and damage must be identified within 60 days following the Recovery Scoping Meeting for each of those projects identified on the subrecipient's Damage Inventory via Grants Portal. Damages and costs must be estimated when final supporting documents are not yet available. As the subrecipient, you are strongly encouraged to submit PW information as soon as possible to expedite the assistance and funding process. Failure to identify and submit PW information in accordance with these parameters may jeopardize project funding, or place additional work requirements on subrecipients to ensure reimbursement of all project costs. Project funding or payment is not available for a PW until it is obligated by FEMA.

Project Completion Deadlines

In accordance with 44 CFR section 206.204(c)(1), FEMA requires all projects be completed within approved timeframes or funding may be jeopardized. It is imperative subrecipients submit a time extension request for any project that will not be completed by the current approved project deadline. Further, time extensions will be granted by Cal OES or FEMA only if the subrecipient can demonstrate extenuating circumstances or unusual project requirements beyond its control that prevent the successful completion of the approved scope of work by the current approved project deadline. Please be advised FEMA and Cal OES will examine these requests closely and time extensions will only be approved for extenuating circumstances. To assist you in determining whether your agency requires a time extension, please refer to the following time limitations for the completion of work associated with this disaster:

DR-4683 Emergency Work Deadlines (Categories A and B)		DR-4683 Permanent Work Deadlines (Categories C-G)	
Regulatory Deadline	Cal OES Time Extension Authority	Regulatory Deadline	Cal OES Time Extension Authority
July 14, 2023	January 14, 2024	July 14, 2024	January 14, 2027

As delineated in the table above, Cal OES is able to grant time extensions for approved (obligated) projects through January 14, 2024, for emergency work and January 14, 2027, for permanent work. FEMA must approve time extensions for any project that will be completed after these dates. Time extension requests must include a full explanation of the extenuating circumstances causing the delay, PW number, category of work, construction schedule, estimated project completion date, as well as dates and provision of previously approved time extensions. Time extension requests should be submitted to Cal OES prior to the established deadline.

Compliance with Federal, State, and Local Environmental and Historical Laws

Initiating a project prior to FEMA's review for compliance with federal environmental and historic laws and executive orders may result in jeopardizing funding. FEMA will complete any required documentation and interagency consultations. Subrecipients must obtain all necessary permits required for all projects, and must comply with any federal, state, or local environmental and historic laws or permit requirements.

Change in Scope of Work or Additional Funding

Any change to the scope of work and/or significant increase in project funding must be requested in writing through Cal OES. A version to the original PW may be prepared by Cal OES based on the eligible work in the documentation provided with the request. The draft PW will be transmitted by Cal OES to FEMA for approval. It is imperative subrecipients wait for FEMA's approval before initiating any changes to the approved scope of work. Such work may be subject to review for compliance with various federal environmental and historic preservation laws and regulations. Any additional work performed prior to approval by FEMA and completion of these reviews may jeopardize funding for the entire project.

Management Costs

In accordance with FEMA Recovery Policy FP 104-11-2, subrecipients can claim management costs through the PW process for those disasters declared on or after August 1, 2017, for five percent of the total award amount. Management costs include indirect costs, direct administrative costs, and any other administrative expense associated *with a specific project* under a major disaster. These expenses can include, but are not limited to, staff time spent to complete initial, interim, and final inspections; preparing PWs; collecting and organizing documentation; and attending certain meetings with Cal OES and FEMA. In addition, Cal OES will continue to provide a 10 percent administrative allowance on the Cal OES cost-share amount.

Net Small Project Overrun (NSPO) Guidelines

Pursuant to 44 CFR section 206.204(e)(2), a Public Assistance subrecipient may appeal for additional small project funding within 60 days of the completion of work on its last small project. The small project threshold for this event is \$1,000,000. When submitting an appeal for an NSPO, you must include a cost overrun summary listing all small project PWs, actual costs to complete the approved scope of work, and project completion dates. Further, you must be prepared to supply all required supporting documentation upon request.

Appeal Process

In accordance with 44 CFR section 206.206, you have the right to appeal any determination made by FEMA. Subrecipients must submit an appeal through Grants Portal, within 60 days from the date that FEMA electronically transmits the determination via Grants Portal. Cal OES then has an additional 60 days to review the appeal, make a recommendation, and transmit the appeal to FEMA. FEMA regulations require the subrecipient to provide a documented justification in support of its position; the monetary figure in dispute; and the provision of federal law and the regulation or policy with which the subrecipient believes the initial action was inconsistent. At a minimum, subrecipients are encouraged to submit the above documentation, as well as any additional documentation needed to best support the appeal argument. All known relevant information must be submitted with the first appeal. Additional information may not be submitted later. Failure to provide this information will affect Cal OES' ability to support the appeal and still meet FEMA's regulatory deadlines.

Funding Process

Upon obligation of federal and state funds, you will be notified by Cal OES via grant obligation notification letters. These obligation letters will describe the state and federal funding processes. Questions regarding payments of approved funding should be directed to the Cal OES Financial Processing Division at (916) 845-8110 or via email at RecoveryPayments@caloes.ca.gov.

Insurance

Pursuant to 44 CFR section 206.252, a subrecipient is required to obtain and maintain insurance on insurable facilities as a condition of receiving Public Assistance funding from FEMA. This requirement is waived when eligible costs for an insurable facility do not exceed \$5,000. FEMA will notify the subrecipient of the type and amount of insurance required. However, FEMA cannot require greater types and extent of insurance than is certified as reasonable by the State Insurance Commissioner. FEMA Policy 206-086-1, Public Assistance Policy on Insurance, describes these requirements in detail. Please note, failure to obtain and maintain insurance as prescribed could jeopardize future disaster funding.

Procurement

For all approved, federally funded and/or federally financed projects, subrecipients are required to follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, at 2 CFR Part 200, as adopted by the Department of Homeland Security at 2 CFR Part 3002, when using the federal financial assistance to procure property and/or services.

In conclusion, expediting the processing of project worksheets and reimbursements involves a high level of proactive participation. It is imperative you coordinate with your staff and designated Cal OES/FEMA personnel to submit the Damage Inventory and supporting documentation, and conduct site inspections in a timely manner to avoid unnecessary delays in reimbursements, which can ultimately affect your jurisdiction's recovery. If you have any questions related to this correspondence, please contact us at (916) 845-8200 or via email at DisasterRecovery@caloes.ca.gov.

Sincerely,

THE CAL OES RECOVERY TEAM
(916) 845-8200
DisasterRecovery@caloes.ca.gov

cc: Financial Processing Division

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